

**Milford Exempted Village School District**

**Local Professional Development  
Resource Guide**

**2015-2016**

The mission of the Milford Exempted Village School District is to inspire and prepare our students to reach their fullest potential in a diverse and dynamic world.

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# The Local Professional Development Committee (LPDC)

In 1996, Ohio's General Assembly passes Senate Bill 230 authorizing the establishment of Local Professional Development Committees (LPDC's). This legislation signaled a major change in Ohio's approach to the development of its teaching force. It placed the responsibility for professional development in the hands of the educators themselves.

**While the Ohio Department of Education still issues all certificates and licenses, two major changes have occurred:**

- Each educator employed in an Ohio public school or chartered nonpublic school and seeking to fulfill license renewal requirements must develop an Individual Professional Development Plan (IPDP) for course work, continuing education activities, or equivalent activities. The plan must be based on the needs of the educator and his/her students, school, and district.
- To review and approve IPDP's, each public school district and chartered nonpublic school in Ohio now has a Local professional Development committee consisting of at least three classroom teachers, one principal, and one other district employee appointed by the superintendent. An LPDC can have additional members, but the majority must be teachers.

**The process works as follows:**

- At the beginning of the renewal cycle, the educator creates an IPDP. The plan must be submitted for approval **before** activities addressing the goals in the plan are complete.
- Using established policies and procedures, the LPDC evaluates the plan to ensure that it meets established criteria.
- The educator uses the IPDP to guide decisions about coursework and professional development activities, making revisions, if needed, with the LPDC's approval. The educator keeps track of and documents all professional development activities.
- At the end of the renewal period, the educator provides documentation to the LPDC that the course work and activities required by the standards and relevant to the IPDP have been completed.
- The LPDC reviews the documentation. If all requirements have been met, the designated LPDC member signs the approval for renewal and the application is submitted to ODE.

# Timeline and Meeting Dates for 2015-16 School Year

September 10	The LPDC Meets at 4:15 at the District Central Office*
<b>October 1</b>	<b><u>New or Modified IPDP Plans due to LPDC reps</u></b>
October 1	LPDC Meeting
November 5	LPDC Meeting
December 3	LPDC Meeting
January 7	LPDC Meeting
February 4	LPDC Meeting
March 3	LPDC Meeting
April 7	LPDC Meeting
<b>May 1</b>	<b><u>2015-16 Logs are due to building LPDC reps</u></b>
May 5	LPDC Meeting
June 2	LPDC Meeting (If necessary)

\*LPDC Meetings are open to the public.

## Milford Exempted Village Schools LPDC Committee

<b><u>LPDC Member</u></b>	<b><u>Building</u></b>	<b><u>End of Term</u></b>
Jeri Cottone	Junior High	June 2018
Lisa Williams	McCormick	June 2019
Kari Brandenburg	Meadowview	June 2017
Lynn Miller	Mulberry	June 2019
Kelly Robbe, Co-Chair	Pattison	June 2019
Tammy Patrice	Seipelt	June 2018
Tori Bothe	Smith	June 2016
Julienne Haskins	High School	June 2016
Nancy House, Co-Chair	Board Office	

**Milford Exempted Village School District**  
 Proposal for Individual Professional Development Plan  
 Send to your Building LPDC Representative

Name:  Kelly Robbe  Date:  10-1-16  Building  PTS  Assignment:  3<sup>rd</sup> Grade Teacher

**Certification/License and Expiration Dates:**

Area	Grade	Expiration Date	Issue Date of License
Elementary Education	1-8	June 30, 2019	March 11, 2014
Educational Leadership	K-8	June 30, 2019	May 25, 2014
*List all licenses/certificates you hold		June 30,	*You can find the <i>Issue Date</i> on your copy of your license. These are now available online.

**I. Professional Growth Goals:** *These are goals the LPDC has approved. You can write your own goal in the blank lines provided.*

1. I will stay current with the trends in education for the purpose of developing meaningful lessons plans and activities for my students so that student achievement will be increased.
2. I will gain leadership and communication skills for the purpose of creating a community of learners in my classroom and with parents so that student achievement will be increased.
3. I will learn more about technology and how to better use it in my lesson plans, instruction and the achievement of students.
4. I will read, study and learn more about specific content related to my teaching assignment and student achievement.
5. My goal is to increase my knowledge of blood borne pathogens and hazardous materials. I will become proficient in how to effectively handle these materials in the classroom setting.
6. My goal is to increase my knowledge of the signs of child abuse and the legal way to handle any situation involving the suspected abuse of a child.
7. Personal Goal-

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\*\*This section is completely optional. Most professional development activities would be covered under these goals.

