Eastwood Local Schools Local Professional Development Committee
***Things You Should Know and Do* Checklist:**

Educator's Responsibility

Prior to beginning your professional learning, you will need to:
1. Monitor expiration date(s) of certificates and licenses.

2. Review IPDP Goals Preapproval: Exemplar.

3. Identify SMART goals and rationale for your IPDP based on data and aligned to the mission of the agency, center, or office.

4. Complete your IPDP Preapproval form.

5. Submit a copy of your completed IPDP Preapproval Form to the LPDC Chairperson for approval at the beginning of your licensure cycle. No coursework or contact hours will be accepted prior to the IPDP approval date on file.

After receiving approval of your IPDP goals by the LPDC, you will need to:
1. Select professional learning that meets the goals of the approved IPDP.

2. Ensure the professional learning you want to take is High Quality Professional Development (HQPD).

- Professional learning options must reflect Ohio's PD standards and may include the following:
    - College or university coursework; (does not require prior approval from the LPDC)
    - Seminars or workshops (does not require prior approval from the LPDC)
    - Equivalent Other Activities (EOA) (requires prior approval from the LPDC)

3. Submit your completed EOA Preapproval form (if applicable) to the LPDC Chairperson for approval prior to beginning your professional learning.

4. Complete the professional learning (PD or EOA) you have identified in your IPDP in a timely manner as stated in the plan.

At least one month before the next regularly scheduled LPDC meeting (See Calendar of LPDC meetings).

5. Monitor your SAFE account to ensure your BCI/FBI background checks are completed.

6. Maintain records of all licensure and LPDC transactions, particularly the LPDC review and approval of the IPDP, coursework, and other professional learning.

7. Fill out the online licensure renewal application through your SAFE account, make the appropriate payments, and submit.

8. Submit your old and a new IPDP, transcripts, Equivalent Other Activities (CEU's, Contact Hours) LPDC chairperson at least one week before the next regularly scheduled LPDC meeting (See Calendar of LPDC meetings).