



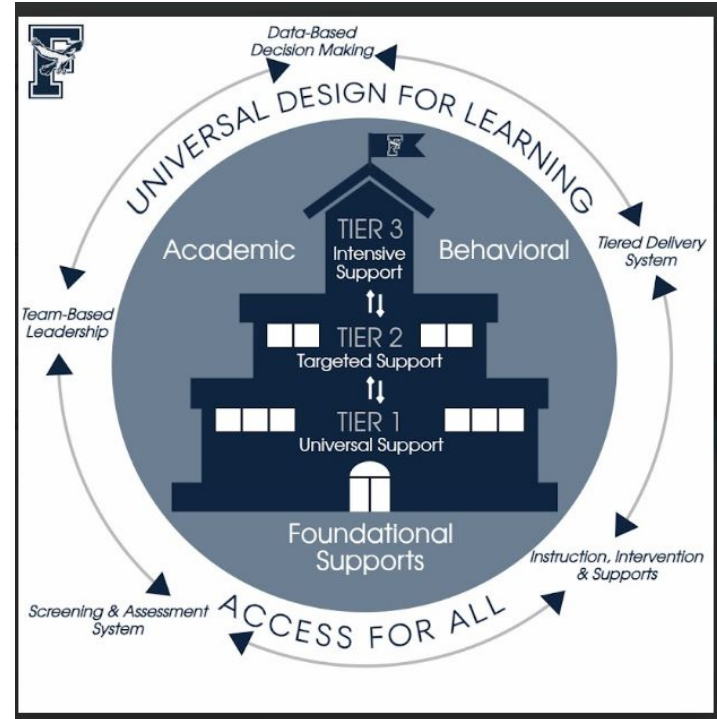
Fairless Teacher In-Service

Session: LPDC Basics

10.14.24

MTSS: Connection

- The LPDC Committee evaluates the coursework and professional development activities submitted and completed by educators. Both the IPDP and professional development should align with the goals of the district and the building.



Agenda

- **What** is the LPDC?
- **Who** works with the LPDC?
- **Where** do I go?
 - ◆ Employee Kiosk / Educator Licensure Records (CORE)
- **How** do I renew my license?
 - ◆ Requirements to renew
 - ◆ IPDP / Activities
- **When** do I renew my license?
- **Educator Responsibilities**



What?



What is the LPDC?

What is the **Local Professional Development Committee (LPDC)**?

LPDCs are groups sanctioned by the State to review coursework and professional development activities proposed and completed by educators to determine if state certification and licensure requirements have been met.

→ **All public school districts must establish an LPDC Committee**

◆ 5 members with a majority of teacher membership

- Fairless LPDC
 - Liz Barkan - T
 - LuAnn Frase - T
 - Julianna Beaber - T
 - Natalie Gilkerson - A
 - Julie Weyandt - A

Who?



Who must work through the LPDC?

All educators (teaching, non-teaching, and associate personnel, including interpreters and treasurers) who:

- Hold a certificate, professional or an associate or career technical workforce development 5-year license; **and**
- Are employed full- or part-time in the school, school district, agency or institution the LPDC represents; **and**
- Wish to fulfill the license renewal requirements

Who is exempt from working through the LPDC?

These individuals are exempt from working through an LPDC:

- Resident Educators and Alternative Resident Educator license holders
- Provisional Career Technical Workforce Development license holders
- Alternative Administrative Educator license holders
- Supplemental or 1-Year Out-of-State license holders
- Professional Pupil Services license holders (including school nurses, school social workers and school speech-language pathologists)
- Permanent certificate license holders

Where?



Where do I go?

To complete your IPDP and to upload credit hours and contact hour certificates go to...

→ [Employee Kiosk](#)

- ◆ Login
- ◆ App - IPDP

To renew or advance your license go to...

- [ODEW Website](#)
- Login to your OHID account
- Select Educator Licensure Records (CORE)



How?



How do I renew my license?

