

LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE

Table of Contents

Introduction.....	1
Mission Statement.....	2
Board of Education Goals.....	2
Governance.....	3
Representation.....	3
Selection/Responsibilities.....	4
Length of term.....	5
Filling Vacancies on the LPDC.....	5
Committee Procedures.....	6
General Guidelines	
Individual Professional Development Plan (IPDP).....	7
Steps for Renewing Your License	
Steps for Converting Your Certificate to a License.....	10
Teaching License Renewal Checklist.....	11
Reasons for Revision of the IPDP.....	11
Appeal Procedure.....	11
Submission of Verification Dates.....	12
LPDC Checklist for Reviewing an IPDP.....	13
Contact Hours (CEUs).....	14
Committee Group Activity Guidelines.....	15
Committee Group Activity Comparison.....	16
Educator Checklist: Items Needed for Renewing License.....	17
LPDC Final Requirement Check Sheet.....	18
Preapproval Form.....	19
Application to Provide Contact Hours	
For Educators' Professional Development Activities.....	20
DISTRICT Sponsored Activity Log.....	22
INDIVIDUAL Sponsored Activity Log.....	23
Contact Hour Certificate of Participation.....	24
Appeals Procedure Form.....	25
Reciprocity: Approval Verification Form for	
Educators Leaving/Entering our LPDC.....	26
Verification Form for Consistently High Performing Teachers.....	27

**It is the *responsibility*
of the *individual*
educator to follow the
procedures and *criteria*
of their LPDC.**



Mission Statement: Underlying Beliefs of Professional Development

Professional development is collegial, planned, continuous, and powerful. It is tightly coupled with human and organizational goals that meet the needs of students and the purpose of the goals of the Bellevue City Board of Education.

BELLEVUE CITY SCHOOLS BOARD OF EDUCATION GOALS

1. The school district will continue to revisit, rewrite and update the existing Continuous Improvement Plan (CIP). The school district will maintain or modify existing in-progress items, develop new tasks and revisit those not complete to delete or modify.
2. The Board shall seek to maintain the financial integrity of the school district.
3. The school district will enhance existing facilities as financially able.

Bellevue City Schools Local Professional Development Committee Standards and Bylaws

Governance

The Bellevue City Schools Local Professional Development Committee (LPDC) policy, procedures, and governance shall not supersede the negotiated agreement and/or district policy. Proposals to the LPDC and approvals/denials by the LPDC shall not override the negotiated agreement and/or district policy.

Representation

Composition of Bellevue LPDC should be:

- 2 Administrators
- 2 Pre-K-5 teachers
- 1 6-8 teacher
- 1 9-12 teacher

Definition of classroom teacher: any bargaining unit member holding a valid Ohio teaching certificate/license issued by the Ohio Department of Education (ODE).

Definition of administrator: any person employed for the majority of their contact time as an administrator, and who holds a valid Ohio certificate/license issued by the ODE..

Committee Composition - the committee shall consist of four (4) teachers, selected by the Bellevue Education Association, and two (2) individuals selected by the Superintendent.

For the LPDC to officially meet, there will need to be four (4) present members within the meeting in order to take action.

Selection/Responsibilities

E- Signers: Assigned by superintendent.

Responsibilities: Conduct LPDC meetings.

Communicate information to the members of the LPDC.

Represent the LPDC at meetings of other stakeholder organizations.

Fill vacancies on the LPDC in accordance with selection rules.

Notify applicants of approval/resubmission/denial status of
IPDP/License.

Recorder: Elected by a majority of the LPDC.

Responsibilities: Maintain minutes of action taken during LPDC meetings.

Notify applicants of approval/resubmission/denial status of
IPDP.

Decisions shall be made by a 4/6 majority vote of the committee members. The LPDC shall have the authority to establish its operational rules, in compliance with statute. The LPDC shall not have the authority to abridge or alter terms of the collective bargaining agreement or an individual's employment contract.

Meeting Schedule and Compensation - The LPDC shall meet regularly during the school year to complete its work. Teacher members shall be paid fifteen dollars (\$15) per hour for committee work performed outside the regular workday or work year.

Length of term for members of LPDC

Four teachers from the following, two (2) Elementary, one (1) Middle School, and one (1) High School selected by the Bellevue Education Association. Members may serve a 2 year term with option of renewing.

