

TUSCARAWAS VALLEY LOCAL SCHOOLS

LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE

2011-2012 LPDC HANDBOOK



TABLE OF CONTENTS

Standards & Bylaws	Page 3
Meeting Dates	Page 4
Certification, Licensure and the LPDC	Page 5
LPDC and the Sunshine Law	Page 6
Responsibilities of the Educator	Page 7
Individual Professional Development Plan (IPDP) Overview	Page 8
Pre-Approved Professional Development Activities	Pages 9-13
Certification/Licensure expires this year	Page 13
How to renew a currently valid five year license	Page 14
Requirement for transition/renewal of a certificate/license	Page 15
How to renew a lapsed five year license	Page 16
Advance from a two year license to a five year license	Page 16
Renew a school treasurer and/or business manager	Page 17
Flow chart – License renewal/Transition	Page 18
Certificate/License Renewal Process	Page 19
IPDP Appeals Process	Page 20
Glossary of terms	Page 21-23
Contact Hour/CEU/Quarter Hour/Semester Hour Conversion Chart	Page 24

Forms

Individual Professional Development Plan (IPDP)	
Individual Professional Development Plan Goal Identification Guide	
IPDP Notice of Appeal	
LPDC Activity Log	
College Coursework Form (pre-approval and verification)	
CEU Approval Form	
Other Activity Time Log	
Approval Verification Form for Educators Leaving the LPDC	

STANDARDS AND BY-LAWS LPDC OVEVVIEW

INTRODUCTION

The credential renewal process for all Ohio educators changed with the passage of Senate Bill 230; ORC 3301-24-08, effective September, 1998. The intent of the law is to professionalize the renewal process itself and to require a much closer connection between renewal activities and classroom practice. Therefore, the new law establishes a local licensure board and expands the definition of acceptable credits toward licensure/certification renewal, making it possible to receive credit for professional development activities that are deigned to coincide with the district's continuous improvement plan.

LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE

The Tuscarawas Valley Local Professional Development Committee(LPDC), was created and operates under the requirements of SB 230. The committee must review all certificate/licensure renewal applications for all certified employees. This includes reviewing quarter/semester hours of college coursework, CEU's, Professional Development Activities and "other approved activities" that are submitted for credit toward certificate/license renewal. The LPDC bases recommendation for certificate/license renewal on an educator's Individual Professional Development Plan (IPDP) and compliance with the law.

PURPOSE

The purpose of the Tuscarawas Valley Local Schools LPDC is to review individual professional development plans submitted by certificated staff for coursework, continuing education units and or other approved activities and if approved, monitor the coursework and other activity proposals; and to grant or deny credit of coursework/activities to be used for the issuance of a certificate/license.

MISSION STATEMENT

The mission of the Tuscarawas Valley Local Schools LPDC is to provide a structure through which educators can design and take ownership of their professional development extending beyond the traditional college coursework to meaningful work-embedded activities. The goal is to encourage a wide range of experiences and activities all designed to improve teaching and learning while also providing educators the necessary means to successfully renew/upgrade for certification/licensure.

LPDC COMMITTEE

The LPDC Committee consists of four teachers appointed by the TVTA and one administrator appointed by the Superintendent in accordance with current contract language. Current members include Mike Horger, Aimee Geibel, Sue Bowman, Sue McCullagh, and Tim McCrate.

**TUSCARAWAS VALLEY LOCAL SCHOOLS
LPDC MEETING DATES
2011-2012**

<u>MEETING DATE</u>
OCTOBER 24, 2011
NOVEMBER 21, 2011
DECEMBER 19, 2011
JANUARY 30, 2011
FEBRUARY 27, 2011
MARCH 26, 2011
APRIL 30, 2011
MAY 31, 2011

**ALL MEETINGS ARE HELD AT THE TVHS LIBRARY,
STARTING AT 4:00 PM AND ARE OPEN TO THE PUBLIC.**

Certification, Licensure, and the LPDC

Senate Bill 230, approved by the Ohio Legislature and the State Board of Education in 1996, became effective for Ohio Educators on January 1, 1998 (for students entering university programs leading to licensure) and September 1, 1998 (for other applicable rules). The background for the adoption of Senate Bill 230 and its provisions can be found in this Handbook.

The provisions of Senate Bill 230 are available in this Handbook. In outline form, the new rules will: eliminate “certificates” and replace them with “licenses.”

- ✓ Permanent certificates will remain for an educator’s career; permanent licenses will no longer be issued by the Ohio Department of Education.
- ✓ Licenses issued will either be “provisional” (for entry year educators, who must pass a performance assessment to advance), or “professional” (the only license granted under the new rules, which lasts for 5 years, and is renewed with the appropriate professional development throughout an educator’s career.
- ✓ Professional development linked to an educator’s area of licensure, the needs of students, and the goals of the school district as outlined in the district’s continuous improvement plan are required.
- ✓ A building Local Professional Development Committee (LPDC), comprised of a majority of classroom teachers and operating under provisions approved by law, your Board of Education, and teachers’ representative group, is required to review and approve an Individual Professional Development Plan (IPDP) submitted by an educator that identifies his/her professional development goals.
- ✓ The LPDC will likewise review and must approve coursework and locally issued CEUs that an educator wishes to use toward license renewal.
- ✓ The plan is required for those educators who will pursue locally approved CEUs or are moving into licensure.
- ✓ Only renewals of existing licenses go through your building LPDC process. Licenses in new areas and endorsements to existing licenses should contact the Superintendent’s Office or check the ODE website for guidance.
- ✓ Educators holding an 8-year professional certificate should study the transition to licensure information very carefully, and particularly the deadline dates for expiration and for conversion of certificates. It is strongly recommended that you complete your upgrade paperwork twelve weeks prior to the deadline, which will impact your coursework and CEU deadlines.
- ✓ Building LPDC’s are only responsible for verifying the renewal eligibility for educators (teachers and administrators) holding 5-year professional licenses or 8-year certificates. All educators holding other types of licenses, specifically, 2-year alternative and 2-year provisional, should contact the Superintendent, Tuscarawas County ESC, or ODE website for guidance.

