

Hillsboro City Schools LPDC

013613

Handbook

Vision Statement

Empowering educators through continuous learning and professional growth.

Mission Statement

The mission of the LPDC is to ensure compliance with Ohio licensure requirements while supporting educators in pursuing purposeful professional development that aligns with individual goals, district priorities, and student needs.

The Local Professional Development Committee (LPDC) has developed procedures and guidelines to facilitate professional development of the employees of the Hillsboro City Schools. The LPDC Employee Handbook is designed to guide you through the process of renewal of your license.

The committee members encourage you to fully read and understand these procedures. The emphasis is on quality professional development, directly linked to student achievement, with results-driven programming.

The LPDC handbook is also available on the Hillsboro City School's website: <https://www.hcs-k12.org>

Committee Members can be found on our website under Staff Resources, LPDC.

Standards and Guidelines

Governance

The LPDC shall consist of six (6) members: Four (4) teachers, selected by the Hillsboro Education Association (HEA). By definition, "teacher" implies any certified employee not holding an administrative contract. Two (2) administrative employees designated by the superintendent.

Responsibilities of the LPDC Committee

Chairperson: Elected yearly by a majority of the LPDC. Responsibilities:

Conduct LPDC meetings and sign all LPDC documents. Communicate information to members of the LPDC.

Maintain minutes/sign in sheets of action taken during the meeting.

Maintain the Google Docs that include the employee CEU/IDPD File. Post, in accordance with the Ohio Sunshine Law ORC 121.22

the meeting date, time, and location on the webpage and send out reminders through staff email.

Committee Procedures

The LPDC will meet regularly during the school year.

All meetings shall take place outside normal student instructional hours unless determined by the superintendent.

The chairperson has the right to contact members for the purpose of canceling the meeting if limited Professional Development Plans, or issues are submitted during a particular month.

LPDC Committee Meetings may be conducted via Remote or Hybrid options.

A quorum, necessary to conduct LPDC business shall be four (4) out of six (6) voting LPDC members, maintaining a majority of non-administrators. If a quorum cannot be established from the current membership, the committee chairperson will contact an individual from the approved substitute LPDC list of previous members, to establish a quorum.

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

Minutes are available upon request.

An official vote must be the majority of members present in agreement on any action. A member's abstention will only be allowed if the vote will personally impact that individual or a family member.

Administrative reviews will follow the guidelines as outlined in the Ohio Revised Code.

Appeals

A written appeal shall be submitted to the LPDC chairperson within 20 workdays of denial. All appeals will be reviewed at the next regularly scheduled LPDC meeting.

A person may attend the next regularly scheduled LPDC meeting to explain the written appeal. A written request for inclusion on the agenda should be given to the LPDC chairperson no later than four workdays before the scheduled LPDC meeting.

Written notification of the appeal decision shall be provided within five (5) workdays or 30 calendar days (summer review only), whichever comes first.

If the appeal is denied, the applicant may request (LPDC Appeals Process Form) a binding decision rendered by a three-person panel chosen as follows: one person selected by the applicant, one person chosen by the LPDC committee, and a third person mutually agreed upon by all parties. Members of this panel must hold a current Ohio Department of Education Certificate or License.

Committee Responsibility

The LPDC committee will grant CEU credit to certified employees and those non-certified employees holding State Board of Education of Ohio certificate(s) or license(s) that require CEUs for renewal or transition. The committee will also grant CEU credit to certified individuals on the Northwest Ohio Educational Service Center-approved substitute list.

Reciprocity

The LPDC will accept CEUs previously granted by other LPDCs when presented with appropriate documentation by newly hired employees.

Please Note: When an educator leaves the employment of the school, the chairperson will complete a Reciprocity Form, attach the LPDC records, and send it to the educator. It is the educator's responsibility to deliver the LPDC Reciprocity Form to their next employer.

Amendments

Amendments to the standards and guidelines must have a majority vote. Amendments will be reviewed by the committee in the month of May. These changes must be approved by the Governing Board.

Records Retention

Records are maintained in accordance with the current Schedule of Records Retention and Disposition.

Who is exempt from working through an LPDC?