Follow the ABCs

A - Application

- Use the [CORE online application system](#)
- If you do not have an account - [create an OHID account](#) to access the online application.

B - Background Checks

- Before starting a renewal application, educators should make sure their [background checks](#) are still valid.

C - Check Licensure Requirements

- Educators may view the requirements to renew or transition their certificate, license, permit or registration by selecting from the [links on this page](#).

How do I renew my license?

1. Login to your OHID account
2. Select Educator Licensure Records (CORE)
3. Navigate to My Credentials on your CORE Dashboard
4. Click Action to the right of the license you are renewing and select RENEW from the dropdown menu.
5. Complete the online application from your CORE Dashboard.
6. See the [FAQs About the Online CORE License System](#) for additional information.

*Once your license is issued you can print it out.



Educator Licensure and
Records (CORE)

Apply, renew, and maintain
licenses

Details

Open App

Requirements for Licensure Renewal

- **6 Graduate Credits** (Accredited University)
 - ◆ Recommend pre-approval from LPDC
- OR
- **180 Contact Hours**
- OR
- **18 Continuing Education Units** (.1 per contract hour)
- OR
- A **combination** of any of the above

Example: Combination

- 3 Graduate Credits **AND**
- 90 Contact Hours

★ 30 Contact Hours = 1 Graduate Credit

What if I have multiple licenses?

- Ohio educators who have multiple professional license types now have flexibility regarding the alignment of license validity periods. For more information visit the [Licensure Alignment FAQs](#) webpage.

How do I renew my license?

 My Credentials Apply for NEW Credential + View History 🕒 🔔

If you have never held an Ohio license or are applying to receive a new credential that you have not previously held, please click the *Apply for NEW Credential button*. If you are a license holder renewing or modifying a license that you currently hold or have held in the past, please find the credential in the list below and select the *Action button*.

Credential	Status	Effective Year	Expiration Date	Credential Number	Action
5 Year Professional Elementary (1-8) License	Issued	2023	06/30/2028	22279089	Action ▼ Print 🖨️
5 Year Professional Principal License	Issued	2023	06/30/2028	22278576	Action ▼ Print 🖨️

When?



Important Dates

→ License Expiration Date

- ◆ June 30, _ _ _ _

→ License Renewal Date

- ◆ May submit as early as **November 1** of the year preceding their license expiration date.
- ◆ Must complete all renewal requirements and submit their application prior to **October 1** of the expiration year of the license OR it increases to 9 semester hours.
 - Will **NOT** be paid if license is not current

Employee

Kiosk



Individual
Professional
Development
Plan

What is an IPDP?

An IPDP is a document prepared by individual educators as a record of personal professional development goals and as a document of their achievement.

- When do I write an IPDP? **ASAP after license renewal**
- How long does my IPDP last? **The duration of your license (5 years)**

How do I create an IPDP?

1. Archive old IPDP

- **If you already have an IPDP on file in the kiosk, you will need to archive the old IPDP before creating a new IPDP.**
 - ◆ Go to view plan
 - ◆ Scroll to the bottom
 - ◆ Select archive plan and select ok

How do I create an IPDP?

The screenshot shows the IPDP system interface. The left sidebar contains the 'Individual Navigation' menu with options: IPDP Profile, Create Plan, Activity List, LPDC Guidelines, Committee Member, and District Admin Navigation. The main content area is titled 'User Information' and displays the following details:

- Name: RYAN ALLEN MURPHY
- Email Address: RYAN.MURPHY@FAIRLESS.SPARCC.ORG
- State Certificate ID: ZM4501610
- District: Fairless Local SD

Below the user information is a 'Certificates' section with a 'Certificate' button and a list of certificates, including 'ZM4501610 - Permanent - Professional - Permit - Staff - 08/20/2012'.

