



LYNCHBURG-CLAY

LOCAL SCHOOL DISTRICT

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**Lynchburg-Clay
Local Professional
Development Committee
(L-C LPDC)**

**Bylaws and Guide for
Licensure Renewal**

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Memo from Lynchburg-Clay Local Professional Development Committee (L-C LPDC)

Ohio's statewide system of Local Professional Development Committees (LPDC) assures that credentialed educators regularly renew their educator certificate or license through appropriate professional development. In this way, Ohio maintains the focus on high-quality teaching and leadership that has made Ohio's schools successful at educating Ohio's students.

We, the members of LPDC, developed this guide to define the roles and responsibilities involved in educators maintaining their credentials and the LPDC recommending licensure renewal. This guide includes our bylaws, a required timeline for submission of IPDP, approval of materials, as well as forms that support the articulation of professional development that warrants licensure renewal.

Please note that individual educators are responsible for writing their own IPDPs and all licensure requirements and renewals under state law.

We are honored to serve on our LPDC to support our colleagues in their licensure renewals and professional development goals. Our roles and responsibilities are outlined in [Ohio Revised Code 3319.22](#), as adopted following administrative approval on May 6, 2025.

We appreciate your attention to this Guide that we have developed to support you in your licensure.

The Lynchburg-Clay's Local Professional Development Committee members

Emily Whitenack, Coordinator, Middle School Educator Member

Kelly Wood, Elementary Educator Member

Elizabeth Mohr, Elementary Educator Member

Lara Hamilton, High School Educator Member

Heather Mullenix, Administrator Member

Lynchburg-Clay LPDC Bylaws

I. Purpose:

The purpose of the Lynchburg-Clay Local Professional Development Committee (L-C LPDC) is to support and promote the continuous professional growth of educators through the review and approval of Individual Professional Development Plans (IPDPs) that align with district goals, state standards, and licensure requirements. We are committed to fostering a culture of lifelong learning, reflective practice, and instructional excellence to enhance student achievement and school improvement.

II. Requirements and Responsibilities of the LPDC:

LPDCs are responsible for reviewing the coursework and other professional development activities proposed and completed by educators in a district to determine if they have met the requirements for license renewal, and reviewing and approving Individual Professional Development Plans (IPDPs). **The LPDC's responsibility begins when an educator obtains a professional license, associate license or advanced career-technical workforce development license.**

Based on LPDC review and approval, the Ohio Department of Education issues licenses. Review by an LPDC does not mean the educator is qualified to work in that district only; the license is valid in any district in Ohio.

Specifications of Ohio Law

The requirements in law for LPDCs vary depending on the type of district or organization establishing and maintaining the LPDC. These types of districts or organizations include the following:

- Public school districts with collective bargaining units;
- Public school districts with no bargaining units;
- Chartered nonpublic schools;
- Non-school entities.

Regardless of the type of district or organization, all LPDCs will include at least five members and a majority of teacher members. For LPDCs, a teacher is someone working under a teaching certificate or license and employed under a teaching contract.

To fulfill their responsibilities, LPDCs need to:

Be informed:

- Know the district goals for both staff and student achievement;
- Know the current law, licensure standards, and ODE policies regarding LPDC responsibilities for licensure renewal;
- Ensure that educators' coursework and other professional development activities meet the standards for renewal of licenses;

Educate and assist all members:

- Familiarize new members to the licensure standards and the operating principles, timelines, and processes of the LPDC;
- Align to the [Ohio Standards for Professional Development](#), and
- Promote High-Quality Professional Development (HQPD) as defined by the Ohio Standards for Professional Development (see the Standards for Professional Development and related resources).

Establish and abide by operating procedures:

- Develop an IPDP format for use by educators;
- Follow criteria established by ODE for evaluation of educators' IPDPs;
- Establish operating procedures and timelines for the submission and review of an IPDP, coursework, and other professional development activities;
- Develop and use criteria for awarding Continuing Education Units (CEUs) based on educators' contact hours;
- Use the form "[Verification Form for Educators Leaving the LPDC](#)"; and
- Periodically evaluate LPDC operations for effectiveness, timeliness, efficiency, and professional courtesy.

Communicate clearly and maintain records:

- Establish communication procedures to keep all constituents up-to-date on LPDC matters;
- Communicate to all constituents in a regular and systematic way to ensure equitable opportunities;
- Keep records of LPDC matters according to statute; and
- Encourage educators to maintain their own records as well.