Two administrators from the following: Elementary/Middle School/ High School/Board Office. Positions are at least a 2 year term and selected by the Superintendent.

Year	Principal	Principal	Elementary Teacher	Elementary Teacher	MS Teacher	HS Teacher
20/21	C. Cramer	K. Hintze	T. Barr 2019-2021	S. Andres 2020-2021	Mandi Miller 2019-2021	S. Eastman 2020-2021
21/22	K.Hintze	J. Bollinger 2021-2022	T. Barr 2021-2022	S. Andres 2021-2022	Mandi Miller 2021-2022	S. Eastman 2021-2022
22/23	A.Reineck 2022-2023	J. Bollinger 2022-2023	T. Barr 2022-2023	S. Andres 2022-2023	Mandi Miller 2022-2023	S. Eastman 2022-2023
23/24	A.Reineck 2023-2024	J. Bollinger 2023-2024	T. Barr 2023-2024	S. Andres 2023-2024	Mandi Miller 2023-2024	S. Eastman 2023-2024
24/25	A.Reineck 2023-2024	J. Bollinger 2023-2024	L. Harris 2024-2025	S. Andres 2023-2024	Mandi Miller 2023-2024	S. Eastman 2023-2024

~ denotes E-Signers

* denotes Secretary/Recorder

Filling Vacancies On The LPDC

Unless specified otherwise by the collective bargaining agreement, the Bellevue Education Association and Superintendent district determines the manner of filling vacancies of the LPDC of their respective representation.

Committee Procedures

The LPDC will meet monthly during the school year. During the months of June, July, and August the LPDC will meet on an as needed basis. The meetings shall be posted at least 48 hours in advance. An E-Signer has the right to call members for the purpose of cancellation if no IPDPs or issues are submitted during a particular month.

The committee shall meet at the call of a E-Signer or upon the filing of a petition with the district superintendent signed by a majority of the committee members calling for the committee to meet.

An emergency meeting of the LPDC may be called by an E-Signer with the concurrence of the majority of the members. Conference calls may be utilized for LPDC business.

A quorum, necessary to conduct LPDC business, shall be four (4) out of the six (6) LPDC members.

At least four (4) of the LPDC members must agree upon any proposal for it to be considered approved. Whenever an administrator's coursework plan is being discussed or voted upon, the LPDC shall at the request of one administrative member cause a majority of the committee to consist of administrative members by reducing the number of teacher members voting on the plan.

The LPDC shall keep confidential all reviews, evaluations, and discussions of IPDPs. No documents submitted for consideration by the LPDC shall be used as examples without written permission of the party/parties involved.

Minutes/records of actions taken shall be maintained by the LPDC recorder. Copies of these minutes /records shall be provided to the superintendent, building principals, BEA president, and committee members.

Evaluation of IPDPs shall be determined by consensus. A time limit of 15 minutes per plan should be adhered to by all LPDC members whether initiated by person(s) submitting plan or by committee.

Documentation for IPDP coursework or equivalent activities shall be included in the employee's personnel file at the Bellevue Board of Education Office.

Bellevue City Schools Local Professional Development Committee General Guidelines About Your Individual Professional Development Plan (IPDP)

1. What is an Individual Professional Development Plan?

An Individual Professional Development Plan (IPDP) is your proposed plan for professional growth. This plan **must** be approved and completed **prior** to license renewal or conversion of a certificate to a license.

2. Who must have an IPDP?

An IPDP must be completed by all educators prior to renewing their certificate/license or for converting their certificate to a license. If you will never receive a license, you will **STILL** need to file an IPDP form with the Local Professional Development Committee.

3. What is the Local Professional Development Committee?

The Local Professional Development Committee (LPDC) is a group of Bellevue City Schools educators who will be reviewing and approving each educator's Individual Professional Development Plan (IPDP). Final approval of the LPDC is required prior to issuance of your professional educator certificate/license.

4. Who serves on the LPDC?

The LPDC consists of six educators from Bellevue City Schools. The committee consists four teachers, (two K-5 teachers, one middle school teacher, one high school teacher), and two administrators.

5. Who will review the IPDP?

The actual review will be completed by the LPDC as a whole.