The LPDC and the Sunshine Law

1. As of May, 1998, the Ohio Department of Education has advised school districts that the provisions of the State's Sunshine Law should apply to the deliberations and activities of the Local Professional Development Committee.
2. District LPDC's should align the application of the Sunshine Law to their work by following whatever standards, procedures, and considerations used by the district Board of Education. Involving the district superintendent and treasurer in discussing these issues will insure that the committee operates in agreement with district standards.
3. The purpose of the Sunshine Law is to insure that public bodies have meetings that are open to the public and that such meetings are announced in advance. Committees and subcommittees of the Board are now covered by these provisions even if no Board members are present in the group. The link between the LPDC as a "committee or subcommittee of the Board" is the reason for the application of the law to the LPDC.
4. LPDC members should be careful about discussions regarding the deliberation of an educator's credentials, professional development plan, and/or renewal application by a majority of committee members outside of regularly-scheduled meetings.
5. Do not simply adjourn LPDC meetings into "executive session to discuss personnel." Board of Education must specify the specific purpose of the executive session, e.g., to discuss negotiations with staff, to discuss pending litigation, to discuss the investigation of charges against employees. The purpose of the executive session and which personnel issue will be discussed must be specifically stated. It is not necessary, however, to identify the name of the person who is the target of discussion.
6. Considering the provisions of the Sunshine Law in designing the LPDC's By-Laws and procedures will insure that the requirements do not create restraints for the committee.

The following advice is offered to LPDCs:

- ✓ Plan your meeting schedule for the year and announce it often in district and public communications.
- ✓ Meet in an area which is large enough for additional seats.
- ✓ Consider the meeting "open" to anyone who would like to attend.
- ✓ Use the "open" nature of the meeting as a safeguard to conduct LPDC meetings professionally.
- ✓ Only consider "executive sessions" in the rare circumstance where an educator's IPDP, renewal materials, etc., involve legal questions, evaluation issues, etc.
- ✓ Make sure that the LPDC's recording secretary notes any motion for executive session, the time entered and completed, the specific reason for the session, etc.
- ✓ Contact the OSBA and obtain the brochure entitled Understanding Ohio's Sunshine Law for additional information (www.osba-ohio.org).

RESPONSIBILITIES OF THE EDUCATOR

Responsibility #1: Develop an Individual Professional development Plan(IPDP)

An IPDP identifies an educator's learning goals. The IPDP development process allows educators to look at what they do and take responsibility for their continued professional development. Educators are responsible for maintaining their own professional development plans as well as maintaining documentation that the activities listed in the plan have been completed. A new IPDP should be submitted to the LPDC each time an educator renews a license.

Responsibility #2: Base the IPDP on the needs of the district, the school, the educator and the students.

At the heart of the IPDP are a few (typically two or three) statements of broad learning goals from the educator that he/she plans to meet during the renewal cycle. Educators can use the IPDP Goal Identification Guide to help with this process. A goal statement should:

- ✓ State an intention to engage in a specific area of professional development that will benefit you professionally or your students in the classroom
- ✓ Be consistent with improving instruction for students or help the educator manage the classroom more productively.

Responsibility #3: Submit the IPDP to the LPDC for approval prior to completion of the plan's activities.

The educator must have an IPDP in place that has been approved by the LPDC before completing any workshops, in-services, or coursework. **CEU's and college hours that were completed before the IPDP was approved, will not be approved.**

Responsibility #4: Educators will maintain their own records and documents that the activities within the IPDP have been completed.

Educators must provide evidence to the LPDC that they have completed the requirements for licensure or certification. The LPDC will determine that:

- ✓ All coursework, CEU's and other professional development activities are completed after the issue date of the certificate/license to be renewed.
- ✓ Coursework has been completed at a college or university approved by the Ohio Board of Regents to grant the baccalaureate or the equivalent if completed out of state.
- ✓ After all requirements are verified and paperwork completed, the educator's application will be forwarded to the state department for processing.

Individual Professional Development Plan (IPDP) Overview

Guidelines for Submission to the LPDC

- ✓ The Local Professional Development Committee will publish a calendar of LPDC meeting dates and submission deadlines on the district website.
- ✓ Employees who have expiring licenses or are converting an 8 year certificate to a license must have their credentials reviewed and approved by the LPDC prior to submission of the renewal to the ODE.
- ✓ Only the approved forms are permissible for completion and submission of requirements.
- ✓ *An IPDP must be on file before any coursework or LPDC-approved CEU's can be accepted.*
- ✓ Reviewed IPDPs and CEU request forms are to be returned to the educator within five (5) days of the LPDC review meeting. IPDPs which are denied may be resubmitted with modification(s), or the educator may request reconsideration by the LPDC, or engage in the appeals' process as appropriate.
- ✓ The LPDC shall keep all IPDP reviews, evaluations and discussions in meetings confidential. No IPDP shall be used as an example without written permission of the party involved.
- ✓ Coursework must be from ODE accredited providers. Locally approved CEUs must be delivered by a provider on the LPDC approved list or approved by the LPDC in advance.
- ✓ CEU certificates from in-service workshops provided by the district can be used for a maximum of 4 CEU's towards license renewal.
- ✓ Credit hours and CEU's used for the renewal of a license or conversion of an 8 year certificate to a license must have been earned during the life of the certificate or license to be renewed.
- ✓ Previously employed new hires to a district who hold an 8 year professional certificate or license issued by the ODE and who have coursework and activities approved by their prior LPDC during their current renewal cycle **shall have said coursework and activities approved** by the district LPDC when accompanied by verifiable supporting documentation.

