

**St. Bernard-Elmwood Place  
City Schools**

**LPDC Licensure Handbook**

**LPDC IRN 014596**

**Revised 8/18**

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**Professional Development Checklist**  
*(For your personal use only)*

- \_\_\_\_\_ IPDP submitted to LPDC Committee (date)
- \_\_\_\_\_ Initial IPDP returned from LPDC (date)
- \_\_\_\_\_ Approved
- \_\_\_\_\_ Not approved
- \_\_\_\_\_ Plan resubmitted to LPDC (date)
- \_\_\_\_\_ Course work begins (date)
- \_\_\_\_\_ Estimated date of completion of course work
- \_\_\_\_\_ IPDP Activities
  - \_\_\_\_\_ A. Conferences
  - \_\_\_\_\_ B. Committee work
  - \_\_\_\_\_ C. Student Teacher
  - \_\_\_\_\_ D. Mentoring
  - \_\_\_\_\_ E. Presentations to Peers
  - \_\_\_\_\_ F. Piloting of New Curriculum
  - \_\_\_\_\_ G. Other Projects
- \_\_\_\_\_ Estimated date of completion of IPDP Activities
- \_\_\_\_\_ IPDP Activity Log completed and submitted
- \_\_\_\_\_ Course work completed
- \_\_\_\_\_ Submission

**Local Professional Development Committee  
Membership**

**SBEP Education Association  
Appointed Representatives**

Leslie Koehl  
High School  
lkoehl@sbepschools.org  
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Ext. 519

Wendra Tuell  
St. Bernard Elementary  
wtuell@sbepschools.org  
Ext. 729

**Superintendent  
Appointed Representatives**

Bruce Helwagen  
Administration Office  
bhelwagen@sbepschools.org  
Ext. 113

Karen Clemons  
St. Bernard Elementary  
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Ext. 155

Donna Barnett  
Administration Office  
dbarnett@sbepschools.org  
Ext. 123

## LPDC Calendar

**Meeting Dates:** To be scheduled on an as-needed basis

**Meeting Time:** 3:30

**Location:** Board of Education Office

## **Philosophy**

The St. Bernard-Elmwood Place Local Professional Development Committee (LPDC) believes that professional educators continue to learn and to grow throughout their careers. They develop, assess, and refine instructional skills as well as acquire expanded subject area knowledge. Professional learning and growth often includes preparation for new roles within the profession (such as guidance or administration) as well as new areas of certification/licensure.

The St. Bernard-Elmwood Place LPDC believes that professional educators are capable of directing their own professional development, but some structure needs to be in place to help educators document fulfillment of state requirements for certification/licensure renewal. Educators need to develop plans for professional development, so they can assess and reflect on their progress. These plans should balance personal goals, improved student learning, and the continuous improvement of the St. Bernard-Elmwood Place City Schools.

## **Purpose**

The LPDC has the responsibility to verify that professional educators employed by the St. Bernard-Elmwood Place City Schools have completed professional development requirements for the renewal of professional certification/licenses by the state of Ohio.

The LPDC has the authority to create rules, policies, and forms necessary to document professional development for certification/licensure. It is the responsibility of the professional educator to document his or her own professional development.

## **District Mission Statement**

The mission of the St. Bernard-Elmwood Place City School District is to challenge all students to learn and inspire them to dream.

## **Continuous Improvement Plan (CIP)**

St. Bernard-Elmwood Place City Schools

The district's Continuous Improvement Plan is available in the central office and on-line through the ODE website.

## **Continuous Improvement Plan (CIP)**

Individual Buildings

The Continuous Improvement plan for you building is available in your building principal's office.

## St. Bernard-Elmwood Place City Schools Bylaws for LPDC

**Whereas**, Ohio Revised Code 3319.22 mandates that each board of education shall establish a local professional development committee; and

**Whereas**, each local professional development committee will determine whether course work that a district teacher proposes to complete meets the educator license standards promulgated by the State Board of Education; and

**Whereas**, the St. Bernard-Elmwood Place City School District Board of Education's Collective Bargaining Agreement with the teachers' association does not specify or dictate the establishment of the local professional development committee.

**Now, therefore, it is resolved** by the St. Bernard-Elmwood Place City School District Board of Education that a local professional development committee shall be established pursuant to ORC 3319.22 in accordance with the following:

### Section I

The LPDC shall have a district level scope.