6. What are the requirements to convert to or renew a license?

In order to renew a license or to convert a certificate to a license, the requirement is the completion of either of the following, or a combination of the following:

1. Six semester hours of coursework
2. 180 contact hours of equivalent activities.

****Effective 10/30/2025 The LPDC will no longer accept courses from Idaho State, or any other degree program that the State Board of Education bans. Teaching staff who have already registered for Idaho State coursework prior to 10/30/2025 will receive 15 contact hours per credit earned. Proof of**

enrollment date must be provided.

Teaching staff must get pre approval for any out of state university or college that offers professional development courses that are graduate level-non degree programs. Proof of the university or college's semester credit conversion to contact hours must be provided with pre approval paperwork.

Any out of state coursework and transcripts that are submitted to LPDC with licensure applications will be closely reviewed and the appropriate contact hours will be applied. THIS WILL IMPACT STAFF MEMBERS THAT ARE UP FOR RENEWAL IN 2026 THROUGH 2030. For example: Idaho State University, Dominican University of California, University of the Pacific, University of San Diego California, and University of La Verne's credits are worth ½ semester hour or 15 contact hours.

The professional development activities you participate in must take place over the life of the certificate/license you are renewing/converting. The activities must be consistent with your building or school district improvement plan, goal, or mission statement, and relate to your current work assignment (as stated in your IPDP).

7. Can you combine quarter/semester hours and contact hours?

Yes, even though you may participate in a variety of activities, when completing your paperwork for the LPDC, we are asking that you convert your quarter/semester hours to contact hours.

8. How do you convert your quarter/semester hours to contact hours?

For details, refer to Group Activity Guidelines (see page 15-16) and look under the column Contact Hour Value. Generally, one quarter hour of college credit equals 20 contact hours. One semester hour of college credit equals 30 contact hours.

****The LPDC will no longer accept courses from Idaho State, or any other degree program that the State Board of Education bans.** Staff must get pre approval for any out of state university/college that offers professional development courses that are graduate level-non degree programs. Proof of the university/college's semester credit conversion to contact hours must be provided with pre approval paperwork.

9. When must your IPDP be started/completed?

Your IPDP must be completed and approved by the LPDC prior to beginning your plan. The sooner you begin working toward the completion of your IPDP, the longer you will have to complete your proposed activities. **The timeline for completion of IPDP activities is from IPDP approval through the duration of your certificate/license.**

(Revised 6/1/2024) IPDP submission is time stamped upon receipt.

10. How many IPDPs must you have?

Educators will have **one** IPDP. Many educators hold multiple certificates, however each educator will have just **one** IPDP. Ultimately, each educator will have just **one** license.

11. What if your work assignment changes?

If there is a significant change in your work assignment, you must revise and resubmit your IPDP. However, all activities accumulated prior to the revision of your IPDP will be applied to your 180 contact hour requirement.

12. How many licenses can I have?

Each educator will have only one license. Multiple certificates will be phased out. As your old certificates expire and you convert them to your license, each area listed on your old certificate will be added to your existing license.

13. How much will the license cost?

Please refer to the ODE website.

15. What licensure/certification services does the LPDC not provide?

The LPDC does not upgrade provisional certificates to professional certificates, upgrade professional certificates to permanent certificates, renew or approve temporary certificates, licenses or validations, or add new areas to a certificate or license.

The LPDC does not renew the certificates or licenses of *some* Ohio Department of Education certificate holders *who also* hold licenses from their respective State of Ohio licensing boards (i.e. school audiologists, school social workers, school speech-language pathologists, school nurses).

16. What about teachers entering the Bellevue City Schools with approved IPDPs from another district?

The teacher shall provide a copy of the approved IPDP to the LPDC, documentation towards its completion, and a Reciprocity Form. The LPDC will

grant credit for all successfully completed activities and require the teacher to complete another IPDP for any additional work needed for renewal of certificate license.

17. Can BEAMS still be used to renew a license?

Yes. 1 BEAM = 10 Contact Hours until the conclusion of 2029 school year.
The acronym BEAM will no longer be used at the beginning of the 2024 school year.

Bellevue City Schools Local Professional Development Committee
Steps for Renewing Your License
Steps for Converting Your Certificate to a License

Step 1: Complete your IPDP(Online). Submit/ pony to the LPDC, Bellevue Middle School, Attn: John Bollinger 1035 Castalia St, Bellevue, OH 44811.

Step 2: **Once your IPDP has been approved**, begin completing activities that are relevant to the identified goal areas of your plan.