Professional Development Activities

All activities must be consistent with educator IPDP or credit will be denied

You will complete the “CEU Approval Form” for most of these activities

1 Clock Hour = .1 CEU’s for all activities that award CEU’s

1. **University Credit Learning** (Universities that are recognized by the Ohio Department of Education as certificate or license grantees, whether in-State or out-of-State, are approved providers if the learning goals of the program help to complete the educator’s IPDP, etc.)

- ✓ Typically, these are graduate credit hours, not CEU’s
- ✓ During license renewal, the LPDC will approve hours that relate to the IPDP
- ✓ No limit on university hours approval during **5-year license cycle**
- ✓ Transcripts are official verification of completion
- ✓ **Educators should fill out the College Coursework Form BEFORE taking the class to ensure that the class will be accepted by the LPDC. If the educator does not get pre-approval the credit hours may be denied if the class is not consistent with the educator’s IPDP.**

2. **Workshops** (Workshops offered by universities, educational organizations, or educational leaders. These workshops usually offer CEUs. Any workshop that an educator is asked to attend by the TVLSD is automatically approved regardless of the educator’s IPDP.)

- ✓ No limit on CEUs used towards renewal during **5-year license cycle**
- ✓ Provide activity documentation (certificate) received after workshop
- ✓ Complete the **CEU Approval Form**
- ✓ Supply any product(s) to the LPDC for review and final approval

3. **District Sponsored Inservices** (Professional development activities during district inservice days and delay days.)

- ✓ Maximum CEUs granted per **5-year license cycle: 6**
- ✓ Activity Documentation received after inservice.
- ✓ Complete the **CEU Approval Form**
- ✓ Supply any product(s) to the LPDC for review and final approval

4. **Business/Industry Partnerships** (creating opportunities to partner with business and industry to improve the resources and knowledge base to insure that students and schools are all that they can be).

- ✓ Maximum CEUs granted per **5-year license cycle: 9**
- ✓ Log time investment on the “**Other Activity Time Log**” with 10 contact hours equaling 1 CEU
- ✓ Provide documentation from building principal showing involvement in project
- ✓ Gain verification signature(s) of colleague(s) of time investment
- ✓ Complete the **CEU Approval Form**
- ✓ Supply any product(s) to the LPDC for review and final approval

5. Community Service and/or Development (opportunities to become involved in the improvement of the school community that demonstrably improves the environment for learning within the district).

- ✓ Maximum CEUs granted per **5-year license cycle: 9**
- ✓ Provide documentation from building principal showing involvement in project
- ✓ Log time investment on the **“Other Activity Time Log”** with 10 contact hours equaling 1 CEU
- ✓ Gain verification signature(s) of colleague(s) of time investment
- ✓ Complete the **CEU Approval Form**
- ✓ Supply any product(s) to the LPDC for review and final approval

6. Continuous Improvement Planning, Site-Based Planning, and Strategic Planning (involvement in creating short- and long-range plan for the district, completing research or data collection to assist in planning, implementation of such plans, etc.)

- ✓ Maximum CEUs granted per **5-year license cycle: 9**
- ✓ Log time investment on the **“Other Activity Time Log”** with 10 contact hours equaling 1 CEU
- ✓ Copy of final product
- ✓ Gain verification signature(s) of colleague(s) of time investment
- ✓ Complete the **CEU Approval Form**
- ✓ Supply any product(s) to the LPDC for review and final approval

7. Course of Study & Curriculum Revision Projects (internal district efforts, consortium projects, county-wide collaborations, projects that are part of university learning that directly impacts district and educator improvement, etc.)

- ✓ Maximum CEUs granted per **5-year license cycle: 9**
- ✓ Log time investment on the **“Other Activity Time Log”** with 10 contact hours equaling 1 CEU
- ✓ Copy of final work
- ✓ Gain verification signature(s) of colleague(s) of time investment
- ✓ Complete the **CEU Approval Form**
- ✓ Supply any product(s) to the LPDC for review and final approval

8. Program Creation (innovative creation of new programs including classes or extracurricular activities, etc., that is shown to benefit the educator’s assignment, students, building, district. CEUs can only be earned for the year the new program was created.)

- ✓ Maximum CEUs granted per **5-year license cycle: 9**
- ✓ Log time investment on the **“Other Activity Time Log”** with 10 contact hours equaling 1 CEU
- ✓ Copy of program overview
- ✓ Gain verification signature(s) of colleague(s) of time investment
- ✓ Complete the **CEU Approval Form**
- ✓ Supply any product(s) to the LPDC for review and final approval

9. Educational Service Center Activities (steering committees, task committees, related research and activities, training, internships, etc.)

- ✓ Maximum CEUs granted per **5-year license cycle: 6**
- ✓ Log time investment on the **“Other Activity Time Log”** with 10 contact hours equaling 1 CEU
- ✓ Copy of final products
- ✓ Gain verification signature(s) of colleague(s) of time investment
- ✓ Complete the **CEU Approval Form**
- ✓ Supply any product(s) to the LPDC for review and final approval

10. **Individual Inquiry** (investigation, research and involvement that enables the educator to pursue an area of interest that will enhance performance and benefit his/her students, district, community, etc.)