2. Create a new IPDP

- On the left hand side of the screen select create plan.
- Click the blue select button

The screenshot shows the IPDP system interface with the 'Select Template for Plan' dialog box open. The dialog box contains a table with the following data:

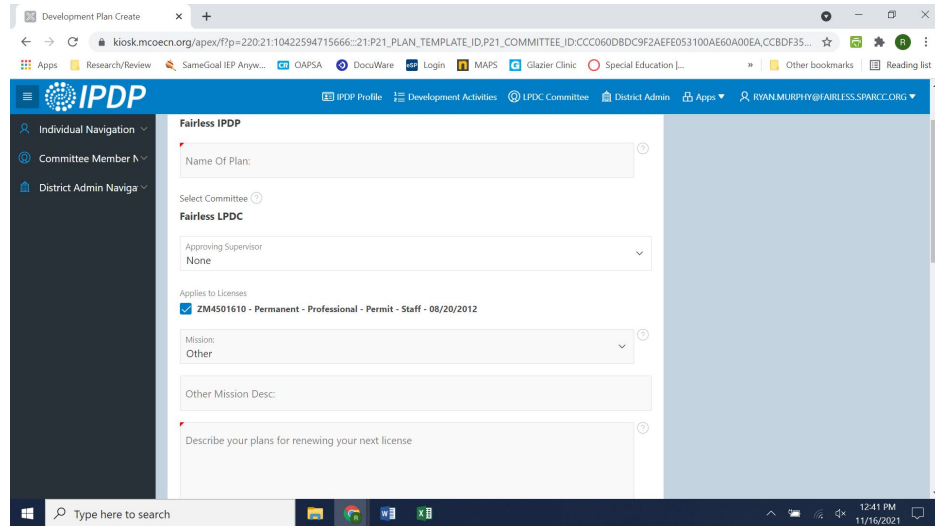
Select	Template	Owning Committee
Select	Fairless IPDP	Fairless LPDC

The dialog box also includes a '1 - 1' indicator at the bottom right.

How do I create an IPDP?

3. Complete Form

- Name your plan: **Julie Weyandt IPDP**
- Leave approving supervisor as **none**
- Mission: **5 year renewal**



The screenshot shows a web browser window displaying the 'Development Plan Create' form. The browser address bar shows the URL: `kiosk.mcoecn.org/apex/?p=220:21:10422594715666::21:P21_PLAN_TEMPLATE_ID,P21_COMMITTEE_ID:CCC060BDC9F2AEFE053100AE60A00EA,CCBDF35...`. The page title is 'Development Plan Create'. The form is titled 'Fairless IPDP' and includes the following fields:

- Name Of Plan: (Text input field)
- Select Committee: (Dropdown menu, currently showing 'Fairless LPDC')
- Approving Supervisor: (Dropdown menu, currently showing 'None')
- Applies To Licenses: (List of checkboxes, with 'ZM4501610 - Permanent - Professional - Permit - Staff - 08/20/2012' selected)
- Mission: (Dropdown menu, currently showing 'Other')
- Other Mission Desc: (Text input field)
- Describe your plans for renewing your next license: (Text area)

The left sidebar contains navigation options: 'Individual Navigation', 'Committee Member', and 'District Admin Naviga'. The bottom of the screen shows the Windows taskbar with the search bar and system tray.

How do I create an IPDP?

4. Complete Form

→ **First box** - Describe how you plan to renew your next license.

- ◆ **Example:** I plan to attend professional development sessions to acquire 180 contact hours necessary to renew my license and or complete a doctoral program in education.

→ **Second box** - How does that plan align to our district goals.

- ◆ **Example:** I will participate in professional development sessions that enhance my understanding of the MTSS framework.

