

General Guidelines About Your Individual Professional Development Plan (IPDP)

- 1. What is an IPDP and when should it be started/completed?*

An IPDP is your proposed program of professional growth that you plan to complete for renewal of your teaching license. The plan must be approved and completed prior to license renewal. 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 the IPDP activities is the duration of your license.
- 2. Who must have an IPDP?*

An IPDP must be completed by any educator prior to renewing a license. If you have a permanent certificate you will not need to file an IPDP with the Local Professional Development Committee.
- 3. What is the Local Professional Development Committee (LPDC)?*

This is a group of Knox County Career Center (KCCC) educators who will be reviewing and approving each educator's IPDP. Final approval by the LPDC is required prior to issuance of your professional educator's license.
- 4. Who serves on the LPDC?*

The committee consists of five educators from the KCCC, three members of the Knox County Career Center Teaching Staff selected by a representative of the district's teachers, and two members from the KCCC administrative team appointed by the career center superintendent.
- 5. Who will actually review the IPDPs?*

The actual review will be completed by the committee of five educators (as described above).
- 6. What are the requirements to renew a license?*

In order to renew a license, you must accrue **18 continuing education credits (CEUs)**. **A minimum of three CEUs (1 semester hour) must be for formal college coursework.** There are a variety of professional development activity categories for you to choose from (see appendix). The activities must take place over the life of the license you are renewing. They must also be consistent with the career center's building improvement plan, goals, or mission statement, and relate to your current work assignment (as stated in your IPDP Proposal).
- 7. How do you convert your clock hours and semester hours to CEUs?*

For details, refer to the Group Activity Guidelines and the Course Conversion Chart. Generally, one clock hour of activity equals 0.1 CEU (i.e. 10 clock hours would equal 1 CEU). One semester hour of college credit equals three CEUs.

I.P.D.P. Knox County Career Center

8. *How often should you submit your activities for approval?*
College credits and workshops do not need to be pre-approved. Activities that are submitted from groups three and four (see Group Activities Guidelines) must be pre-approved by the LPDC. However, you will need LPDC pre-approval for tuition reimbursement.
9. *How often does the LPDC meet?*
The LPDC meets on a monthly basis to review all submissions.
10. *What happens if your work assignment changes?*
If there is significant change in your work assignment, you may revise and resubmit your IPDP. However, all activities accumulated prior to the revision of your IPDP will be applied to your 180 clock hour requirement. (18 CEUs)
11. *How many licenses can I have? What costs are involved?*
Each educator will have only one license and it will last for five years. The current cost is \$200 to renew your license. As your previous certificates expire and are added to your existing license, there will be a \$20 fee each time areas are added to your license.
12. *Where do I locate the various IPDP and LPDC forms?*
Forms can be located in the drawer labeled “LPDC” under the staff mailboxes in the copy room adjacent to the main office.



Responsibilities Of The Educator

Educators working under professional licenses (five year) are responsible for meeting the requirements for renewal of their licenses. Educators **must** work with their LPDC to complete the renewal process.

Each educator will be **responsible** for:

- ✓ Developing and implementing her/his professional development plan.
- ✓ **Documenting** his/her professional development and maintaining records of activities.
- ✓ Following renewal procedures and timelines.

Educators wishing to **renew** a five year license must:

- ✓ Complete an IPDP proposal and obtain approval for the plan from the LPDC.
- ✓ Work with the LPDC for approval of CEUs and equivalent activities.
- ✓ Submit verification of CEUs and equivalent activities along with proper forms for LPDC signatures.
- ✓ Submit renewal application (available online Ohio Department of Education Website), to the Ohio Department of Education with LPDC signed approval.



Licensure Standards

License Renewal Under Standards (Effective January 1, 1998)

PROVISIONAL LICENSE (2 YEAR)

- Required for entry level
- May be used for substitute teaching
- Three (3) semester hours to renew (6 -9 hours if lapsed)

PROFESSIONAL LICENSE (5 YEAR)

- Provisional License plus successful completion of entry year program and performance assessment
- Baccalaureate degree required

PROFESSIONAL LICENSE (5 YEAR – SECOND RENEWAL) **

- Master's degree or 30 semester hours of graduate credit
- If master's degree already obtained – Six (6) semester hours or 18 CEUs or LPDC approved activities. Those who hold certificates under previous standards are exempted from the master's degree or 30 semester hour requirement for second renewal, but still need the six (6) hours or 18 CEUs/equivalent activities.

