

# Madison Local School District



## Local Professional Development Committee Handbook

### Standards and Guidelines for Renewal of Teaching Certificates/Licenses

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#### **Madison LPDC Committee**

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## Table of Contents

Section	Page
Introduction.....	2
1.0 The Local Professional Development Committee (IPDP).....	2
2.0 The Individual Professional Development Plan (LPDC).....	3
3.0 Continuing Education Units (CEUs).....	5
4.0 Other Approved Activities.....	7
5.0 New Employees and Reciprocity.....	7

### Supplement to Handbook

#### Forms

- Other Approved Activities Form
- LPDC Appeal Form
- Activity Documentation Form
- Request for CEU/IPDP Transfer Form (from another Ohio School District to Madison)
- Request for CEU/IPDP Verification Form (Madison to another Ohio School District)

#### Appendix

- Guidance Document for certified employees
- CEU/Semester Hours conversion chart



## INTRODUCTION

The Professional or Associate License Renewal Law (SB 230; ORC 3301-24-08) effective September 1998 changed the credential renewal process for all Ohio teachers. The intent of the law was to professionalize the renewal process itself and to require a much closer connection between renewal activities and classroom practice. Therefore, the new law established a local licensure board and expanded the definition of acceptable credits toward license/certificate renewal, making it possible to receive credit for professional development activities that were designed and conducted within the working, collegial environment of the school and district.

### 1.0 THE LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE (LPDC)

The Madison Local School District Local Professional Development Committee (LPDC) operating under the requirements of SB 230 and policies established by the Madison Board of Education, must review all certificate/license renewal applications for all certificated employees. This includes reviewing semester hours, Continuing Education Units (CEUs), and "other approved activities" that are submitted for credit toward license renewal. The LPDC bases recommendations for license/certificate renewal on a teacher's Individual Professional Development Plan's (IPDP), compliance with the guidelines of the law, and the Madison Local School District Standards for Continuous Improvement.

The Madison Local School District will maintain one LPDC having a district-wide scope. The LPDC will have five members: 2 Administrators appointed by the Superintendent, and 3 teachers (members of the bargaining unit and selected by the Madison Local Education Association - MLEA). Membership of the LPDC is identified using the procedure outlined in the negotiated agreement and state statute. Length of term of the LPDC members is defined by the negotiated agreement. After the initial procedure defined in the negotiated agreement, the term of office will be three years. Administrative vacancies will be filled by appointment of the Superintendent. Teacher vacancies will be filled by the MLEA in accordance with the bylaws and constitution of the MLEA.

The LPDC will meet monthly at a designated location, or as often as necessary to complete their work. Additional meetings may be scheduled as necessary. The committee shall post their annual meeting schedule no later than September 10th of each year.

The membership of the LPDC will elect a chairperson from its membership and other officers as the committee deems necessary. A quorum shall be 3 of the 5 members including at least one representative from MLEA, and one representative from the Board of Education, in order to conduct LPDC business. A record of each meeting's proceedings shall be maintained and stored in the Board of Education Office. Access to such records will be subject to current policies and procedures of the Madison Board of Education regarding personnel records. The chairperson will preside over each meeting to complete an agenda that will include:

- Review of submitted Individual Professional Development Plans
- Review of completed IPDPs for certificate/license renewal
- Review of CEU requests
- Review Proposals for "other approved activities" for CEU credit
- Any other procedures deemed necessary, including but not limited to review of procedures, appeals, etc.

LPDC members shall review all in advance of meeting dates. Each request must have 4/5 or (3/4) agreement to be approved. LPDC members shall not review his/her own IPDP. They shall abstain from the review and voting, in which case a quorum will consist of three of the remaining four members.

The membership of the LPDC will agree to conduct all LPDC business so as to:

- impartially and consistently apply the Standards and Guidelines
- maintain confidentiality
- communicate as a group or through the chairperson

- maintain their own professional development in the foundations of teaching and learning in order to provide a basis for understanding IPDPs

## 2.0 THE INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN (IPDP)

In any given year, teachers/staff who receive a final teaching certificate renewal for any certificate and in which case the next renewal application for the certificate will be for a 5-year license, must submit and have approved by the LPDC their Individual Professional Development Plan (IPDP) by October 15th of the same year before any further CEUs will be approved by the Madison LPDC Committee for that teacher/staff member. Teachers/staff members who receive their final teaching certificate renewal after October 15th of any given year have until October 15th of the following year to submit and have approved their IPDP to the LPDC.