Development Plan Create

kiosk.mcoecn.org/apex/f?p=22021:10422594715666::21:P21_PLAN_TEMPLATE_ID,P21_COMMITTEE_ID,CCC06DBDC9F2AEF0531

IPDP

IPDP Profile Development Activities IPDP Committee District Admin

Other Mission Desc:

Describe your plans for renewing your next license

Procedure - Professional Development Plan Goals

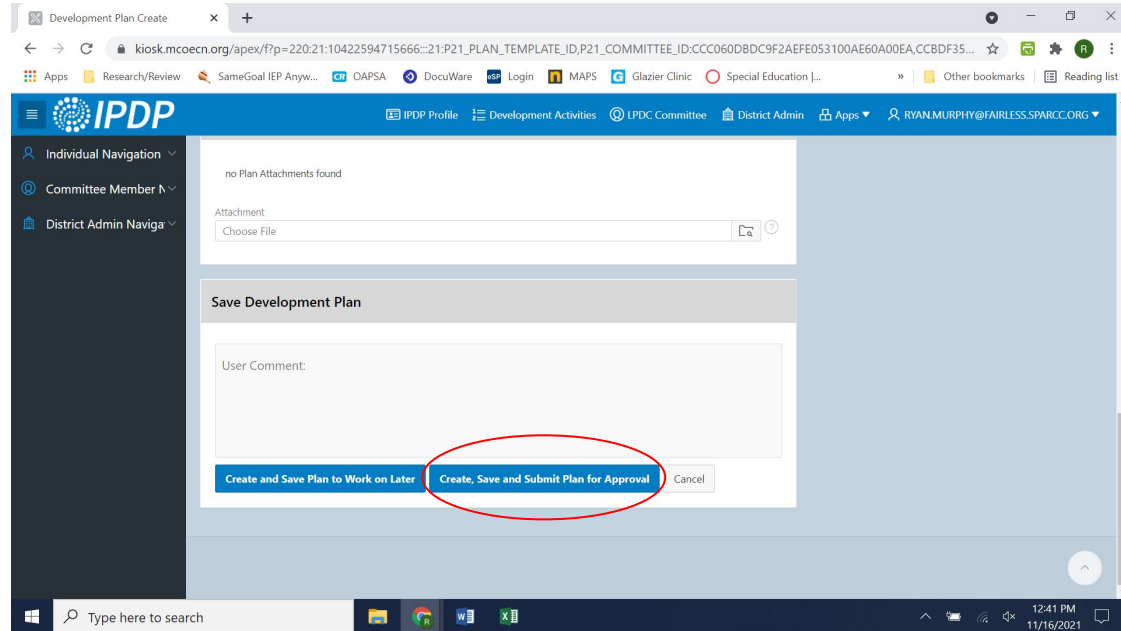
How does your professional development plan align to the districts continuous improvement plan?:

0 of 2000

Type here to search

How do I create an IPDP?

5. Click create, save, and submit plan for approval.



The screenshot displays a web browser window with the URL `kiosk.mcoecn.org/apex/f?p=220:21:10422594715666::21:P21_PLAN_TEMPLATE_ID,P21_COMMITTEE_ID,CCC060BDC9F2AEFE053100AE60A00EA,CCBDF35...`. The page title is "Development Plan Create". The interface includes a navigation menu on the left with options like "Individual Navigation", "Committee Member", and "District Admin Navigation". The main content area shows a form with an "Attachment" section containing a "Choose File" button. Below this is a "Save Development Plan" section with a "User Comment" text area. At the bottom of the form, there are three buttons: "Create and Save Plan to Work on Later", "Create, Save and Submit Plan for Approval" (which is circled in red), and "Cancel". The Windows taskbar at the bottom shows the time as 12:41 PM on 11/16/2021.

Submitting an Activity



How do I submit an activity?

★ This can only be done AFTER your IPDP plan is submitted and approved.

1. Select create activity on the left hand side of the screen.
2. Fill in...
 - a. Activity name: **Instructional Leadership Council (ILC)**
 - b. Activity Begin Date / End Date: **September 5, 2024**
 - c. Verification Method:
 - i. Transcript
 - ii. Other
 - iii. **Certificate**
 - d. Provider: **Stark County ESC**
 - e. **Leave approving supervisor as NONE**
3. Enter one of the following - Remember contact hours and CEU's are NOT the same number.
 - a. Semester hours
 - b. Quarter hours
 - c. CEU Credit
 - d. Contact hours - **3**

How do I submit an activity?