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**II. Rationale for Goal:** The above goals support the district strategic plan.

My personal goal supports (\*\*only fill in this line if you have a personal goal)

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**III. Circle the option numbers you plan to utilize. Look at the resource guide online to help you.**

**Option 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19**

**IV. Approval / Disapproval (This section will be completed by the LPDC)**

         This Individual Professional Development Plan has been approved as submitted.

Signature of Committee Member: \_\_\_\_\_ Date: \_\_\_\_\_

## Frequently Asked Questions About Logs

**The IPDP is a 5-year road map for your professional development. It can be revised at any time. The logs keep track of your professional development activities on a yearly basis.**

*When are logs due?*

Please turn them into your building representative by **May 1<sup>st</sup>**.

*Does everyone have to turn in a log?*

No. You do not have to turn in a log if you:

- Have nothing to record for that year.
- Have already acquired the 18 PDU's necessary to renew.
- Renewed your license this year.
- Are on a permanent certificate.

*Why do we have to turn in a log?*

The log keeps track of the professional development units (PDU's) you earned during the school year. The committee meets to verify and approve your PDU's. You need 18 PDU's to renew your license. The LPDC can help you keep track of how many PDU's you have earned and how many you need to renew.

*What kinds of activities can I log?*

You can log professional development activities that match the goals on your IPDP. Some activities need pre-approval. Please refer to the PDU Options Page. The Pre-Approval form is in the resource guide.

*What if an activity I want to do does not match one of my goals?*

You can revise your IPDP at any time. Please submit a revised IPDP to your building representative. The committee will review and approve/not approve your new goal.

*What does a completed log look like?*

Please see the example in the resource.

*Where can I find the option numbers?*

The option numbers are in the resource guide.

*Do I have to hand-write or type my log?*

That is up to you. Please use the current year's log. An electronic version is available. You can obtain this through your building representative and through the district's website in the Human Resources section.

*What kind of documentation do I need with my log?*

For college classes, we need a copy of your grades or transcripts. For workshops, we need a certificate showing how many seat hours you were there. For all other types of activities, please see the PDU Options Page. It lists the documentation needed for each activity.

*Do I need to make a copy of my log and documentation?*

YES! It is your responsibility to keep a record of all your LPDC paper. We keep a copy at the Board Office, but things can and sometimes do get lost.

*Can I earn all my PDU's in one category?*

The LPDC encourages teachers to earn PDU's from a variety of activities for a well-rounded professional development plan. However, you can earn all your PDU's from one activity. The district provided professional development opportunities should enable you to renew every five years.

Option Number	Option	PDU Value	Maximum PDU	Criteria	Verification
1	<p align="center"><b>College University</b></p> <p align="center">Course for credit Seminar for Credit</p>	Each semester hour is worth 3 PDU's	Unlimited	Coursework must be in education or in a content area directly related to the individual's teaching assignment. Must be taken through an accredited college or other post-secondary institution. Must be taken for credit with a C or better or a P in a Pass/Fail course.	Copy of official transcript or grade report
2	<p align="center"><b>Professional Development Provider</b></p> <p>Teaching a course, seminar, or an adult vocational or technical course</p> <p>A professional presentation</p>	1 clock hour = 0.3 PDU's	Unlimited	<p>May be used two times teaching the same course each license/certificate cycle</p> <p>May be used for the first presentation</p>	<p>Course announcement and course syllabus</p> <p>Copy of presentation</p>
3	<p align="center"><b>Professional Committee</b></p>	1 clock hour = 0.1 PDU's	Unlimited	Must be service on a formal committee organized by an educational agency or organization. Must contribute to the education profession or add to the body of knowledge in the individual's field.	Documentation of hours served verified by the president or chairperson of the committee.
4	<p align="center"><b>National Board for Professional Teaching Standards</b></p>	9 PDU's for candidates completing the process but not getting the NBPTS certification OR 18 for	Unlimited	Must be in the subject area of the individual's assignment. Certification must be completed or participation as a candidate must be	Valid copy of the National Certificate or documentation for candidate not completing the course.