III. Committee Structure:

- A. **Scope** : A single LPDC will operate on a district wide basis. Teacher members will be elected by a majority of the classroom teachers of the district. The administrator member will be elected by a majority vote of the district's principals, unless there are two or fewer employed in the district.
- B. **Membership** : The LPDC will consist of at least:
 - a. Three classroom teachers employed by the district;
Lara Hamilton, Kelly Wood, Elizabeth Mohr
 - b. One administrator employed by the district;
Heather Mullenix
 - c. One other district employee appointed by the district superintendent as LPDC Coordinator.
Emily Whitenack
- C. **Filing Vacancies**:
 - a. Vacancies among currently established teacher members shall be filled through a vote conducted by the certified staff at the building where the departing member was employed. Remaining committee members, in collaboration with the building administrator, will nominate eligible teacher candidates to fill the vacancy. The certified staff at the respective building

will then vote to select the replacement from among the nominated candidates.

- b. Vacancies occurring in administrative positions will be appointed by the Superintendent of Schools. Any member appointed to fill a vacancy occurring prior to the expiration date of the term for which a predecessor was appointed shall hold office as a member for the remainder of that term.

D. Terms of Office: Terms shall be from the initial work day for each school year to the following initial work day of the following year. Members will serve on the committee until said member resigns from his/her position. Committee members who find that they are unable to fulfill their role as active committee members may withdraw by notifying the Superintendent and committee coordinator in written form. In this event, the protocol for filling vacancies will be used to fulfill the position, with final approval by the Superintendent and Lynchburg-Clay Board of Education. If a member fails to fulfill their LPDC responsibilities and does not voluntarily resign, the LPDC Coordinator will notify the Superintendent to initiate the appropriate steps for the member's resignation. In this event, the protocol for filling vacancies will be used to fulfill the position, with final approval by the Superintendent and Lynchburg-Clay Board of Education.

E. Confidentiality: All discussions, motions, and resulting decisions regarding the renewal of certificates/licensures shall be kept confidential as permitted by law. Records will only be recorded in the minutes as being accepted or rejected by the Committee.

IV. Operational Procedures:

The Lynchburg-Clay Local School District Professional Development Committee shall meet monthly throughout the academic school year. Additional meetings may be scheduled by the committee coordinator with ten-day prior notice. All LPDC meetings will be held at the Lynchburg-Clay Elementary located at 6760 State Route 134, Lynchburg, Ohio 45142. Committee members will maintain a supplemental contract during his/her time of service.

- In case of public attendance at the LPDC meeting, executive sessions of the LPDC members may be necessary for confidentiality purposes.
- An emergency meeting of the LPDC may be called by the coordinator with concurrence of a majority of members.
- A committee member shall excuse him/herself from review/voting upon his/her own professional development plan or activity proposals or in any other situation where a conflict of interest may exist.
- All minutes of meetings and record of the LPDC shall be kept in the official files of the LPDC and in a secured area filed by one member of the LPDC committee and made available to current LPDC members or staff request, as minutes are a public record. The minutes and records of the LPDC shall be maintained in accordance with State and Department record retention policies (5 years).
- The LPDC shall keep confidential all reviews, evaluations, and discussions of IPDPs and/or activity proposals. No documents submitted for consideration by

the LPDC shall be used as an example without written permission of the party(s) involved.

- Suggestions for revisions to the LPDC guidelines and procedures may be submitted in writing to the coordinator of the LPDC, who shall make the LPDC aware of such suggestions at the next regularly scheduled meeting. Revisions to the LPDC document may be recommended and adopted by majority vote of the members of the committee.
- Such revision shall be made known to the Lynchburg-Clay Local School District teachers and certified staff. Accepted amendments shall be in force upon notification of their above parties.

V. Member Responsibilities

The duties of the coordinator, recorder, and committee members are as follows:

The Coordinator shall:

- Call all meetings and set agendas in collaboration with the membership
- Preside at all Lynchburg-Clay Local School District Professional Development Committee meetings
- Ensure adherence to the Individual Professional Development Plan for licensure renewal
- Serve as the appeals process contact or liaison
- Send agendas to LPDC members prior to each meeting
- Serve as a reviewer of educator professional development plans for licensure renewal
- Suggest and work with individuals as necessary to ensure professional growth of colleagues.