4. Graduate Credit Hours

Yes

No

5. Contact Hours

Yes

No

6. Description: ▶

- Network with colleagues to share instructional practices to increase student achievement
- Learn best practices related to the many aspects of school and district operations such as instruction, assessment, diverse student populations, social-emotional learning, teacher evaluation, etc.
- Understand state and national directives/requirements to ensure implementation and compliance

7. Activity Focus: **Network with County Leaders in our region**

8. Comment: Optional

9. Click - Create Activity Request

Your activity has been saved but is NOT YET SUBMITTED for approval. You can attach documents by going to the edit screen before submitting the activity for approval.

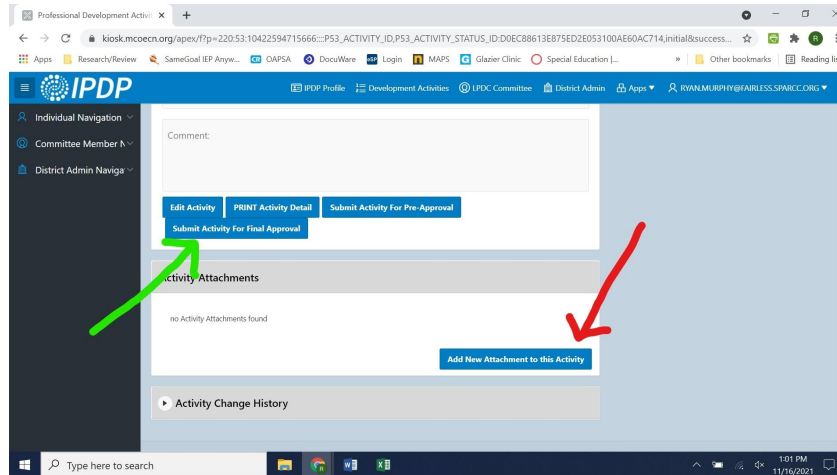
How do I submit an activity?

9. Attach your certificate or transcript for the activity - Bottom of page

→ Choose File

→ Select - Add Selected file as an Attachment

10. Then click submit for final approval.



Leaving an Ohio LPDC

- In order for the new district to honor professional development activities from a previous school district, the educator must submit this form.
- ◆ [Educator Leaving an Ohio LPDC Verification Form.](#)

HB 33

What changes does HB 33 require of LPDCs?

- Under [House Bill 33 of the 135th General Assembly](#), LPDCs are required to count completion of the science of reading professional development course toward professional development coursework requirements for teacher licensure renewal.
- LPDCs must permit teachers to apply any hours earned in the science of reading that exceed the minimum number of hours required for professional development coursework for teacher licensure renewal **to the next renewal period** for the license.
- All LPDCs are required to count any completed professional development coursework on the use of high-quality core curriculum and instructional materials and reading intervention programs provided by vendors identified by the Department toward professional development coursework requirements for teacher licensure renewal ORC 3313.6028(E)(2).
- LPDCs must permit teachers to apply any hours earned in the science of reading.

Fairless Website

→ [**Fairless Local Schools**](#)

- ◆ Teacher Links
 - LPDC

→ LPDC committee email:

[**lpdc@fairless.sparcc.org**](mailto:lpdc@fairless.sparcc.org)

→ [**Meeting Notes 2024-2025**](#)



Responsibilities of the Educator

→ **Be informed**

- ◆ Meet licensure renewal requirements
- ◆ Choose coursework and PD that aligns with the Ohio educator standards
- ◆ Know district goals

→ **Abide by LPDC operating procedures**

- ◆ Follow the LPDC procedures & timelines
- ◆ Submit the IPDP for approval
- ◆ Submit activities

→ **Maintain records**

- ◆ Keep records of all licensure and LPDC transactions

Q & A





- If this is the last session of the day, please complete this Feedback Form
- [LINK to Feedback Form](#)