				verified by the expiration date of the license.	
5	<b>School/District Peer Coach or Mentor High School Teacher Education Classes</b>	1 clock hour = 0.1 PDU's	Unlimited	Each session must include pre-observation discussion, observation and follow-up discussion.	Reflective journal of observation and action plan or log time spent mentoring HS student (not log of time student spent in classroom)
6	<b>Mentoring</b>	1 clock hour = 0.1 PDU's	Unlimited	Official pairing with another teacher by a supervisor	Log of hours verified by a supervisor
7	<b>Cooperating teacher for field experience student</b>	90 clock hours = 1 PDU or 2 PDU for university semester	Unlimited	Formal college program	Letter from University or letter from supervisor.
8	<b>Cooperating teacher for student teacher</b>	13 PDU for university semester	Unlimited	Formal college program	Letter from University or letter from supervisor.
9	Professional Workshop/Conference/ Professional Institute	1 clock hour = 0.1 PDU's	Unlimited	Must contribute to the participant's knowledge, performance or effectiveness in the classroom.	Certificate of participation
10	<b>Self-Directed Education</b> Publication of original work, journal article, software, research, innovative curriculum unit	1 clock hour = 0.1 PDU's	Unlimited	Production of tangible product that enhances teaching and learning.  **Subject to final approval from the LPDC.	Copy of book, article, software, package, report or curriculum unit.
11	<b>Educational Project</b>	1 clock hour = 0.1 PDU's	Unlimited	**Subject to final approval from the LPDC.	Copy of final product or report or project

12	<b>Curriculum Development</b>	1 clock hour = 0.1 PDU's	Unlimited	Must be serving on a formal committee organized by an educational organization	Copy of final document
13	<b>Grant Writing</b>	1 clock hour = 0.1 PDU's	Unlimited	Grant need not be awarded to receive PDU's	Copy of grant proposal and documentation of planning and preparing
14	<b>Professional Reading</b>	1 clock hour = 0.1 PDU's	Unlimited	Must enhance individuals in the profession or contribute to the area of specialization	Reflective journal, work plan, video or curriculum developemnt
15	<b>Educational Travel</b>	1 clock hour = 0.1 PDU's	Unlimited	Must enhance individuals in the profession or contribute to the area of specialization	Reflective journal, work plan, video or curriculum developemnt
16	<b>Study Group/ Professional Collaboration</b>	1 clock hour = 0.1 PDU's	Unlimited	Must enhance individuals in the profession or contribute to the area of specialization	Reflective journal, work plan, video or curriculum developemnt
17	<b>Related Work Experience</b>	1 clock hour = 0.1 PDU's	Unlimited	Subject to final approval from the LPDC	Statement of verification by a supervisor and a plan, professional design of materials or curriculum

18	<p align="center"><b>In District Professional Development</b></p> <p>This includes waiver days or early release days and days the district provided professional development during the school day</p>	1 clock hour = 0.1 PDU's	Unlimited		Agenda from meeting, AESOP record, email record, certificate
19	<p align="center"><b>Master Teacher</b></p>	<p>1 clock hour = 0.1 PDU's</p> <p>Or 3 Graduate Credits offered by Ashland Univeristy = 9 PDU's</p>	Unlimited	<p>Must be in the subject area of the individual's assignment. Certification must be completed or participation as a candidate must be verified by the expiration date of the certificate/license.</p>	Application sent to LPDC

Name Kelly Robbe Date 5-1-2016 District Building Pattison Assignment 3<sup>rd</sup> Teacher \_\_\_\_\_

### **SAMPLE LOG**

<b>PDU Option *Can be found in the Resource Guide</b>	<b>Activity (classes, workshops etc.)</b>	<b>Related IPDP Goal #</b>	<b>PDU credit –* 1 clock hour = 0.1 PDU for MOST activities. Refer to the Resource Guide for the list of activities and PDU credit</b>	<b>Documentation *Needed documentation for each activity can be found in the Resource Guide</b>
18	Waiver Days	1	4.2 (0.7 for each day x 6)	None needed
18	Early Release Days	1	.15	None needed
18	Bloodborne Pathogen and Hazardous Material Training	1	.1 (1 hour total time spent training per certificate)	Certificate printed from PSW
3	LPDC Committee	2	2.0 (20 clock hours)	Email or paper stating I'm on the committee
1	Graduate Courses	1	3 semester hours = 9 PDU's	Copy of transcripts or grade report

\*\*18 PDU's must be earned during a renewal cycle.