School social workers, school speech-language pathologists, school nurses, school audiologists, occupational therapists, physical therapists, occupational therapy assistants, physical therapy assistants, and school psychologists are required to maintain licensure through their respective Ohio professional licensure board. To renew five-year professional State Board of Education of Ohio pupil services licenses in these areas if applicable, educators must maintain their other board license. By doing so, they meet all State Board of Education of Ohio renewal requirements and therefore do not need to work through the LPDC. These educators renew their license by submitting a renewal application with proof of current professional board licensure directly to the State Board of Education of Ohio.

Starting January 1, 2025, the licensing authority for Licensed School Psychologists in Ohio shifted from the State Board of Education of Ohio to the Ohio Board of Psychology. This change, mandated by House Bill 509, means that the Ohio Board of Psychology will be responsible for issuing and renewing licenses for school psychologists. See the Ohio Board of Psychology website for more information: <https://psychology.ohio.gov/licensing-and-renewal>

While the State Board of Education of Ohio-licensed school counselors are not required to maintain concurrent professional licensure through the Ohio Counselor, Social Workers and Marriage and Family Therapy Board (counselors) some individuals do hold both the State Board of Education of Ohio license and a professional board license. Holders of five-year professional State Board of Education of Ohio pupil services licenses for school counselor who also hold a corresponding professional board license may renew the State Board of Education of Ohio license based on maintaining licensure through the respective professional licensure board, and do not need to work through an LPDC. Holders of five-year professional State Board of Education of Ohio school counselor license who do not maintain a concurrent professional board license are required to work through the LPDC to renew their State Board of Education of Ohio licenses.

Holders of two-year provisional teaching or school counselor licenses, and teachers working under the four-year Resident Educator license, do not work through the LPDC to renew provisional licenses or to advance from a provisional license or Resident Educator license to a professional license.

Individuals may apply directly to the State Board of Education of Ohio Office of Educator Licensure to renew a provisional license, in order to obtain another provisional license if they do not hold a position that enables them to complete the Ohio Resident Educator Program under a Resident Educator license.

Individuals who have completed an Ohio teacher induction program (Entry Year Program or Transition Resident Educator Program) also apply directly to the State Board of Education of Ohio Office of Educator Licensure, having had their application signed by the superintendent or designee and the mentor.

Once the professional license has been obtained, regular LPDC procedures apply to the renewal of the professional license.

Educators holding alternative resident educator licenses, including career-technical workforce development teachers, do not work through the LPDC. Once the professional license has been obtained, regular LPDC procedures apply to the renewal of the professional license.

Educators holding an alternative principal license, alternative administrative specialist license, or alternative superintendent license do not work through the LPDC to renew the alternative license. Once a professional license is obtained in the area in which the alternative license was formerly held, regular LPDC procedures apply to the renewal of the professional license.

Educators holding a one-year temporary pupil services license or one-year supplemental teaching license do not work through the LPDC to renew the temporary or supplemental or to advance to the standard license in the area in which the temporary or supplemental license was held. Once a professional license has been obtained in the area, regular LPDC procedures apply to the renewal of the professional license.

Submission of Forms

CERTIFIED EMPLOYEES whose license renewal/advance depends on LPDC approval, must submit to the LPDC their an Individual Professional Development Plan (IPDP). Employees working under a permanent certificate will not be required to submit IPDPs or LPDC paperwork.

An IPDP may be revised at any time simply by completing the new plan and submitting it to the LPDC for approval. Since the LPDC has no authority to approve CEUs for professional development experiences that took place prior to an approved IPDP, it is extremely important there is an approved plan in place at all times.

Tracking Professional Development Activities

The LPDC uses Google spreadsheets for recording all LPDC activities. Google spreadsheet is the electronic submission of the LPDC and Professional Development Activities. The documentation supporting all activities must be submitted to the LPDC chairman for the employee's LPDC file. (certificate of attendance, agenda, course description, workshop flyer indicating sessions attended, original transcripts, activity log, etc.), depending on the type of activity.

Individual Professional Development Plan (IPDP) Goals Identification Guide

For Teachers

The LPDC provides this list of education goals from which an employee (teacher) may choose areas of professional growth. These identified goals will be placed on the IPDP and sent to the committee.