Step 3: Maintain a file/portfolio of your documentation. The LPDC WILL NOT maintain central records for your information other than a copy of your approved IPDP and a copy of final documentation.

Step 4: Beginning November 1st and no later than the last scheduled LPDC meeting the calendar year your certificate/license is due for renewal/to expire, submit your documentation of activities to the LPDC for final approval and

complete the online renewal process on the ODE Safe account.

Note: LPDC recommends that as soon as your plan requirements are met, submit documentation to LPDC.

Teaching License Renewal Checklist

You need to submit the following documentation when you apply to renew your teaching license:

- ✓ Copy of your IPDP
- ✓ Copy of college transcript(s)
- ✓ Contact Hour Certificate(s) (*These will be returned to you.*)
- ✓ Bellevue City Schools LPDC Final Requirement Checklist (Online)
- ✓ Complete the Online License renewal process on the ODE Safe Account

Once you receive your new license, complete a new IPDP.

College coursework and contact hours do not count towards renewal of a teaching license until you have submitted an IPDP to your LPDC

Reasons for Revision of the IPDP

- * Incomplete Plan
- * Plan lacks relevance to current assignment
- * Goals unrelated to the individual, assignment, and district
- * Outcomes for each goal lack clarity
- * Insufficient activities and corresponding timeline
- * Lack of appropriate evaluation procedures
- * Other _____

Appeal Procedure

Should an educator wish to appeal a decision of the LPDC, the appeal should be resolved as follows:

Level I Appeal

Step 1: If the educator wishes to appeal, the educator shall submit a written request for an appeal meeting to the LPDC within fifteen (15) calendar days of the date of the receipt of the unapproved documentation that is the subject of the appeal. **OR** Educator may resubmit revised plan without a meeting.

Step 2: Within fifteen (15) days of receipt of the written request for an appeal meeting, the LPDC shall schedule the appeal meeting. The appeal meeting shall take place within thirty (30) days of the date of the receipt of the request. The LPDC shall notify the educator in writing of the time, date and place of the meeting.

Level II Appeal

The Level II Appeals Committee shall consist of the following: one member appointed by the LPDC, one member appointed by the educator, and one member mutually agreed upon by both the LPDC and the educator. The educator shall be notified in writing of the decision within seven (7) days of the meeting, and the decision shall be majority vote.

Step 1: If the educator wishes to appeal at Level II, the educator shall submit a written request for a Level II Appeal meeting to the LPDC within fifteen (15) calendar days of the date of the receipt of the unapproved documentation that is the subject of the appeal. **OR** Educator may resubmit revised plan without a meeting.

Step 2: Within fifteen (15) days of receipt of the written request for a Level II Appeal meeting, the Level II Appeals Committee shall be identified and schedule the appeal meeting. The appeal meeting shall take place within thirty (30) days of the date of receipt of the request. The Level II Appeals Committee shall notify the educator in writing of the time, date and place of the meeting.

Submission of Verification Dates

The LPDC will meet monthly or only as needed during the school year to review IPDPs and grant final approval of portfolios. Educators can expect to receive notification of approval or revision of submitted documents within thirty (30) days. (4-07-03)

- ✓ Make sure the IPDP is typed all areas of form are completed.
- ✓ The designated LPDC representative should sign and date in the appropriate location on the form signifying if the plan has been accepted or returned for revision.
- ✓ If the IPDP is returned for revision, a Bellevue City Schools IPDP Revision Form should be completed and sent with the IPDP to the owner.
- ✓ LPDC sends the IPDP back to the BOE to be copied and filed. Original goes to the educator, BOE keeps the copy and filed in a folder labeled the year the plan is due to expire.
- ✓ BOE sends the original back to the owner after its copied.

In addition to IPDP review, the LPDC will have the responsibility of assigning **Contact Hours** (CEUs) to proposed seminars, workshops, and professional activities.

Contact Hours Endorsement by the LPDC: The LPDC will meet monthly to receive proposals for **Contact Hour** activities and assign the number of **Contact Hours** each activity is worth. The LPDC will see that a list of endorsed **Contact Hour** activities is maintained and distributed.