The remaining committee members shall:

- Serve as a staff information contact person
- Serve as reviewers of educator professional development plans for licensure renewal
- Suggest and work with individuals as necessary to ensure professional growth of colleagues.

VI. Appeal Process:

Ohio Revised Code requires LPDCs to provide every educator served with the opportunity to appeal the decisions regarding the following:

(a) IPDP approval; and

(b) Pre-approval or approval of coursework and professional development activities.

Although the mandate requiring an appeal process is clear, the LPDC is responsible to construct and implement it.

The L-C LPDC has adopted the following appeal process:

- Written appeals shall be submitted to the LPDC coordinator within 20 days of denial of an IPDP or credit proposal. All written appeals will be reviewed at the next regularly scheduled meeting of the LPDC.
- An appeal may be presented in person at the next regularly scheduled LPDC meeting.
- A written request for inclusion on the agenda should be given to the LPDC coordinator no later than five (5) days before that regularly scheduled LPDC meeting.
- Upon further consideration, the LPDC will provide written notification of the appeal decision within five days.
- If the appeal is denied, the applicant may request a terminal opinion, a binding decision rendered by a three-person mediation team chosen as follows: one person selected by the applicant (may not be related to the applicant), one person chosen by the LPDC, and a third person mutually agreed upon by the first two. Members of the mediation team must hold a current Ohio Department of Education Certificate or License and be employed by the Lynchburg-Clay Local School District.
- In the case of an administrator appeal, the process is the same as the above with the exception that the third person is selected by the superintendent.

VII. Educator's Responsibilities:

Be informed:

- Meet [licensure renewal requirements](#) in a timely manner, including the submittal of the licensure renewal applications;
- Monitor the expiration date(s) of certificates/licenses
- Know the professional development and renewal application requirements for educator licensure, including the meaning of license issuance and expiration;
- Choose coursework and other professional development activities that align with the appropriate [Ohio Educator Standards](#), reflect the principles, mission and goals of the district, building, highly qualified teachers and individual's IPDP; and
- Know district goals.

Abide by LPDC operating procedures:

- Follow the LPDC procedures, criteria and timelines for reviews of IPDPs;
- Submit the IPDP for LPDC approval soon after receiving a new or renewed license;

Maintain records:

- Keep records of all licensure and LPDC transactions, including:
 - o The LPDC review and approval/request for revision of an IPDP;
 - o Transcripts for coursework; and
 - o Required documentation for equivalent other activities (EOAs).

[Senior Professional](#) and [Lead Professional Educator Licensure](#):

- Keep current [Master Teacher](#) information or [National Board for Professional Teaching Standards](#) certification on file.

It is the responsibility of the educator/staff personnel to fully complete the goals of the IPDP in a timely manner as stated in the proposal. If modifications to the activity/project or the IPDP itself are to be made, these modifications should be submitted for approval to the L-C LPDC coordinator at least one (1) week before the regularly scheduled L-C LPDC meeting.

VIII. Educator Licensure Structure:

Resident Educator (RE) License /Alternative RE License (Two) Year Nonrenewable (may be extended on a case-by-case basis)	
RE License Requirements	Alternative RE License Requirements
• Bachelor's degree, an approved program of teacher preparation, pass examinations prescribed by State Board of Education, and 12 semester hours of reading coursework for early childhood, middle childhood, intervention specialist and early childhood intervention specialist licenses, OR • Bachelor's degree, GPA of 2.5 or higher, pass an examination in the subject area to be taught, successfully complete the summer training institute operated by Teach For America, and be assigned to teach in Ohio as a participant in the Teach for America program	• Bachelor's degree • Major in the subject to be taught or extensive work experience • Completion of an Intensive Pedagogical Training Institute • Content area examination • This license will also be issued for career-technical workforce development areas utilizing existing processes for licensing these teachers

Professional Educator License – Five-Year Renewable
Requirements
• Bachelor's degree (except career-technical workforce development) • Successfully complete the Ohio RE Program

- Alternative License holders successfully complete additional requirements to obtain Professional License

Senior Professional Educator License – Five-Year Renewable: A + B + C		
A	B	C
Degree Requirement	Experience	Demonstration of Practice at Accomplished Level
Master degree or higher from an institution of higher education accredited by a regional accrediting organization	Nine years under a standard teaching license with 120 days of service as defined by ORC, of which at least five years are under a professional/permanent license/certificate	Successful completion of the Master Teacher Portfolio