**LOG VERIFICATION BY:** \_\_\_\_\_ **Date** 5-1-15 **Total approved PDUs for 15-16** 15.05

\*\*You have earned a total of \_\_\_\_\_ PDU's for this renewal cycle. You need \_\_\_\_\_ more PDU's to renew in \_\_\_\_\_.

# License and Certificate Renewal

## Licensure Requirements

To transition to or renew a five-year license, educators will need to demonstrate completion of:

- 6 semester hours related to classroom teaching and/or area of licensure; OR
- 18 PDU's earned through a variety of approved activities related to the educator's IPDP goals and verified via a log by the LPDC
- If an individual then resides continuously in Ohio, he or she does not need to update the BCI background check, but must obtain an updated FBI check once every five years.
- If an individual lives outside Ohio at any time during the five years after obtaining a BCI check, then both background checks will need to be updated.

Course work and PDU's can be combined, with one semester hour equaling three PDU's.

## **Eight-Year Professional Certificate Renewal Can no longer be renewed as of September 2, 2006.**

An educator who obtained an eight-year professional certificate prior to September 1, 1998, can renew it once after September 1, 1998, until September 2, 2006. You will need to use the Transition License Renewal Application.

## Completing Renewal Applications

Renewal applications can be found on the ODE website. All applications must be completed online. The online application system through ODE will allow you to apply online and pay with a credit card. The LPDC Chairpersons sign the applications electronically.

### [Apply Online](#)

Most educators can apply for or renew their license online in just a few minutes.

Access My Educator Profile by signing into SAFE.

### [Create a SAFE account](#)

### [Sign in to SAFE](#)

### [My Educator Profile Help](#)

It is in your best interest to renew as soon as possible. You can start accruing PDU's for the next renewal cycle after the Issue Date on your license. For example, if you renew in January and your Issue Date is January 15<sup>th</sup>; you can start counting PDU's for your next renewal on January 26<sup>th</sup>. This gives you an extra half year to earn PDU's.

# Appeals Process

The appeals process is initiated by an educator whose professional development plan is not approved by the district LPDC, or who has not received approval of the LPDC on any other issue. For the purposes of definition, “plan” includes all of its components: educator goals, activities, and approval of local continuing education units and university coursework.

1. If the district LPDC does not approve an educator’s professional development plan, the educator has the opportunity to appeal his/her plan to the committee. This request must be made in writing by the educator to the chairperson of the district LPDC within twenty (20) contract days of the denial. During this reconsideration time, the educator may submit such additional documentation, explanation or correction to permit approval of the educator’s professional development plan by the committee. The written appeal will be reviewed at the next regularly scheduled meeting of the LPDC.
  - a) An appeal may be presented in person at the next regularly scheduled LPDC meeting.
  - b) Written notification of the appeal decision shall be provided to the applicant within five (5) contract days or thirty (30) calendar days of the meeting, whichever comes first.
2. If the appeal is denied, the applicant may request a terminal opinion, a binding decision rendered by a three-person mediation team chosen as follows: one (1) person chosen by the applicant, one (1) person chosen by the superintendent of schools, and one (1) person appointed by the president of the Milford Education Association. Members of the mediation team must hold a current Ohio Education certificate or license. This request should be made by the educator in writing to the chairperson of the district LPDC within ten (10) days following the reconsideration and receipt of the educator’s professional development plan or other issue and its supporting materials exactly as they existed at the conclusion of the reconsideration stage.
3. This review panel shall meet together one time within ninety (90) calendar days of receiving the third party review request to conduct a review of the materials and facts and:
  - a) Hear from the educator why his/her professional development plan or other issue should be approved;
  - b) Hear from the district LPDC or a representative why the committee did not approve the plan or other issue;
  - c) Deliberate and issue a written decision jointly to the educator and the district LPDC within five (5) days.
4. The decision by the Appeals Panel is the final step in the process. It remains the prerogative of the educator to submit, revise, or correct a professional development plan that has not been approved by the district LPDC at any time before, during, or after the appeals process in order to gain committee approval.