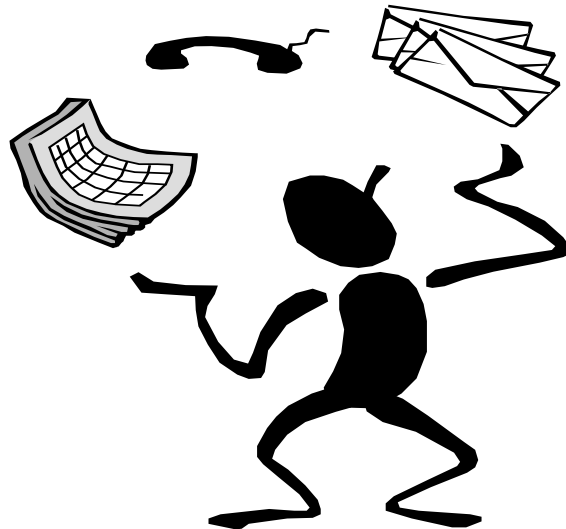
PROFESSIONAL LICENSE (5 YEAR—FURTHER RENEWAL)

- Six (6) semester hours or 18 CEUs or LPDC approved activities.

PLEASE SEE THE ATTACHED FORM REGARDING CHANGES IN THE OHIO LICENSURE STRUCTURE.

Steps For Renewing Your License

1. Complete your IPDP Proposal Form see page 8) and submit it to the LPDC
2. Once your IPDP has been approved, begin completing the activities relevant to your identified goals. **Be sure to document the time, activity type, CEUs attained, and other necessary verification of completion information.** Please note that activities (Group 3 & 4) need pre-approval (Pre-Approval/Verification Form [see page 15]) to ensure that the activity will be granted credit.
3. Maintain a portfolio of your documentation. The LPDC will not maintain central records of your information other than a copy of your pre-approved IPDC proposal form.
4. Following January 1 of the year your license is due to expire, submit your completed portfolio or file documenting your activities to the LPDC for final approval.
5. Secure an application for license renewal from the online through the Ohio Department of Education website, complete it (LPDC committee member must sign), and submit the form with your check to the Ohio Department of Education.



The Appeals Process

The requirement for a process which allows an educator to appeal the decision of a LPDC is found in the *Ohio Revised Code* as well as in *Ohio's Teacher Education Licensure Standards*. While the mandate is clear, the determination of how this process is implemented at the local level is left to each LPDC.

The Knox County Career Center Appeals Process will comprise of the following steps:

1. **Reconsideration.** If an educator disagrees with a LPDC decision, the educator will be given the opportunity to meet with the LPDC in person and discuss the IPDP and his/her case. This discussion will also serve to help the educator gain an understanding of the perspective of the LPDC.
2. **Third Party Review.** If, after the reconsideration process has taken place, the LPDC and the educator are still unable to come to an agreement, a third party will review the decision. This third party will consist of a three person panel: one licensed educator selected by the LPDC; one licensed educator selected by the appealing educator and one licensed educator agreed upon by the LPDC and the appealing educator. These three individuals will function as a panel to review the LPDC decision and either uphold it or overturn it.
3. **Initiation of Appeals Process.** An educator who is in need of initiating the appeals procedure will: (a.) submit the Appeals Procedure Form (page 7) to the Knox County Career Center Appeals Board within five (5) days of her/his unsatisfactory local appeal. (b.) be available to address the Knox County Career Center Appeals Board.
4. **Response.** Following the hearing, the educator will receive a written decision from the Knox County Career Center Appeals Board within ten (10) working days.
5. **Decision.** The decision of the Knox County Career Center Appeals Board is final and may not be further arbitrated.

Knox County Career Center
Local Professional Development Committee

APPEALS PROCEDURE FORM

Name: _____

Grade Level / Assignment: _____

Phone (home): _____

Date of LPDC Decision: _____

I am hereby requesting a hearing by the Knox County Career Center Appeals Board regarding the LPDC decision.

Signature

Date

Return this form to: LPDC Chairperson
Knox County Career Center
306 Martinsburg Road
Mt. Vernon, Ohio 43050

Date submitted to LPDC Chair: _____

I.P.D.P. Knox County Career Center

Name:	Submission Date:
Building/Assignment: Knox County Career Center	
Type of Certificate/License:	
Area of Licensure:	
Issue Date:	Effective Date:
	Expiration Date:
Plan Type Select one: <input checked="" type="checkbox"/> Initial Proposal <input type="checkbox"/> Revised Proposal <input type="checkbox"/> Amended Proposal	
IPDP Effective Date: From _____ to _____	
Renewal Cycle Select one: <input type="checkbox"/> Transitioning from certificate to license <input type="checkbox"/> 1 st renewal of 5-year license <input type="checkbox"/> 2 nd renewal of 5-year license <input type="checkbox"/> 3 rd + renewal of 5-year license	
Goals List 3-5 goals for your professional development learning. Within each goal, include three distinct aspects: (1) intention to engage in learning; (2) focus for learning; and (3) rationale for & application of learning. Indicate which Ohio Educator Standard(s) each goal reflects. (See sample goal below.)	
Sample Goal: <i>I will increase my knowledge of strategies to manage groups of students in order to improve classroom discipline.</i> Educator Standards: <i>Teacher Standard #1, Teachers understand student learning & development and respect the diversity of the students they teach.</i> <i>Teacher Standard #5, Teachers create learning environments that promote high levels of learning & achievement for all students.</i>	
Goal 1 Educator Standard	
Goal 2 Educator Standard	
Goal 3 Educator Standard	

