

LPDC Q&A



Receiving a new license? You need to write and submit a new IPDP. Without a new IPDP, any hours will not be counted. An IPDP form can be found on the ZCS website<Staff<LPDC.

New to the district? You may transfer your IPDP and approved hours. You will need to contact your previous district and they will send an ODE form at your request. Once the transfer is approved, you will need to retype your IPDP on our ZCS form.

Finished Resa? You will need to write and submit an IPDP. Without a new IPDP, any hours will not be counted towards renewing your license. An IPDP form can be found on the ZCS website<Staff<LPDC

Still in Resa? Resa must be completed before doing any requirements for LPDC.

Wanting to do College Courses/CEU coursework? You must have an IPDP on file and submit a pre-approval form before starting the class/coursework. The pre-approval form can be found on the ZCS website<Staff<LPDC.

Did you Complete Coursework? Once your pre-approved coursework is completed, you need to submit post approval paperwork (on the back of the pre-approval form) with an unofficial transcript.

Does the Log form calculate for you? Yes! Make sure you are using hours not minutes. 60 minutes = 1, 45 minutes = .75, 30 minutes = .5, and 15 minutes = .25.

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When do I need to turn in my Log Forms? You need to turn in your log-forms often. This helps calculate your hours as you go and will help you stay on track for renewal. Do not wait and turn all your log forms in at the 5-year mark.

Do principals need to sign the Log Form? Yes! Principals only need to sign for PLC/PD days. For example, TBT, BLT, MTSS, PBIS Feel free to make a PLC/PD log (where principals sign) and a certificate log (principals don't need to sign). For example, Public School Works.

Do I need to print all the individual Public School Works Certificates? No. You can print out the transcript instead. This helps with less paperwork.

How many copies do I need to submit? 2! You need 2 copies so one copy comes back to you stamped, and one copy stays in your folder at the central office.

Where do I send my LPDC papers? You can send your LPDC papers through the inner office mail to the central office marked LPDC. You may also email digital copies to the LPDC committee (**ALL CURRENT MEMBERS**)

Whats the deadline for submitting LPDC forms electronically? All LPDC forms must be emailed to all LPDC committee members by 3 o'clock on the Friday before the meeting takes place.

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I'm renewing my license, what do I need to do? You need to attend an LPDC meeting or ask for an hours check. Hours/CEUs must be confirmed before starting the process to renew on the ODE Safe account. Sometimes discrepancies happen and your LPDC paperwork may differ from the LPDC paperwork in your folder at the central office. Coming to a LPDC meeting will help make-sure you have all 180 hours to renew your license.

Where do I submit official transcripts? Official transcripts need sent to Johanna Riley at the Central Office.

Are you planning on using the Security Awareness Modules (Cybersafety) as hours? We will be accepting 15 minutes for each module completed. That is 0.25 hours.

Where can I find example goals and Ohio Teaching Standards to write my IPDP? You can find Example goals and teaching standards on the ZCS website < Staff < LPDC < sample SMART Goals.

How do I know what 3 Semester hours translates to in hour form? You can find the conversion chart on the ZCS website < Staff < LPDC < Conversion Chart. For example, 3 semester hours is 90 hours.