- ✓ Maximum CEUs granted per **5-year license cycle: 6**
- ✓ Log time investment on the “**Other Activity Time Log**” with 10 contact hours equaling 1 CEU
- ✓ Copy of final report that shows what the educator learned and how it will benefit students
- ✓ Gain verification signature(s) of colleague(s) of time investment
- ✓ Complete the **CEU Approval Form**
- ✓ Supply any product(s) to the LPDC for review and final approval

11. **Local Professional Development Committee Service** (service as a member of an LPDC is considered legitimate growth and learning for the educator, and by the nature of the service will improve teaching and learning within the school district)

- ✓ Maximum CEUs granted per **5-year license cycle: 6**
- ✓ Log time investment on the “**Other Activity Time Log**” with 10 contact hours equaling 1 CEU
- ✓ Gain verification signature(s) of colleague(s) of time investment
- ✓ Provide documentation from superintendent showing you are a member of the LPDC
- ✓ Complete the **CEU Approval Form**
- ✓ Supply any product(s) to the LPDC for review and final approval

12. **Mentoring or Supervising Teacher** (either as a part of the formal Entry Year Program, as supervision of student teachers, or by choice or assignment to aide a colleague or special project as an advisor)

- ✓ Maximum CEUs granted per **5-year license cycle: 9**
- ✓ Cooperating teachers will receive 3 CEUs per semester and 2 CEUs per quarter
- ✓ Log time investment on the “**Other Activity Time Log**” with 10 contact hours equaling 1 CEU
- ✓ Gain verification signature(s) of colleague(s) of time investment
- ✓ Provide formal documentation of mentoring/cooperating teacher duties
- ✓ Complete the **CEU Approval Form**
- ✓ Supply any product(s) to the LPDC for review and final approval

13. **National Board Certification** (If successfully completed, the educator’s study and research to lead toward certification by the National Board of Teacher Certification)

- ✓ Maximum CEUs granted per **5-year license cycle: 18**
- ✓ Log time investment on the “**Other Activity Time Log**” with 10 contact hours equaling 1 CEU
- ✓ Copy of certificate
- ✓ Gain verification signature(s) of colleague(s) of time investment
- ✓ Complete the **CEU Approval Form**
- ✓ Supply any product(s) to the LPDC for review and final approval

14. **Professional Committee** (Must serve on a formal governance committee representing a national, state or local educational organization or agency. Must be in position to contribute to the educational profession or add to the body of knowledge in a specific field.)

- ✓ Maximum CEUs granted per **5-year license cycle: 6**
- ✓ Log time investment on the “**Other Activity Time Log**” with 10 contact hours equaling 1 CEU
- ✓ Documentation showing position on formal body
- ✓ Gain verification signature(s) of colleague(s) of time investment
- ✓ Complete the **Other Activities Report** that follows at conclusion
- ✓ Supply any product(s) to the LPDC for review and final approval

15. **Publication of Original Work** (Production of tangible product that enhances teaching and learning.)

- ✓ Maximum CEUs granted per **5-year license cycle: 6**
- ✓ Log time investment on the “**Other Activity Time Log**” with 10 contact hours equaling 1 CEU
- ✓ Copy of book, article, software, etc
- ✓ Gain verification signature(s) of colleague(s) of time investment
- ✓ Complete the **CEU Approval Form**
- ✓ Supply any product(s) to the LPDC for review and final approval

16. **Regional Professional Development Center** (steering committees, task committees, related research and activities, etc.)

- ✓ Maximum CEUs granted per **5-year license cycle: 6**
- ✓ Log time investment on the “**Other Activity Time Log**” with 10 contact hours equaling 1 CEU
- ✓ Copy of final product
- ✓ Gain verification signature(s) of colleague(s) of time investment
- ✓ Complete the **CEU Approval Form**
- ✓ Supply any product(s) to the LPDC for review and final approval

17. **Professional Development Presenter** (Provide presentation during TVLSD professional development sessions.)

- ✓ Maximum CEUs granted per **5-year license cycle: 9**
- ✓ Log time investment on the “**Other Activity Time Log**” with 10 contact hours equaling 1 CEU
- ✓ Gain verification signature(s) of colleague(s) of time investment
- ✓ Provide copy of presentation notes/handouts
- ✓ Complete the **CEU Approval Form**
- ✓ Supply any product(s) to the LPDC for review and final approval

18. **Educational Travel** (Provide Educational Travel Form for LPDC review.)

- ✓ Maximum CEUs granted per **5-year license cycle: 3**
- ✓ Log time investment on the “**Other Activity Time Log**” with 10 contact hours equaling 1 CEU
- ✓ Gain verification signature(s) of colleague(s) of time investment
- ✓ Provide copy of travel program content
- ✓ Complete the **CEU Approval Form**
- ✓ Supply any product(s) to the LPDC for review and final approval

19. **Internship** (Must be with an accredited professional organization and include the production of a tangible product that enhances teaching & learning.)