Additional goals (if applicable):

DO NOT MARK BELOW THIS LINE. FOR LPDC USE ONLY.

Revise/Resubmit

Revision Advice:

-OR-

Approved as written

I.P.D.P. Knox County Career Center

Approval Signature _____

Name:	IPDP Approval Date:
Teaching/Work Assignment:	
District & Building/School Name:	
Date(s) of Professional Development:	
Location of Professional Development:	
Title of Professional Development: (Specify)	
<p>Type Select one or more as appropriate.</p> <ul style="list-style-type: none"> <input type="checkbox"/> College/university course <input type="checkbox"/> Ongoing series of workshop sessions <input type="checkbox"/> Conference <input type="checkbox"/> Single workshop <input type="checkbox"/> Professional Learning Team/Community Involvement <input type="checkbox"/> Independent study/action research <input type="checkbox"/> Professional educational organization activities <input type="checkbox"/> District leadership team, LPDC, curriculum development, school improvement <input type="checkbox"/> Coaching/mentoring student teachers, new teachers or teachers in need <input type="checkbox"/> Other, not listed above: (Specify) _____ 	
Description of PD	
IPDP Goal(s) applicable to this PD	

Dat
e__

I.P.D.P. Knox County Career Center

**Pr
ea
pp
ro
val
Fo
rm
:
To**

be submitted *prior to* engaging in PD

I.P.D.P. Knox County Career Center

Number of contact hours	Number of CEUs requested
--------------------------------	---------------------------------

Please turn to page entitled "Evaluation of Approved PD" and check the box or boxes in front of the PD standards you expect to address in this PD experience. Refer to *Organizing for HQPD* [available on [this page](#)].

Signature of applicant _____
Date_____

DO NOT MARK BELOW THIS LINE. FOR LPDC USE ONLY.

 Revise/Resubmit
Revision Advice:

-OR-

Approved as written

Approval Signature_____
Date_____

Evaluation of Approved Professional Development
[To be completed *after* the PD experience]

Directions: Complete sections I and II.

I. Alignment to Ohio Professional Development Standards.

Answer only those which apply to this PD experience. Refer to *Organizing for HQPD* [available at [this page](#)].

Standard 1: How is this PD purposefully structured to occur over time?

Standard 2: What data sources guided you toward this PD?

Standard 3: How does the PD include opportunities for collaboration?

Standard 4: How did the PD include varied learning experiences to accommodate adult learning needs?

Standard 5: Evaluate the PD as to its short- and long-term impact. Be as specific as possible.

Standard 6: How did the PD result in the acquisition, enhancement or refinement of skills & knowledge? Be specific.

II. Identify and attach documentation to evidence completion of the PD experience.

Submitted documentation: (Check all that apply.)

- Certificate of attendance
- Reflection journal
- Time log
- Agenda with specific dates & times
- Conference program with attended sessions identified
- Transcripts or grade reports
- Original work related to PD: portfolio, lesson plans, curriculum documents, grants, academic articles, etc.
- Other: (Specify) _____

DO NOT MARK BELOW THIS LINE. FOR LPDC USE ONLY.

- Revise/Resubmit**

Revision Advice:

-OR-

- Approved as written**

I.P.D.P. Knox County Career Center

Approval Signature _____

Date _____

For LPDC Approval
Participation Form

Webinar

Webinar title	
Date & Time	
Associated URL	
Hosting organization/entity	<i>Provide the name of the host and include names and credentials of presenters or featured speakers, if known.</i>
Webinar Goals & Objectives	
Contact hours	<i>Specify actual hours of engagement. (Attach documentation if possible)</i>
Participant role	<i>For example: Listening to presenters, participation in individual and group activities, exploration of relevance and potential applications of workshop content to local situation, interactive dialogue and questions with presenters and/or colleagues.</i>

I.P.D.P. Knox County Career Center

--	--

My signature below attests to my participation in the WEBINAR described on this document.

I understand that I am responsible for conveying this information to my Local Professional Development Committee in a manner consistent with their local guidelines.

This form *is not for submission* to the Ohio Department of Education.

Participant (Print)

Signature

Date