Contact Hour endorsements will be based upon:

1. The information submitted to the LPDC in a **Contact Hour** proposal prepared by building or district staff development committees, curriculum committees, ad hoc committees, or outside agencies.
2. Prior reciprocity agreements with other agencies.
3. Individual educators may propose **Contact Hours** credit activities not included in the descriptions above by submitting documentation describing the activity provider, content, and contact time (i.e.: flyer, course catalog, etc.)

Thirty days before the proposed activity:

Proposals for **Contact Hour** events and other “approved activities” should be submitted at least 30 days prior to the LPDC meeting date preceding the event for which approval is sought. Activities started without prior approval stand the risk of NOT being approved. A seminar/workshop provider needs to complete an **Application to Provide Contact Hours** along with his/her proposal.

Application for **Contact Hours** must be for professional development, NOT housekeeping.

BELLEVUE CITY SCHOOLS LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE

Group Activity Guidelines

roup	Activity	Max. Contact Hours	Verification	Criteria
	Local Requirements	180 contact hours.	Provider Signature	Must meet local district in-service expectations and be related to IPDP goals.
	College Courses	180 contact hours.	Transcript or Grade Slip	Must be related to IPDP goals.
	Workshops/Conferences	180 contact hours.	Certificate or Certificate of Attendance	Only time spent in IPDP goal related activities.
	Mentoring	60 contact hours.	Activity Verification and Log	Mentor of teacher or administrator in the Entry Year Program.
	Curriculum Development	130 contact hours.	Activity Verification and Log	Service on local, county, state or national formal committee.
	Professional Committee	130 contact hours.	Activity Verification and Log	Service on local, county, state or national formal committee.
	Grant Writing	60 contact hours.	Activity Verification and Log	Not dependent on award of grant. Planning and preparation only, not for management of grant.
	Publication	130 contact hours.	A copy of the publication	Must contribute to the education profession and be commercially published
	Peer Observation	10 contact hours.	Activity Verification and Log	Not part of mentoring program.
	National Board of Prof. Teaching Standards	130 contact hours. 60 contact hours for participation without completion	National Board Certificate or Activity Verification Form for participation only	Must be related to IPDP goals.
	Professional Vocational Board Certification	60 contact hours.	Certificate of Completion	Time in coursework/clinics for test preparation purposes only.
	Cooperating Teacher for a Student Teacher	60 contact hours.	Activity Verification and Log	
	Mentor Teacher for Teacher Acad. Student	30 contact hours.	Activity Verification and Log	
	Cooperating Teacher for a Practicum Teacher	30 contact hours.	Activity Verification and Log	
	Teaching a College Course	60 contact hours.	Activity Verification and Log	
	Professional Presentation	60 contact hours.	Activity Verification and Log	Applies to the presentation of a topic each license cycle – 1 contact hour of preparation for each hour of presentation
	Educational Project	130 contact hours.	Activity Verification and Log	Must apply educational knowledge toward development of project. Hours for planning, preparation and presentation.
	Self-Directed Educational Development	30 contact hours.	Activity Verification and Log	May include professional reading, research, and educational travel. Must enhance individual's work in the profession or contribute to educator's area of specialization.
	Externship	60 contact hours.	Activity Verification and Log	Must enhance individual's work in the profession or contribute to educator's specialization.

****NOTE** -180 contact hours are required for license renewal/initial issuance - Pre-approval is required for all Group 4 activities + Per license cycle

Bellevue City Schools Local Professional Development Committee Group Activity Comparison

Group Type	1 Local Requirements	2 College Courses/Workshops	3 Committee Work	4 Independent Activities/Projects
Maximum Contact Hours Permitted	180 0 – 180	180 0 – 180	130 0 – 130	130 0 – 130
Description	Activities that receive approval for local district in-service requirements	College coursework, workshops or conferences where contact hour certificates of attendance are issued.	Building, district, county, state, national level committee or other education work that enhances professional development	Independent projects developed with the purpose of enhancing or increasing an individual's educational skills.
Pre-Approval of Activities	Not required	Not required	Not required	Required
Documentation	Signature of Provider	Transcript, or Certificate of Attendance with contact hours listed	Activity Verification and Log	Activity Verification and Log
Sample Activities	Any activities that are used to meet your local district in-service requirement	Building level, district-wide, and out of district workshops. College courses	Mentoring, Advisory Teams, Curriculum Committees, Grant Writing, Standards Development	Peer Observation, Research, Externships, Presentations, Teaching a College Course, National Board Certification, Educational Projects, Travel, Readings, Publication, Cooperating Teacher
Within Group Activity Maximums	Subject to local district in-service expectations	Some Limitations. See Group Activity Guidelines.	Some Limitations. See Group Activity Guidelines.	Some Limitations. See Group Activity Guidelines.