- ✓ Maximum CEUs granted per **5-year license cycle: 6**
- ✓ Log time investment on the “**Other Activity Time Log**” with 10 contact hours equaling 1 CEU
- ✓ Gain verification signature(s) of colleague(s) of time investment
- ✓ Valid copy of acceptance into program and product created during internship
- ✓ Complete the **CEU Approval Form**
- ✓ Supply any product(s) to the LPDC for review and final approval

20. **Grant Writing** (Copy of grant proposal)

- ✓ Maximum CEUs granted per **5-year license cycle: 18**
- ✓ Log time investment on the “**Other Activity Time Log**” with 10 contact hours equaling 1 CEU
- ✓ Gain verification signature(s) of colleague(s) of time investment
- ✓ Copy of grant proposal
- ✓ Complete the **CEU Approval Form**
- ✓ Supply any product(s) to the LPDC for review and final approval

21. **Master Teacher**

- ✓ Maximum CEUs granted per **5-year license cycle: 9**
- ✓ Complete Master Teacher application and submit to TVLSD Superintendent.
- ✓ Gain verification signature(s) from Superintendent of Master Teacher status.
- ✓ Supply information to LPDC for review and final approval

If Your License/Certificate Expires This Year

- ❖ The LPDC will communicate with all educators whose license expires no later than September 30th.
- ❖ University hours, and locally approved CEUs can be mixed for renewal. Please check the standards.
- ❖ You may submit your license renewal application to the ODE beginning January 1st of the year your license expires.
- ❖ You will need to get a BCI/FBI background check as part of the application process. This can be done at the TCHESC and the check is valid for one calendar year.

How to Renew a Currently Valid Five-Year Professional or Associate License

1. Requirements for the first renewal of a professional or associate license:

If Currently Employed in an Ohio School/District

For individuals currently employed in a school, school district, or an agency or institution registered with the Ohio Department of Education that has established a Local Professional Development Committee (LPDC):

Each educator is responsible for the design of an Individual Professional Development Plan (IPDP) based on the needs of the educator, the students, the school and the school district, subject to approval of the LPDC. In accordance with the approved plan, the educator must complete six semester hours or nine quarter hours of coursework related to classroom teaching and/or the area of licensure; or 18 continuing education units (CEUs) (180 contact hours) or other equivalent activities related to classroom teaching and/or the area of licensure as approved by the LPDC of the employing school, district or agency since the issuance of the license to be renewed. Coursework, CEUs or other equivalent activities may be combined.

If Not Currently Employed in an Ohio School/District

For individuals **not** currently employed in a school, district or agency with a Local Professional Development Committee: Completion of six semester hours, or nine quarter hours, of coursework relevant to classroom teaching and/or an area of licensure since the issuance of the licensed to be renewed.

2. Requirements for the second renewal of a professional teacher license:

Completion of a master's degree, or 30 semester hours of graduate credit, in classroom teaching and/or the area of licensure, with a minimum of six semester hours, 18 CEUs or equivalent activities completed during the second renewal cycle.

NOTE: The requirement of a master's degree or 30 semester hours shall pertain to any individual who is admitted to a licensure program at an approved college or university after July 1, 1998, and to any individual who is admitted to a licensure program prior to January 1, 1998, and who completes said program after July 1, 2002.

Requirement for the **second** renewal of an **associate** license:

Completion of the same requirements as specified for the **first** renewal of the professional or associate license. There is no additional degree requirement.

Requirement for the **second** renewal of the professional **vocational** license initially issued on the basis of a high school diploma:

Completion of an associate degree or the equivalent in the area of specialization or a baccalaureate degree in classroom teaching and/or the area of specialization.

3. Requirement for maintenance of the license after the second renewal of the professional or associate license:

Completion of the same requirements as specified for the **first** renewal of the professional or associate license.

Requirements for Transitioning or Renewing Certificates/Licenses

Requirements to Transition a Certificate to a Five-Year Professional License

- ✓ As of September 2, 2002, all expired or expiring 4-year provisional certificates must be transitioned to a 5-year professional license under the Teacher Education and Licensure Standards, effective January 1, 1998.

Requirements for the transition of a currently expiring certificate

- ✓ Completion of the equivalent of six semester hours of coursework relevant to classroom teaching and/or the area of certification since the latest issue date of the certificate to be transitioned.
- ✓ Educators employed in the schools of Ohio must complete an approved Individual Professional Plan (IPDP), and meet all transition requirements through the Local Professional Development Committee (LPDC).

Requirements for the transition of a certificate that has lapsed for UP TO FIVE YEARS

- ✓ Completion of nine semester hours (13.5 quarter hours) of coursework relevant to classroom teaching and/or the area of certification since the latest issue date of the certificate to be transitioned.

Requirements for the transition of a certificate that has lapsed for MORE THAN FIVE YEARS

- ✓ Completion of 12 semester hours (18 quarter hours) of coursework relevant to classroom teaching and/or the area of certification since the latest issue date of the certificate to be transitioned.

NOTE: Transition of the following certificates may be obtained by an individual who evidences a currently valid license issued by the respective Ohio licensure board.

- ✓ School audiologist
- ✓ School nurse
- ✓ School social worker
- ✓ Occupational therapist
- ✓ School speech-language pathologist
- ✓ Physical therapist

Requirements to Renew a Currently Valid Two-Year Provisional License

Requirement for renewal of a currently valid provisional TEACHER license:

Completion of three (3) semester hours of coursework relevant to classroom teaching and/or the area of specialization since the issuance of the license to be renewed. EXCEPT: Failure to complete the entry year requirements for teachers successfully after the second attempt will result in the loss of the provisional license until such time as the candidate completes additional coursework, supervised field experiences and/or clinical experiences as designated by a college or university approved for educator preparation, and is recommended by such college or university.

The renewal of a 2-year provisional license does not require LPDC involvement.

Requirements to Renew an Expired Five-Year Professional or Associate License

The requirement for the renewal of a professional or associate license lapsed for up to five years is:

- ✓ Completion of nine semester hours (13.5 quarter hours) of coursework relevant to classroom teaching and/or the area of the license to be renewed

The requirements for the renewal of a professional or associate license lapsed for more than five years is:

- ✓ Completion of 12 semester hours (18 quarter hours) of coursework relevant to classroom teaching and/or the area of licensure since the issuance of the license to be renewed, and upon the recommendation of the dean or head of Teacher Education at an institution approved to prepare teachers.