- a. Four (4) classroom teachers employed by the district.
- b. One (1) principal employed by the district.
- c. Two (2) other central office employees of the district appointed by the district superintendent.

### Section II

The LPDC shall consist of four (4) teachers and three (3) other members appointed by the superintendent.

### Section III

The exclusive bargaining representative shall have discretion in choosing the four (4) teacher members to serve on the LPDC.

### Section IV

The superintendent will designate:

- a. One (1) building principal.
- b. Two (2) other central office employees of the district appointed by the district superintendent to serve on the LPDC.

### Section V

LPDC members will serve for a three (3) year term provided they remain employed by the Board.

### Section VI

Teaching vacancies shall be filled by designation of the exclusive bargaining representative. The superintendent shall appoint other members of the LPDC.

### Section VII

Meetings shall be scheduled at least quarterly. Additional meetings may be scheduled as required. All meetings shall take place outside normal student instructional hours at the convenience of committee members.

### Section VIII

The committee will promulgate bylaws, procedures, and policies to be recommended for adoption by the Board of Education. Such procedures must include an appeals process and process for the conduct of elections.

### Section IX

Minutes shall be kept at each meeting with reports to the Board on a quarterly basis.



## **Individual Professional Development Plan (IPDP)**

1. An Individual Professional Development Plan (IPDP) is a goal statement, which lays out a plan for developing and enhancing an educator's knowledge and skill. The activities completed as part of the IPDP will meet the requirements for the renewal of a professional license.
2. Each educator employed by the St. Bernard-Elmwood Place City Schools will file an IPDP by October 1 of the year of employment or the issuance of the initial five-year license. The IPDP may be one developed in a previous place of employment. The St. Bernard-Elmwood Place LPDC will grant credit for professional development work done in another school district upon receipt of a verification form from the LPDC of the district where the educator was employed. An IPDP template has been created and is available to all staff via the network.
3. The IPDP must be consistent with the needs of the educator, the students, the school, and with the goals of the St. Bernard-Elmwood Place City School District.
4. Course work must be from an accredited, four-year institution of higher learning and must be in educational pedagogy or in the educator's area of certification.
5. PDUs or equivalent activities, which are used to satisfy Ohio's certification/licensure requirements, must be approved by the St. Bernard-Elmwood Place LPDC.
6. IPDPs, which are denied, may be resubmitted or appealed. (See appeals process)
7. Individual educators are responsible for maintaining copies of all professional development records and for completing the licensing process, including necessary paperwork, meeting all timelines, and completing all procedures for license renewal.
8. At the end of the fourth year of a five-year license, the LPDC requests educator to submit an activity log to the building LPDC representative.
9. Final activity log must be submitted to LPDC prior to completing the Ohio Department of Education renewal form.

## The Appeal Process

**Reconsideration:** If an educator disagrees with the LPDCs decision, the educator may meet with the LPDC in person to discuss the IPDP and/or whether specific activities have fulfilled the goals of the IPDP.

1. Within ten days of receiving notification that an IPDP is unacceptable or that evidence of a professional activity is not sufficient as documentation, an educator may request a meeting with the LPDC for the purpose of reconsideration.
2. The educator will be given a chance to meet with the LPDC at its next regularly scheduled meeting. The purpose of the meeting will be for the educator and the LPDC to explain their points of view and for both the LPDC and the educator to try to come to an agreement.

In cases where an IPDP or an activity is not approved:

Step #1	10 days	Rework, Review & Resubmit
Step #2	Discuss	Work with a Committee Member and Resubmit
Step #3	Request Panel Appeal	Panel Appeal Process

Note: The educator is invited to attend any meeting to discuss the activity or the IPDP.

**Third Party Review Panel:** If after the reconsideration has taken place, the LPDC and the educator are still unable to come to agreement, the educator may request that a third party review be conducted by a panel of professional educators.

1. The LPDC shall select a licensed (certificated) educator and the appellant shall select a licensed (certificated) educator to serve on the panel. A third licensed professional educator chosen by the two panel members listed above shall serve as the committee chair.
2. This three person panel shall review the LPDC decision and either uphold or overturn it. During their review they shall have access to all relevant documents and shall interview both the appellant and a representative

## **Reciprocity**

For new employees, the St. Bernard-Elmwood Place City Schools LPDC will accept PDUs granted by LPDCs in other Ohio school districts. It is the responsibility of the employee to provide valid documentation.