Lead Professional Educator License – Five-Year Renewable: A + B + C			
A	B	C	
Degree Requirement	Experience	Demonstration of Practice at the Distinguished Level:	
Master's degree or higher from an institution of higher education accredited by a regional accrediting organization	Nine years under a standard teaching license with 120 days of service as defined by ORC, of which at least five years are under a professional/permanent license/certificate or a Senior Professional Educator License	Earn the Teacher Leader Endorsement AND successful completion of the Master Teacher Portfolio, OR	Hold active National Board for Professional Teaching Standards (NBPTS) Certification

Eligibility Criteria for Consistently High-Performing Teacher (CHPT)

During the current licensure cycle, a consistently high-performing teacher has:

- ☐ Received the highest final summative rating on evaluations, as defined by Revised Code sections 3319.111 and 3319.112 where applicable, for at least four of the past five years; *and*
- ☐ Met at least one of the following additional criteria for at least three of the past five years:
 - Held a valid senior or lead professional educator license (not a regular 5-year professional teaching license);
 - Held a locally recognized teacher leadership role that enhances educational practices by providing professional learning experiences at a district, regional, state, or higher education level;
 - Served in a leadership role for a national or state professional academic education organization;
 - Served on a state-level committee supporting education; or
 - Received state or national educational recognition or award.

Resources for CHPT

[Consistently High Performing Teachers Guidelines](#)

National Board Certification

Please note that professional license holders who have earned national board certification since their last renewal may renew their currently expiring license(s) with verification of their valid national board license.

<https://www.nbpts.org/certification/>

Master Teacher

The Master Teacher program allows teachers to demonstrate their practice based on the Ohio Standards for the Teaching Profession. Successful completion of the program also satisfies one of the requirements for an advanced license, which is part of the licensure structure that became effective in January 2011. For specific details, please visit:

<https://education.ohio.gov/Topics/Teaching/Professional-Development/Master-Teacher>

Important: Timeline for Renewal

IMPORTANT: The L-C LPDC does not meet during the summer months and meets one to two days per month during the school year. No meetings are scheduled before the school year begins or after the last day of the school year. However, the Coordinator of the LPDC may call additional meetings before or after the school year, but only with the concurrence of the other members. There shall be at least 48 hours advance notice of special meetings.

IX. Forms

All forms used by the L-C LPDC to facilitate the license renewal process should be included. The forms provided align directly to Ohio's Standards for Educators. The L-C LPDC forms are the following documents:

1. **IPDP Forms** – District uses these documents.
[Teacher IPDP](#)
[Principal/Administrator IPDP](#)
[Superintendent IPDP](#)
[Psychologist IPDP](#)
[School Counselor IPDP](#)
2. **License Renewal Form** – This form can be used by staff members at the time of license renewal to document contact hours, CEUs, or semester hours accumulated.
[License Renewal Form](#)
3. **CEU Conversion Chart** – This chart provides information related to Semester Hours, Quarter Hours, Contact Hours and Continuing Education Units.
[Professional Development Conversion Chart](#)
4. **Verification Form for Educators leaving the LPDC** – This form is provided to educators exiting their committee a completed version of this form. This will be done as the educator leaves the district.
[Educator Leaving on Ohio LPDC Verification Form](#)

X. Professional or Associate License Renewal (and Certificate Transition)

Note: This section of the document addresses requirements *only* for those educators who currently are working through a school, school district, or an agency or institution registered with the Ohio Department of Education that has established an LPDC.

Local Professional Development Committee Authorization

Which situations are managed by an LPDC?

- [Renewals](#) of 5-Year Professional Licenses or 5-Year Associate Licenses, or 5-Year Advanced Career Technical Workforce Development Licenses.
- [Transitions](#) to 5-Year Licenses from 8-Year Professional Certificates issued prior to July 2007.
- [Alignments](#) of multiple 5-Year Professional Licenses.

Who *must* work through an 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.

XI. Individual Professional Development Plan (IPDP):

Ohio Administrative Code Rule [3301-24-08](#) states, “Each educator wishing to fulfill the license renewal requirements is responsible for the design of an individual professional development plan, subject to the approval of the local professional development committee.”