Requirements to advance from a Two-Year Provisional License to a Five-Year Professional License

Under Administrative Code Rule 3301-24-04, the following requirements must be met to advance from a two-year provisional license to a five-year professional teaching license:

1. Pass the Praxis III assessment
2. Successfully complete an Entry Year program

Those who hold Early Childhood (Pre-K through 3), Middle Childhood (4-9) and Intervention Specialist (K-12) licenses are also required to evidence a minimum of 12 semester hours in the teaching of reading, including at least one separate three semester-hour course in the teaching of phonics.

To verify a successful Praxis III assessment, the consultants in the Office of Educator Licensure have access to a database listing of all applicants who have attempted the Praxis III assessment as reported by the area coordinators. The information is accessed by entering the applicant's social security number or license number.

The materials needed to advance from a two- year provisional license to a five-year professional teaching license are:

- ✓ Application for a new five-year professional license.
- ✓ Check made payable to "Treasurer, State of Ohio".
- ✓ Official transcript evidencing 12 semester hours in the teaching of reading including a three semester-hour course in phonics (This can be a part of the teacher preparation program.) **Required only for the Early Childhood, Middle Childhood and Intervention Specialist licenses.*

The advancement of a 2-year provisional license does not require LPDC involvement.

REQUIREMENTS FOR RENEWAL OF THE PROFESSIONAL SCHOOL TREASURER AND SCHOOL BUSINESS MANAGER LICENSES

1. The professional 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 the license to be renewed:

A. Six (6) semester hours or nine (9) quarter hours of coursework related to the area of licensure.

OR

B. Eighteen (18) continuing education units [one hundred and eighty (180) contact hours] or other equivalent activity related to the area of licensure as approved by the local professional development committee of the employing school or school district.

Each licensed individual wishing to fulfill the license renewal requirements is responsible for the design of an individual professional development plan, subject to approval of the local professional development committee. The plan shall be based on the needs of the individual, the students, the school, and the school district.

Coursework or continuing education units or other equivalent activities may be combined.

2. Renewal of the professional license for individuals not currently employed in a school or school district shall require completion of six (6) semester hours or nine (9) quarter hours of coursework relevant to the area of licensure since the issuance of the license to be renewed.

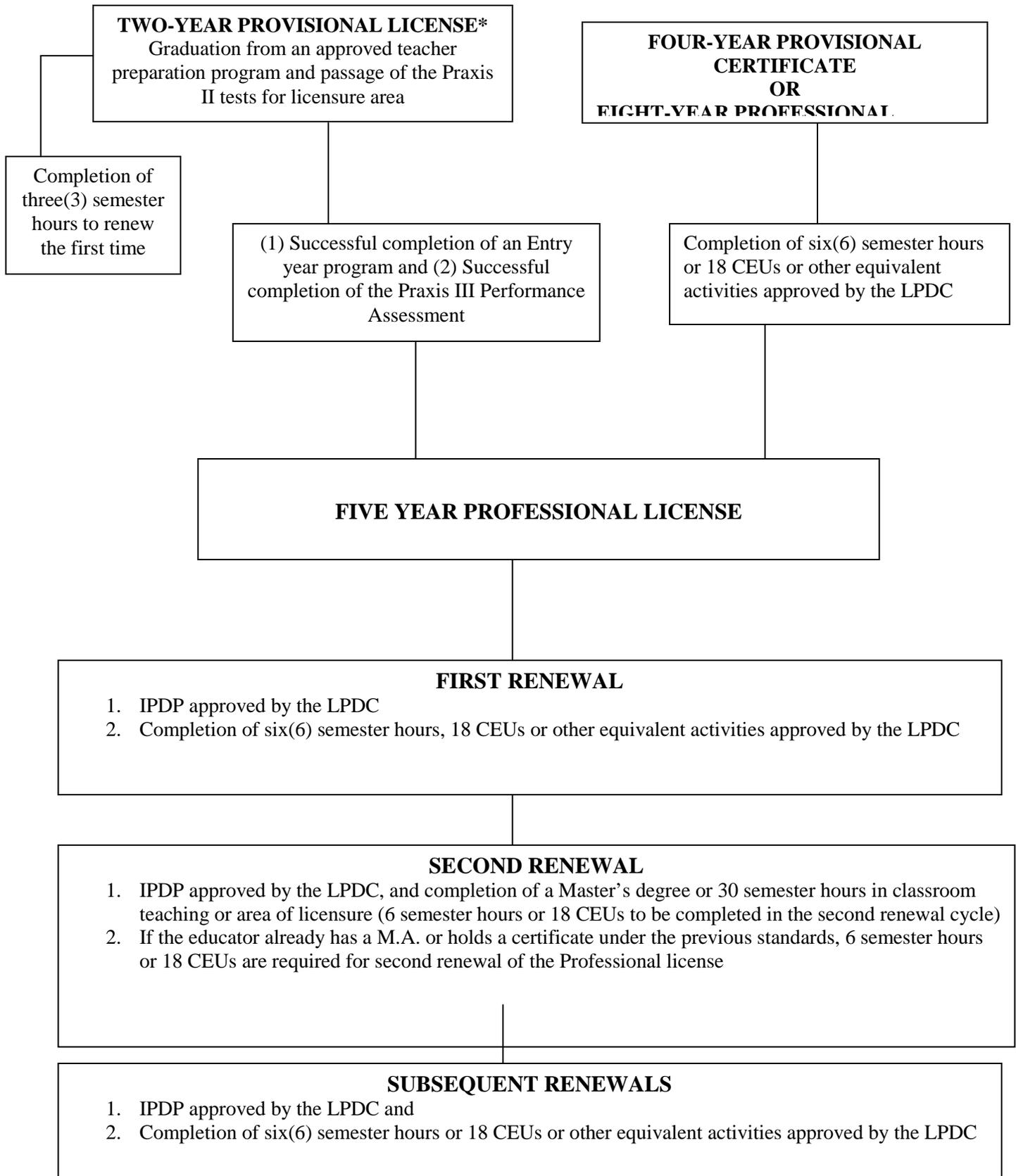
3. A professional license that has lapsed for up to five years due to not meeting the professional development requirements may be reinstated upon completion of nine (9) semester or thirteen and one-half (13.5) quarter hours of coursework relevant to the area of licensure since the issuance of the license to be renewed.