Goal 1 – Teachers understand student learning and development and respect the diversity of the students they teach.

Goal 2 – Teachers know and understand the content area for which they have instructional responsibility

Goal 3 – Teachers understand and use varied assessments to inform instruction, evaluate and ensure student learning.

Goal 4 – Teachers plan and deliver effective instruction that advances the learning of each individual student.

Goal 5 – Teachers create learning environments that promote high levels of learning and achievement for all students.

Goal 6 – Teachers collaborate and communicate with students, parents, other educators, administrators, and the community to support student learning.

Goal 7 – Teachers assume responsibility for professional growth, performance, and involvement as an individual and as a member of a learning community

For Administration

Goal 1 – Principals help create a shared vision and clear goals for their schools and ensure continuous progress toward achieving the goals.

Goal 2 – Principals establish and sustain collaborative learning and shared leadership to promote learning and achievement of all students.

Goal 3 – Principals support the implementation of high-quality standards-based instruction that results in higher levels of achievement for all students.

Goal 4 – Principals engage parents and community members in the educational process and create an environment where community resources support student learning, achievement, and wellbeing.

Goal 5 – Principals allocate resources and manage school operations in order to ensure a safe and productive learning environment.

Educators Licensed by Other Professional Boards

School Audiologists

School Social Workers

Speech Language Pathologists

School Nurses

Occupational Therapists

Physical Therapists Occupational Therapist

Assistants

Physical Therapist Assistants, School Psychologists

The staff listed above is required to maintain licensure through the other professional board in that area. In order to renew Ohio State Board of Education licenses or registration, these educators MUST maintain their other board license. By doing so, they meet all Department of Education renewal requirements and therefore do not need to work through the LPDC for CEUs. Some state boards may accept LPDC CEUs for approved activities for state licensure renewal. Check with the appropriate state board licensing agency.

Quality Professional Development

The Local Professional Development Committee guidelines encourage the licensed individual to engage in a variety of professional development experiences during the valid period of the license. In general, the experiences should meet two criteria:

1. They should represent professional growth, that is, related to education or a content area taught in Ohio public schools. Courses for personal growth, e.g., calligraphy, fitness center, or real estate, would not fulfill the intent of the rule. Courses to enhance your job assignment (i.e., bilingual or technology skills) or coursework to qualify for an additional certificate would be considered.
2. They should represent development. The experience should provide training to improve the teaching skills, not experiences within the person's normal job responsibilities.

The Ohio Standards for Professional Development define effective professional development as an ongoing, systematic process, linked to the daily practice of educators and based on data-driven needs.

Transition from Certificate to License

Certificate Renewals. Certificate renewals are no longer available. Any expiring certificate must be transitioned to a 5-year professional license. This transition is processed through the LPDC.

Certificate Upgrades/License Advance. Certificate upgrades are no longer available. License Advances (2-year to 5 year) are not processed by the LPDC. They are processed through the Human Resource Office Specialist for Certification. Hillsboro City School employees working under a 2- year provisional license are NOT required to maintain an Individual Professional Development Plan with the LPDC because they do not accrue CEUs.

Supplemental/Temporary Licenses. Supplemental/Temporary licenses are not processed through the LPDC. However, coursework taken to renew a supplemental may be submitted for approval. for the employee's 5-year license.

License Renewal Process

To renew a license every five years, 180 hours are needed, and successful completion of all six professional development standards. This can be accomplished by meeting the professional standards and one of the following:

6 semester hours (9 quarter hours)

- 1 semester credit equals 30 hours
- 2 quarter credit equals 20 hours
- Coursework must be related to classroom teaching and/or the area of licensure

OR

18 Continuing Education Units (180 contact hours)

- 1 CEU equals 10 hours
- Must be actual time on task at chosen activity (exclude lunch break, travel time)

OR

Coursework and CEUs may be combined.

Once the necessary hours have been completed, it is the employee's responsibility to log on to the Department of Education website and apply for the appropriate license. The Hillsboro City School LPDC Committee IRN number is 013613.

Send your approved license to the LPDC Chairperson once you receive it from ODEW .