### **Educators who are Licensed by Other Professional Boards**

Under the 1998 standards physical therapists, school social workers, audiologists, speech-language pathologists, school nurses, and occupational therapists are required to maintain licensure through the professional board in that area. In order to renew Department of Education licenses, these educators must maintain their board license. By doing this, they meet all Department of Education renewal requirements.

### **Ohio Revised Code 3301-24-08 License Renewal**

- (A) The professional or associate license is valid for five years and may be renewed by individuals currently employed in a school or school district upon verification that the following requirements have been completed since the issuance of that license to be renewed:
- (1) Six semester hours of course work related to classroom teaching and/or the area of licensure; or
  - (2) Eighteen continuing education units (one hundred eighty contact hours) or other equivalent activities related to classroom teaching and/or area of licensure as approved by the local professional development committee of the employing school or school district.
    - (a) Each public school district and chartered nonpublic school shall appoint a local professional development committee to oversee and review professional development plans to course work, continuing education units, or other equivalent activities. The local professional development committees shall be comprised of teachers, administrators and other educational personnel, and the majority of the members of local professional development committee shall be practicing classroom teachers. School districts shall have the option of collaborating with other school districts or educational service centers in establishing and completing the work of the local professional development committee. Chartered nonpublic schools shall also have the option of collaborating with other schools in establishing and completing the work of the local professional development committee.

## License Renewal Requirements

To renew a license under the 1998 standards a teacher or administrator must earn six (6) semester hours every five years. This can be accomplished by:

A. Six semester (9 quarter) hours in your subject area or in pedagogy from an accredited college or university.

**Or \_**

B. 18 Professional Development Units (180 Contact Hours)

One PDU equals 10 hours

Must be actual time on task at chosen activity (i.e. excludes lunch break, travel time, etc.).

**Or \_**

C. 180 hours of equivalent activities

• See Professional Development Unit (PDU) Options Chart

**Or \_**

D. Course work or PDUs or other equivalent activities may be combined.

**One quarter hour is equal to 2/3 of a semester hour.**

### **Failure to Submit an IPDP and PDU Eligibility**

If a staff member has initially failed to submit an IPDP by the deadline\*, he/she will become ineligible to earn any PDUs. Once the initial IPDP is approved by the LPDC, all coursework will be eligible if considered to be educational pedagogy or in the educator's area of certification. No PDUs will be granted retroactively for activities or workshops completed during the time the staff member was ineligible for PDUs. \*(Please refer to page 7 of this handbook for deadline information.)

### **Quality of Professional Development**

The St. Bernard-Elmwood Place City Schools LPDC encourages the certificated (licensed) staff member to engage in a variety of professional development activities during the valid period of the certificate (license). In general, the activities should meet two criteria:

1. Activities should represent professional growth. It should be related to the field of education or a content area taught in Ohio public schools. Courses to enhance your job assignment or course work to qualify for additional certificates shall be considered.
2. Activities should represent new learning. This does not include staff meetings, department meetings, leadership team meetings, IEP meetings, IPDP development, evaluations, etc.

Professional Development is an ongoing, job-related process to enhance, maintain and refine the competencies needed to ensure quality outcomes for students. Professional development should reflect the St. Bernard-Elmwood Place City School District Continuous Improvement Plan and the Building Continuous Improvement Plan (CIP).

### **Right to Withhold Approval**

The St. Bernard-Elmwood Place City Schools LPDC does not require prior approval for all professional development activities, but if an activity does not fit the guidelines of the LPDC or does not fit the educator's Professional Development Plan, the LPDC does have the right to withhold PDU credit. If you are not sure whether an activity will count, you may request prior approval.