4. A professional license that has lapsed for more than five years due to not meeting the professional development requirements may be reinstated upon completion of twelve (12) semester or eighteen (18) quarter hours of coursework relevant to the area of licensure since the issuance of the license to be renewed.

Contact Information

Office of Educator Licensure
Don.White@ode.state.oh.us
(614) 466-3593

REQUIREMENTS FOR LICENSE RENEWAL AND TRANSITION



CERTIFICATE/LICENSE RENEWAL PROCESS

- ✓ Complete your IPDP(Individual Professional Development Plan).
- ✓ Accumulate the required college credit hours or CEU's for renewal of your certificate/license. REMEMBER – All college hours and/or CEU's must have been taken after the date of issue and prior to the expiration date on the certificate/license to be renewed.
- ✓ Submit College Coursework form and/or “Other Activity” Continuing Education Unit form along with verification of attendance at workshops, conventions, etc. An official transcript is needed for college coursework.
- ✓ Complete and submit all paperwork as supplied to you and requested by the LPDC for certificate/license renewal no later than June 1st of the year of renewal.
- ✓ Forms to submit include: Official transcript for college class work, appropriate renewal/license application form and check made payable to “Treasurer State of Ohio” to the central office.
- ✓ Remember you are required to get a FBI/BCI background check as part of the license renewal process. The TCHESC offers both the FBI & BCI checks.

Renewal/License information and forms are available at the Ohio Department of Education website, www.ode.state.oh.us or by contacting the Central Office

Things to Remember:

- To move to a five year license or to renew a valid five year license you will need to show evidence of six semester hours, 9 quarter hours, 18 CEU's(180 contact hours) or a combination of all three.
- CEU/college hours must be completed before September 1st of the year your certificate/license expires. If work is not completed by September 1st, an additional three semester hours/4.5 quarter hours/9CEU/90 contact hours must be completed.
- **ANY TEACHER WHO DOES NOT HAVE A CURRENT OHIO CERTIFICATE/LICENSE IN THE FIELD IN WHICH HE/SHE IS TEACHING ON FILE IN THE CENTRAL OFFICE BY AUGUST 31ST, WILL NOT BE PERMITTED IN THE CLASSROOM AFTER THAT DATE.**
- When submitting evidence of completed work to the LPDC, you need to include all necessary information.
- Any college coursework must be accompanied by a college coursework form and an official transcript.
- To receive credit for work to move to BA+150, Masters, MA+15, or MA+30 on the pay scale, only college coursework taken at an Ohio Department of Education approved institution can be counted. CEU'S DO NOT COUNT TOWARD THIS GOAL.

Individual Professional Development Plan: The Appeals Process

The review and approval of an educators' professional development plan by the district LPDC is a matter of legal and ethical importance, and the school district and its Local Professional Development Committee recognizes the need to provide due process to an educator who feels that his/her professional development plan has not received fair consideration by the district LPDC in accordance with Ohio law and district procedures.

It is the belief of those who worked together to create the district's policies and procedures for the submission of educator professional development plans and the review and approval of those plans by the district's LPDC that **Appeals can be avoided** by:

- a) Creating policies and procedures which are available to everyone and easy to follow;
- b) Sharing legal requirements and certification/licensure standards with all educators;
- c) Clearly communicating to district educators what the expectations are for preparing a professional development plan, gaining approval for local CEUs and renewing their certificate or license through the district LPDC;
- d) Insuring that district educators understand their personal and professional responsibilities to seek professional growth which improves teaching and learning within their classroom, building and school district;
- e) **Impressing upon each educator that he/she is responsible for maintaining records of professional development throughout his/her career and that he/she bears responsibility for any and all requirements for maintaining appropriate credentials.**

The Appeals' Process is initiated by an educator whose professional development plan is not approved by the district LPDC. For the purposes of definition, the "plan" includes all of its components: educator goals, activities and approval of local continuing education units and university course work.

Reconsideration is the first step in an appeal. If the district LPDC does not approve an educator's professional development plan, the educator has the opportunity to request reconsideration of his/her plan by the committee. This request should be **made in writing** by the educator to the Chairperson of the district LPDC. During this reconsideration, the educator may submit such additional documentation, explanation or correction to permit approval of the educator's professional development plan by the committee. Following the conclusion of this reconsideration process and deliberation of the district LPDC, the committee shall communicate its approval or lack of approval of the educator's professional development plan **in writing and within ten days** to the educator.

The Appeal 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.

TUSCARAWAS VALLEY LOCAL SCHOOLS

LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE

Glossary

Administrator: An individual working under the following certificate or license: Superintendent, Assistant Superintendent, Principal, Administrative Specialist, School Psychologist, Supervisor, Business Manager, Treasurer, Technology Coordinator.