To ensure all appropriate professional development activities may be considered to meet renewal requirements, the Individual Professional Development Plan (IPDP) should be written and submitted to the LPDC for approval as soon as possible after the issuance of the license to be renewed. After an approved IPDP is on file, the LPDC can grant credit for professional development activities in accordance with the LPDC’s Plan of Operation. A license has an effective year always beginning on July 1 and an issuance date indicating when the Ohio Department of Education issues the license (which may precede the effective date).

To qualify for licensure renewal, the educator must complete one or a combination of the following:

- Six semester hours of coursework related to classroom teaching or the area of licensure;
- Eighteen continuing education units (CEUs), which represent 180 contact hours of professional development OR engagement in equivalent other activities (EOAs) related to classroom teaching or the area of licensure as approved by the LPDC of the employing school, district or agency since the issuance of the license to be renewed.

The primary responsibility of the LPDC is to review educators’ Individual Professional Development Plans and ensure the identified goals and strategies are relevant to the needs of the district, school, students and educator. Such decisions should be based on the committee’s local criteria and be aligned to the Ohio Standards for Professional Development. **To ensure educators engage in appropriate professional development activities, the IPDP must be submitted and approved prior to beginning the coursework or activities for which the educator seeks approval.**

The development of IPDPs allows educators to have flexibility in selection of personally meaningful coursework, workshops and professional development, provided all content aligns with district goals and the Ohio Standards for Professional Development.

Not all professional development need be college courses or workshops. The following equivalent other activities (EOAs) fall under the category of professional development: *

- Conference
- Single workshop
- Professional learning team/community involvement
- Independent study/action research
- Professional educational organization activities
- District leadership team, LPDC, curriculum development, school improvement

- Coaching/mentoring student teachers, new teachers or teachers in need
- Activities leading to Master Teacher/National Board certification

The L-C LPDC makes decisions about licensure renewal. Educators determine and set their own professional goals. By consulting the [Standards for Ohio Educators](#), educators can make informed decisions regarding their professional growth across a developmental continuum from proficient to accomplished to distinguished.

The Individual Professional Development Plan (IPDP) identifies an educator's goals for learning. The process of preparing and submitting an IPDP requires educators to do the following:

- Examine their practice; (self-assessment, including the Resident Educator program, Ohio Teacher Evaluation System, Ohio Principal Evaluation System)
- Determine individual priorities and goals;
- Complete the IPDP according to LPDC policy; and
- Obtain pre-approval from the LPDC (per district policy).

The L-C LPDC provides educators all the materials required to prepare an acceptable IPDP. The Ohio Department of Education provides IPDP templates and supporting documents on the web. Though LPDCs are not obligated to use these forms, LPDCs should ensure their forms align to the Ohio Standards for Professional Development and require educators to examine their own practice against the appropriate set of educator standards.

Educators are responsible to maintain their IPDPs and any required documentation for activity and course approval. Keep copies of all materials submitted to the LPDC.

It is the educator's responsibility to complete the IPDP and its accompanying professional development according to the LPDC's policies and timelines. Educators are notified of the L-C LPDC's meeting schedule and should plan submissions accordingly.

XII. [Renewal Requirements for Expired Licenses \(and Certificates\)](#)

Professional and associate licenses or certificates that have lapsed due to not meeting professional development requirements may be renewed upon completion of nine semester hours of coursework relevant to classroom teaching or the area of licensure since the issuance of the license to be renewed. Educators who completed CEUs in accordance with their IPDP (and approved by their LPDC) since the last issue date of their licenses may be required to complete only three additional semester hours of renewal coursework (instead of nine) if they met their renewal requirements but did not renew their licenses by Oct. 1 of the expiration year of the licenses.

XIII. [Reinstatement Licenses](#)

Educators, whose associate or professional licenses or certificates (including 4-year

provisional and 8-year professional certificates) have lapsed for at least one year, may work under a Reinstatement license while meeting renewal requirements through their employing Ohio LPDC. Educators are responsible for the design of their IPDP, subject to the approval of their LPDC. Additionally, they must complete the renewal requirements before their 1-Year Reinstatement license expires. Educators working under a Reinstatement license will complete either of the following (or a combination thereof):

- Nine semester hours of coursework related to classroom teaching or the area of licensure, OR
- Twenty-seven continuing education units (CEUs) or 270 contact hours (or other equivalent activities) related to classroom teaching or area of licensure