NOTE: All activities must relate to your IPDP Goal areas.

Further information about activities is available under Group Activity Guidelines.

Educators are encouraged to use a variety of activities in meeting their 180 contact hour requirements.

1 BEAM = 10 Contact Hours until the conclusion of 2029 school year

Educator Checklist for Items Needed for Renewing a Teaching License

- ✓ **Copy of IPDP.** Check the date the IPDP was originally submitted. Make sure classes and contact hours align with the plan and were completed after the IPDP submission date. Verify that the option marked on page three coordinates with the tasks completed.
- ✓ **Copy of college transcript(s).** The dates the classes were completed should be after the submission date marked on the IPDP. The courses should be taken from an accredited school. One quarter hour of college credit equals 20 contact hours. One semester hour of college credit equals 30 contact hours. Staff must get pre approval for any out of state university/college that offers professional development courses that are graduate level-non degree programs. Proof of the university/college's semester credit conversion to contact hours must be provided with pre approval paperwork.
- ✓ **Contact Hour certificate(s)/Log Sheets from current year.** The dates on the district and individual contact hour certificates should be after the IPDP submission date.
- ✓ **Five Year License Renewal.** To renew your license you must follow the Safe Account & License Renewal Process directions in your google docs. The designated LPDC representative should approve the online license signifying all parts of the, appropriate coursework and/or professional development hours have been completed, and requirements have been met by the applicant.
- ✓ **Bellevue City Schools LPDC Final Requirement Checklist.** Make sure all parts of the form are accurately completed. The designated LPDC representative (e-signer) should sign and date in the appropriate location on the form. This form is returned to the applicant.

Send back to the applicant the submitted IPDP, transcript(s), contact hour certificate(s), log sheets for current school year, Bellevue City Schools LPDC Final Requirement Checklist.

Email all approved educators the next steps to printing off their new license and submitting a new IPDP.

Bellevue City Schools LPDC Final Requirement Check sheet

Please submit this form no later than the first work day of the calendar year your certificate/license is due for renewal or to expire, with required verification and fees following the completion of all requirements for license renewal.

Name _____ Date Submitted _____

Home Address _____ City/State/Zip _____

License/Certificate Number Renewing _____ Area _____ Expiration Date _____

<u>Group Activity</u>	<u># Hours Permitted</u>	<u># Hours Completed</u>	<u>Total Hours</u>	<u>Verification</u>
1	0-180		=	Attach contact hour/BEAM certificates.
2	0-180		=	Attach transcripts, contact hour certificate, and attendance verifications.
3	0-130		=	Attach Activity Verification and Log.
4	0-130		=	Attach Activity Verification and Log.
Total Hours =			=	Must total 180 hours.

Fee: The online license renewal process must be completed and paid for prior to submitting this form and all other things referred to on page 10 & 17 "Teaching License Renewal Checklist"

Educator's Signature _____ Date _____ LPDC Signature _____ Date _____
Submit to: LPDC, Attn: John Bollinger Bellevue Middle School, 1035 Castalia St., Bellevue, OH 44811

Revised June 2024

Preapproval Form: To be submitted *prior* to engaging in PD

This form does not need to be completed for committee work, in state college courses, or other district sponsored activities.

Name:	IPDP Approval Date:
Teaching/Work Assignment:	
Building Name:	
Date(s) of Professional Development:	
Location of Professional Development:	
Title of Professional Development:	
Type: Select one or more as appropriate. ☐ Publication ☐ National Board of Professional Teaching Standards ☐ Professional Vocational Board Certification ☐ Cooperating Teacher for a Student Teacher ☐ Cooperating Teacher for a Practicum Teacher (Mentor Teacher) ☐ Mentor Teacher for a Teacher Academy Student ☐ Teaching a College Course ☐ Professional Presentation ☐ Educational Project ☐ Self-Directed Educational Development ☐ Externship ☐ Out of state professional development course (proof of credit conversion required)	
Description of PD:	
IPDP Goal(s) applicable to the PD:	
Number of Contact Hours:	

Signature of Applicant: _____

Date: _____

Approval Signature: _____

Date: _____

Application to Provide Contact Hours

For

Educators' Professional Development Activities

Part I Identifying Information – Sponsor

Sponsor (Name, Building, or Agency)

Contact Person

Position

Telephone

Part II Provider Information

A. Presenter or Organization Providing/Conducting Activities

B. Mailing Address

City

State

Zip

C. Contact Person

Position

Telephone

Part III Program Information

D. Program Title

E. No. Contact Hours

Number & Length of Sessions

F. Dates

Session Days & Times

Target Audience

G. Where will program be held

Maximum Number of Participants

Part IV Attachments

Please attach a course syllabus including objectives and outcomes.