**Milford Exempted Village School District  
Individual Professional Development Plan  
Appeal Request Form**

**Submitted by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**District Assignment:** \_\_\_\_\_

**Reason for Appeal:** (check one)    \_\_\_\_\_ IPDP Goal    \_\_\_\_\_ Professional Activity

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**Appeal Decision:**

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Date of Decision: \_\_\_\_\_

Member: \_\_\_\_\_

Member: \_\_\_\_\_

Member: \_\_\_\_\_

Milford Professional Development Appeals Committee

**Approval Verification Form  
For Educators Leaving a LPDC**

This verifies that the following educator had an approved Individual Professional Development Plan and that

\_\_\_\_\_ (print - name of educator) \_\_\_\_\_ (Educator ID) \_\_\_\_\_ (birthdate)

has completed the following credits toward completion of the plan since \_\_\_\_\_ (date)

\_\_\_\_\_ college/university **semester** hours

\_\_\_\_\_ college/university **quarter** hours

\_\_\_\_\_ LPDC approved professional development activities (CEUs)

\_\_\_\_\_ (authorized signature) \_\_\_\_\_ (school/district IRN) \_\_\_\_\_ (date)

**Please print:**

Name of Authorized Signer \_\_\_\_\_

Name of School/District \_\_\_\_\_

LPDC IRN \_\_\_\_\_

Name of LPDC \_\_\_\_\_

LPDC chairperson \_\_\_\_\_

LPDC address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Chairperson phone number \_\_\_\_\_

Chairperson email address \_\_\_\_\_

**Mail to:** Office of Educator Licensure

25 South Front Street, Mail Stop 105, Columbus, Oh 43215-4183

Telephone 614-466-3593

8/2011



**Milford Exempted Village School District**  
 Proposal for Individual Professional Development Plan  
 Send to your Building LPDC Representative

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Building \_\_\_\_\_ Assignment: \_\_\_\_\_

**Certification/License and Expiration Dates:**

Area	Grade	Expiration Date	Issue Date of License

**I. Professional Growth Goals:** *These are goals the LPDC has approved. You can write your own goal in the blank lines provided.*

1. I will stay current with the trends in education for the purpose of developing meaningful lessons plans and activities for my students so that student achievement will be increased.
2. I will gain leadership and communication skills for the purpose of creating a community of learners in my classroom and with parents so that student achievement will be increased.
3. I will learn more about technology and how to better use it in my lesson plans, instruction and the achievement of students.
4. I will read, study and learn more about specific content related to my teaching assignment and student achievement.
5. My goal is to increase my knowledge of blood borne pathogens and hazardous materials. I will become proficient in how to effectively handle these materials in the classroom setting.
6. My goal is to increase my knowledge of the signs of child abuse and the legal way to handle any situation involving the suspected abuse of a child.
7. Personal Goal-

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**II. Rationale for Goal:** The above goals support the district strategic plan.

My personal goal supports (\*\*only fill in this line if you have a personal goal)

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**III. Circle the option numbers you plan to utilize. Look at the resource guide online to help you.**

**Option 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19**

**IV. Approval / Disapproval (This section will be completed by the LPDC)**

\_\_\_\_\_ This Individual Professional Development Plan has been approved as submitted.

Signature of Committee Member: \_\_\_\_\_ Date: \_\_\_\_\_

## Milford Exempted Village School District Professional Development Activity LOG

Name \_\_\_\_\_ Date \_\_\_\_\_ District Building \_\_\_\_\_ Assignment \_\_\_\_\_

**Send log and all documentation to your LPDC representative by May 1<sup>st</sup>.**

PDU Option *Can be found in the Resource Guide	Activity (classes, workshops etc.)	Related IPDP Goal #	PDU credit –* 1 clock hour = 0.1 PDU for MOST activities. Refer to the Resource Guide for the list of activities and PDU credit	Documentation *Needed documentation for each activity can be found in the Resource Guide

\*\*18 PDU's must be earned during a renewal cycle.

**LOG VERIFICATION BY:** \_\_\_\_\_ **Date** \_\_\_\_\_ **Total approved PDUs for 15-16** \_\_\_\_\_

\*\*You have earned a total of \_\_\_\_\_ PDU's for this renewal cycle. You need \_\_\_\_\_ more PDU's to renew in \_\_\_\_\_.