Appeal Process: The process by which an educator can have the decision of the LPDC reviewed.

Approved Institution: A college or university which has been approved by the National Council for Accreditation of Teacher Education for the preparation of teachers, administrators, and school employees in pupil personnel services by the State of Ohio.

Certificate: A document issued by the State Board of Education to an individual who is deemed to be qualified, under the 1987 Teacher Education and Certification Standards, to teach or practice in Ohio schools.

Certificate of Participation: A document that verifies participation in a professional development activity for CEU credit.

CEU: A Continuing Education Unit is ten (10) professional development contact hours approved by the Local Professional Development Committee.

CIP: Continuous Improvement Plan

- District CIP: The Tuscarawas Valley Local Schools' Continuous Improvement Plan is the design for improving student achievement and working towards "effective school" status based on the proposed twenty-seven (27) criteria in the State Report Card. The CIP includes an analysis of needs and strengths, set goals, and performance indicators and strategies for reaching those goals.
- Building CIP: Each building within the district will develop a CIP which supports the district CIP as well as addresses building level needs.

Contact Hours: The direct clock hours spent engaged in a professional development activity. Ten (10) contact hours of LPDC endorsed seminar/workshop participation equals one (1) CEU, one (1) semester hour of college coursework equals three (3) CEUs, and one (1) college quarter hour equals two (2) CEUs.

Educator: An individual who has been certified or licensed by the State Board of Education to teach or practice in Ohio schools.

Endorsement: The addition of a teaching area to the license after completion of an approved.

Evidence of Attendance: Any documentation (such as a Certificate of Attendance, the agenda or registration confirmation on official letterhead) as proof of attendance at a professional development activity.

Grace Renewal: The one-time renewal under the 1987 Teacher Education and Certification Standards, after September 1, 1998.

IPDP: An Individual Professional Development Plan is a self-developed individual professional plan which describes activities that align one's professional growth objectives with district, building and student learning goals.

Issuing Agency: For purposes of certification and licensure, the Ohio Department of Education serves on behalf of the State Board of Education as the agency responsible for issuing licenses and certificates.

LPDC: The Tuscarawas Valley Local Schools Local Professional Development Committee oversees and reviews professional development plans, coursework, continuing education units and other equivalent activities for the purpose of *renewal* of certificates and licenses.

License: A document issued by the State Board of Education to an individual who is deemed to be qualified, under the 1998 Teacher Education and Licensure Standards, to teach or practice in Ohio schools.

NCATE: National Council for Accreditation of Teacher Education is the accrediting agency of teacher education institutions.

ODE: The Ohio Department of Education will:

- Maintain records of ODE-approved CEUs taken through June 30, 1998.
- Provide renewal verification forms to LPDCs and maintain a file of authorized LPDC signatures.
- Issue all certificates, licenses, and permits.
- Evaluate and process applications for upgrades of 4-year and 8-year certificates.
- Evaluate and process applications for adding new areas to certificates or licenses.
- Evaluate and process applications for temporary and substitute certificates and licenses.
- Provide assistance to LPDCs as needed.
- Cover the operating costs of the certification/licensure unit through certification/licensure fees, as required by law.

Other Equivalent Activity: Professional development activities that go beyond traditional workshops and coursework to job-related activities.

Performance-based Licensure: Licensing based on assessments, administered under the authority of the State Board of Education, of the performance of teachers and principals during their participation in an Entry Year Program.

Permanent Certificate: A teaching certificate that is valid for the remainder of an educator's career and does not require further work for recertification or conversion to a license.

Professional Development: An on-going, job related process to enhance, maintain and refine the competencies of all staff to improve student achievement.

Professional Development Portfolio: A personal collection of evidence of professional development activities which is maintained by an educator for the purpose of documenting his/her certification/licensure status.

Reciprocity: A policy which acknowledges and accepts credentials awarded by another authority.

Sponsoring Institution: The organization or presenter providing or conducting the professional development activity.

State Board of Education: Establishes the legal guidelines for teacher education and licensure in Ohio that are described in the Teacher Education and Licensure Standards publication.

Strategic Plan: A plan developed by a team of community and staff members, which outlines strategies to direct the future of the district.

Summary Sheet: A log sheet for determining clock hours/CEUs for conferences involving various mini-sessions and multiple speakers.

Sunshine Law: (Open Meetings Act) Clarifies that the records and meetings of the LPDC must be open and public.

Conversion Chart

<u>Contact Hours</u>	<u>CEU's</u>	<u>Quarter Hours</u>	<u>Semester Hours</u>
10	1	1/2	1/3
20	2	1	2/3
30	3	1.5	1
40	4	2	1 1/3
50	5	2.5	1 2/3
60	6	3	2
70	7	3.5	2 1/3
80	8	4	2 2/3
90	9	4.5	3
100	10	5	3 1/3
110	11	5.5	3 2/3
120	12	6	4
130	13	6.5	4 1/3
140	14	7	4 2/3
150	15	7.5	5
160	16	8	5 1/3
170	17	8.5	5 2/3
180	18	9	6

10 CLOCK HOURS = 1 CEU
3 CEU's = 1 CREDIT HOUR

You will need 180 Contact Hours, 18 CEU's, 9 Quarter Hours, or 6 Semester Hours to renew a 5-year professional license.

You may use a combination of Contact Hours, CEU's, Quarter Hours, & Semester Hours. If you are using a combination you should convert everything to Semester Hours. You will need 6 Semester Hours to renew a 5-year professional license