Options	Maximum Credit	Contact Hours Value	Required Verification Options	Criteria
College/University coursework or seminar for credit	Unlimited	1 semester hour = 30 Contact Hours 1 quarter hour = 20 Contact Hours	*Official transcripts	Coursework must be in education or in a content area directly related to the educator's IPDP Goals. Must be taken for credit.
<ul style="list-style-type: none"> <li>- Professional Conference</li> <li>- Workshop</li> <li>- Institute</li> <li>- Academy</li> <li>- Inservice</li> <li>- Online Professional Development</li> </ul>	Unlimited	1 clock hour = 0.2 PDU	<ul style="list-style-type: none"> <li>*Certificate of Attendance</li> <li>*Reflection paper</li> </ul>	Must include only the time spent in those portions of the conference/program that contribute to the participant's knowledge, competence, performance, or effectiveness in education.
Cooperating Teacher for Student Teacher or Administrative Internship	30 contact hours per license cycle	1 clock hour = 0.2 PDU	<ul style="list-style-type: none"> <li>*Letter of verification by district</li> <li>*Letter from student teacher or college</li> </ul>	Must be supervisor of undergraduate student, graduate student, undergraduate intern, or substitute teacher.
<ul style="list-style-type: none"> <li>- Grant writing</li> <li>- Professional presentation</li> <li>- Curriculum development</li> <li>- Professional committees</li> <li>- Publication of original work</li> <li>- Educational project (LPDC approval)</li> <li>- Mentoring</li> </ul>	60 contact hours per license cycle	1 clock hour = 0.2 PDU	<ul style="list-style-type: none"> <li>*Copy of grant</li> <li>*Verification from supervisor</li> <li>*Letter of verification by district</li> <li>*Letter from supervisor or chairperson</li> <li>*Copy of publication or documentation</li> <li>*Product to be shared</li> </ul>	Must be in education or in a content area related to the individual's teaching assignment or working with children. Must be mentoring a teacher or administrator assigned by the district.
<ul style="list-style-type: none"> <li>- Teaching a college course</li> <li>- Teaching an adult vocational or technical course</li> <li>- National Board of Professional Teaching Standards Certification</li> </ul>	90 contact hours per license cycle	1 clock hour = 0.2 PDU	<ul style="list-style-type: none"> <li>*Letter of verification by district</li> <li>*Verification from college</li> <li>*Course syllabus</li> <li>*Verification from supervisor</li> </ul>	Must be in education or in a content area related to the individual's teaching assignment or working with children.

## Step-by-Step Instructions for IPDP

1. Make sure the Central Office has a copy of your current license.
2. Complete IPDP goal sheet once you receive your new license. This goal sheet should be completed and submitted to the LPDC for approval after the issue date on your license **or** if your goals change throughout your employment with the district.
3. Begin attending professional development that relates to the goals written in your IPDP. Keep track of professional development on the Activity Log. **(MAKE SURE YOU SAVE YOUR IPDP AND ACTIVITY LOG ON A FLASH DRIVE.)**
4. The LPDC can approve course hours or PDUs as they are completed or during the school year that the license is to be renewed. To have course hours or PDUs approved, a copy of your transcripts or PDU certificates/evidence must accompany your activity log for the LPDC to review.
5. After all hours are approved, go to the ODE website to renew license. Sign into SAFE account. Click on ODE. Core. Under my Educator Profile, click on “My Credentials.” Select the license you need to renew and complete the application. You must pay for the application in order for it to be sent to the LPDC representative for a signature. You will need our LPDC Committee’s IRN number: **014596**. You will be asked for this number during the renewal process.
6. Verify through your Educator Profile (BCI/FBI) that an up-to-date background check is on file with ODE. If not, please contact Donna Barnett to arrange a time for fingerprinting.

### IMPORTANT FACTS TO CONSIDER:

- Make sure any Professional Development that you attend is related to your goals.
- You need 6 semester credit hours (costly) or 18 PDU’s (time consuming/organization needed).
- Your credit hours/PDUs **MUST** be earned during the life of the license (ex: during the 5 years of the license).
- You may be reimbursed for some credit hours (see Teachers’ Master Contract).
- Email your IPDP and Activity Log to your LPDC representative. Your representative will pass it along to the LPDC.

### SBEPEA Representatives on LPDC

Leslie Koehl (High School)  
Danielle Volk (High School)  
Becky Balzer (Elmwood Place Elementary)  
Wendy Tuell (St. Bernard Elementary)

**St. Bernard-Elmwood Place City Schools  
105 Washington Avenue  
St. Bernard, OH 45217**

**APPROVAL VERIFICATION FORM  
FOR EDUCATORS LEAVING THE DISTRICT**

This verifies that the attached Individual Professional Development Plan was approved on

\_\_\_\_\_ and that \_\_\_\_\_  
(date) (name of educator)

has completed \_\_\_\_\_ college/university semester hours and  
\_\_\_\_\_ local continuing education units equaling semester hours toward  
completion of this plan.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Title Authorized LPDC

\_\_\_\_\_  
Authorized Signature

LPDC Contact Person: \_\_\_\_\_ Phone \_\_\_\_\_