

MCCESC LPDC Procedures

I. INTRODUCTION

The Professional or Associate License Renewal Law, Senate Bill 230; ORC 3301-24-08; effective September 1998, changed the credential renewal process for all Ohio teachers. The intent of the law was to professionalize the renewal process itself and to require a much closer connection between renewal activities and classroom practice. Therefore, the new law established a local licensure committee (LPDC) and expanded the definition of acceptable credits toward license renewal, making it possible to receive credit for professional development activities that are designed and conducted within the working, collegial environment of the Educational Service Center (ESC).

II. PHILOSOPHY

The Madison-Champaign ESC believes that professional development is an ongoing, job-related training process which affects knowledge, attitudes and practices as they relate to district, building, student and individual goals and needs. Effective professional development promotes both professional and personal opportunities for all educators and occurs through a variety of structures and models.

III. PURPOSE

The purpose of the ESC LPDC is to:

- a. Advance the common beliefs of the ESC.
- b. Plan, promote, and facilitate effective and efficient professional educator licensure renewal standards.
- c. Support the study of teaching and learning through examination of recognized best practices in education and current research related to educator training staff development.
- d. Promote professional relations and cooperation.
- e. Emphasize increased student learning and achievement as a professional development priority.
- f. Validate application and use of learning gained through meaningful professional development.
- g. Determine a recommendation regarding licensing.

IV. OPERATIONAL PROCEDURES

A. Composition of LPDC Membership

The committee will be composed of the Superintendent, one other administrator, three teachers, and one other employee of the ESC, or members as close to this composition as possible. The superintendent shall appoint all members and attempt to locate replacement members in case of vacancies during the year. If one is interested in serving on this committee, please contact the Superintendent or the LPDC chair.

B. Terms of Office/Meetings

All committee members will serve three-year terms and are required to attend quarterly meetings. Each term begins on August 1st and ends on July 31st. The LPDC member, as part of his/her own IPDP, may legitimately use meetings as a professional development activity. Four meetings of the LPDC committee will be held each school year. All meetings will be held at the ESC Board Room. Times and specified dates will be determined by the Superintendent.

C. Duties of Officers and Members

The duties of the Superintendent shall include:

- A. Establish a meeting calendar for the following school year.
- B. Send email reminders to staff reminding them of the upcoming LPDC meeting.
- C. Serve as one of the LPDC reviewers of ESC educators' submitted IPDPs and activities used for license renewals.
- D. Ensure LPDC meeting minute items, apart from IPDP/PD notes, are added to the K-12 Tracker. The K-12 Tracker automatically generates a list of IPDP and PD actions taken.
- E. Act in absence of the chair.

The duties of the Chairperson shall include:

- A. Present at Opening Staff meeting, or ensure the Superintendent presents, communicating:
 - Established LPDC meeting dates for the school year.
 - It is a requirement of employment with the ESC that all licensed employees have an approved IPDP. When you write your IPDP, you will need to include at least two, but not more than three, goals. Make sure to include somewhere HOW you will accomplish these goals, e.g. take classes, attend seminars or workshops, etc. If these are not included, your IPDP will be rejected and returned for revision.
 - If your license is due to expire at the end of the current school year, you must have all necessary PD submitted to the committee for approval by the spring (March) LPDC meeting.
 - A teacher must have a current, valid teaching license for their position at the beginning
 - of each school year in order to be paid by the treasurer (ORC Section 3319.36); if
 - they do not have a current license in place, they will not be allowed to work.
 - All staff should log in to the K-12 Tracker within the next month and confirm that the Tracker has the same number of PD hours listed as they have in their own records. If there is a discrepancy, it should be resolved ASAP.
- B. In September, email each employee whose license is expiring at the end of the year to remind them to complete and submit all required PD prior to the spring (March) LPDC meeting. They should log in to the K-12 Tracker within the next month and confirm that the Tracker has the same number of PD hours listed as they have in their own records. If there is a discrepancy, it should be resolved ASAP. Requesting a confirmation email may be helpful.

C. In January, monitor approved PD for each employee whose license is expiring at the end of the year and send them another email, as necessary, reminding them to complete and submit all required PD prior to the spring (March) LPDC meeting. If they have not already done so, they should log in to the K-12 Tracker immediately and confirm that the Tracker has the same number of PD hours listed as they have in their own records. If there is a discrepancy, it should be resolved immediately. Requesting a confirmation email may be helpful.

D. Keep LPDC membership records up-to-date and ensure each member has the others' text information.

E. Set all LPDC meeting agendas.

F. Serve as one of the LPDC reviewers of ESC educators' submitted IPDPs and activities used for license renewals.

G. Be responsible for necessary correspondence, including processing incoming and outgoing Educator Leaving LPDC Verification Forms.

H. After ensuring that the required hours of PD have been met, sign off on licensure renewals on the ODE website.

The remaining committee members will:

A. Serve as one of the LPDC reviewers of ESC educators' submitted IPDPs and activities used for license renewals.

B. Serve as staff information contact persons.

D. When to write IPDPs

Whether you are a new hire or have just renewed your license, you should write your IPDP immediately using the K-12 Tracker. It is a requirement of employment with the ESC that you have an approved IPDP. To submit your IPDP for the LPDC's first meeting of the year, you need to submit by Oct. 31. If the IPDP is rejected by the LPDC, the educator will be notified of the reason for rejection. The educator may then submit a revised plan by the next meeting of the LPDC. Your plan is to be approved before you submit any PD activities for approval.

E. Steps for Completing the IPDP Process for Renewal of a License

STEP 1:

Go to this link <https://www.k12pdtracker.com/> or go to ESC Homepage, click on <ESC Staff Hub>, then on <LPDC / IPDP>. There you will find the link <K-12 Tracker> where you will write/submit your IPDP and any subsequent PD activities. When you write your IPDP, you will need to include at least two, but not more than three, goals. Make sure to include somewhere HOW you will accomplish these goals, e.g., take classes, attend seminars or workshops, etc. If these are not included, your IPDP will be rejected and returned for revision.

STEP 2:

After an IPDP has been approved, one should begin completing activities that are relevant to the stated goals of the plan. Activities are submitted to the LPDC for approval by using the K-12 Tracker. All required PD for renewal must be completed and submitted prior to the spring (March) LPDC meeting of the year your license expires. 180 contact hours, or 18 CEUs, are required for renewal. 1 semester hour = 3 CEUs.

STEP 3:

Maintain verification of submitted activities. The LPDC will not ask for this evidence, but it is your responsibility to maintain this in case there is ever a question about it.

STEP 4:

Once you have enough approved PD, you may renew your license after January 1 of the year your license will expire. Make sure you have already submitted your background check when renewing; if you have not completed this prior to renewal, it will slow down your license renewal.

STEP 5:

Apply for your new ODE license at <https://ohid.ohio.gov/wps/portal/gov/ohid/login>. License will be issued by ODE after the application is approved by MCCESC LPDC Chair and all background checks are completed. A teacher must have a current, valid teaching license for their position at the beginning of each school year in order to be paid by the treasurer (ORC Section 3319.36); if they do not have a current license in place, they will not be allowed to work.

F. Submission Dates

The LPDC will meet four times per year to review IPDPs/activities and will be provided to staff at the opening staff meeting. Educators can expect to receive notification of approval or rejection of submitted documents the day of the meeting.

V. 2025-26 LPDC Committee

Meeting Dates: September 9., 2025
November 11, 2025
February 10, 2026
May 12, 2026

Committee Members:

April Petry-Brisley, Committee Chair
Melinda Hixon
Nanette Mentzer
Sheila Roberts
Mary Mitchell