Part V Compliance

Upon approval of this application, I assure the Bellevue City Schools Local Professional Development Committee and Board of Education that the professional development activity as described on this application will comply with the Bellevue City Schools Standards of Professional Development and that all information collected as a result of this professional development activity will be an accurate representation of activity and participation.

Sponsor Signature / Date

Part VI LPDC Review

Date Reviewed _____ Approved ____ Not Approved ____

LPDC E-Signer

DISTRICT SPONSORED ACTIVITY LOG

NAME: _____

Date	Activity	Group #	Contact Hours	BEAMS	Total
		1			
		1			
		1			
		1			
		1			
		1			
		1			
		1			
		1			
		1			
		1			
		1			
		1			
		1			
		1			
		1			
		1			
Grand				Total	

10 Contact Hour = 1 BEAMS until the conclusion of the 2029 school year

*** Turn into LPDC with certificates**

Bellevue City Schools Local Professional Development Committee

Bellevue City Schools Local Professional Development Committee
Individual ACTIVITY LOG

NAME: _____

Date	Activity	Group #	Contact Hours	BEAMS	Total
Grand				Total	

10 Contact Hour = 1 BEAMS until the conclusion of the 2029 school year

*** Turn into LPDC with certificates and pre-approval forms**

Bellevue City Schools Local Professional Development Committee



Contact Hour Certificate of Participation

Name _____ Home School _____
(Please type or print Employee first name and last name)

Workshop/Committee _____

Contact Hours earned _____ Date Begun _____ Date Completed _____

Signature of Provider/Leader _____

Signature of Employee _____

Retain original for your portfolio.

Include a copy with your district professional development activity log.

Appeals Procedure Form

Name _____

School _____ Grade Level / Assignment _____

Phone (Home) _____ (Work) _____

Date of Local LPDC Decision _____

I am hereby requesting a hearing by the Local Professional Development Committee regarding the local LPDC decision.

Signature

Date

Return this form to:

LPDC
Bellevue Board of Education
125 North Street
Bellevue, Ohio 44811

Reciprocity

Approval Verification Form for Educators Leaving/Entering the Bellevue City Schools LPDC

Date _____ Name _____

Has completed _____ college/university semester hours and _____
local continuing education units totaling _____ hours towards completion of
the IPDP.

Date

Authorized LPDC Signature

Name of School District _____

Name of LPDC, if different _____

LPDC Address _____

LPDC Contact Person _____

LPDC Phone Number _____

Verification Form for Consistently High Performing Teachers

Teachers who meet the State Board of Education definition of consistently high-performing teacher as outlined below are exempt from the requirement to complete any additional coursework or continuing education units for the next renewal cycle of their professional educator license.

Name:	State ID:
Submission Date:	
Building/Assignment:	
Type of Certificate/License:	
Issue Date:	
Expiration Date:	

Initial Eligibility Requirements:

Must meet both of the following criteria:

- ☐ Hold at least a five-year professional teaching license; AND
- ☐ Receive the highest final summative rating on evaluations, as defined by Revised Code sections and 3319.112 where applicable, for at least four of the past five years during the current licensure cycle; AND

School Year	1 st	2 nd	3 rd	4 th	5 th
Final Summative Rating					

Final Eligibility Requirements:

Must also meet at least one of the following additional criteria for at least three of the last five years during the current licensure cycle:

- ☐ Hold a valid Senior or Lead Professional Educator License;
- ☐ Hold a locally recognized teacher leadership role that enhances educational practices by providing professional learning experiences at 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.

Certification that the eligibility criteria have been met:

Superintendent or Designee Signature _____
Date _____

Office of Educator Effectiveness | education.ohio.gov | (614) 995-4121