- Employees who do NOT need an IPDP are: *Those teachers who are in the resident educator program.*
- Employees who DO need an IPDP are: *Those teachers who possess a five year license or permanent certificate.*

**VERY IMPORTANT:** Teachers/staff members who do not have their IPDP submitted and approved by the LPDC within the time deadline listed above, will not be eligible to receive any further CEU credit OR university/college credit approved by the LPDC until such time that the IPDP is received and approved by the LPDC. Ineligible CEU credit will not be retroactive (approved by LPDC: 9/28/99) (Senate Bill 230) The LPDC cannot consider/accept CEUs or semester credit if it is not related to the teacher's certification/professional development as outlined in his/her IPDP.

### Approved IPDPs and Certificate/License Renewal

Those teachers employed by Madison Local Schools who possess a five year license or permanent certificate, will maintain a self-developed Individual Professional Development Plan (IPDP) that describes activities that align their personal professional growth objectives with district, building, and student learning goals. This plan must be submitted for review to the LPDC. The IPDP may contain semester credits, CEUs, and/or "other approved activities." All activity submissions are completed online either in advance of the activity, or following the activity (accompanied by the appropriate verification document including an official transcript for semester credits). Teachers are strongly urged to keep copies of their CEUs for their personal records.

All license renewals are submitted online through the employee's safe account. With appropriate verification of completion, a representative from the LPDC will e-sign the employee's online application for final submission to the Ohio Department of Education.

Applications for license renewal may be submitted anytime after November 1<sup>st</sup> of the year prior to expiration of the license.

Ways to renew within the 5-year license renewal cycle: Accumulate 6 Semester Hours OR 18 CEUs, OR a combination of semester hours and CEUs. A sample combination might include:

2 Semester Hours	6 CEUs
Accumulated CEUs	<u>12 CEUs</u>
TOTAL	<b>18 CEUs</b>

### **IPDP Criteria**

The IPDP must have at least one objective related to student learning. "In what way(s) will student learning be improved as a result of this professional development activity?"

The IPDP objectives must align with building and district staff development goals

The IPDP must include proposed evaluation criteria for assessing the success of the plan's objectives

### **Unapproved IPDPs**

The IPDP will be reviewed at the monthly LPDC meeting. If the IPDP is not approved, the reasons for denial will be forwarded by the LPDC to the applicant and the plan will be marked "Pending." The plan must be modified and resubmitted. If it is approved, the teacher will receive a confirmation email.

### **IPDP Appeals Process**

When an applicant's request for IPDP or CEU approval is denied by the LPDC:

- **Step One:** The applicant will make a written appeal to the LPDC with an option of a personal appearance to the LPDC ~~Board~~ to present his/her written appeal. The appeal must be submitted to the LPDC prior to the actual meeting date so that the request may be reviewed. It must also be submitted ~~and~~ within 20 days after the initial rejection of the LPDC, as dated on the application.
- **Step Two:** In the case of a second rejection by the LPDC, the applicant may provide the written appeal to the LPDC Appeal Board of the Madison Local School District.

LPDC Appeal Board (3 persons, none to be members of the LPDC committee)

The LPDC Appeal Board will be made up of

- a. the Superintendent or his/her designee.
- b. the MLEA President or his/her designee, and
- c. a third party chosen by both Superintendent and MLEA president.

In the event of a teacher appeal, the third party will be represented by a member designated by the MLEA. In the event of an administrator appeal, the third party will be represented by a member designated by the district Superintendent.

The LPDC Appeal Board will be established at the September meeting of the LPDC. Appeal Board members will be appointed for 1 year terms. LPDC Appeal Board decisions are final and will end the appeals process for the applicant.

### **3.0 CONTINUING EDUCATION UNITS (CEUs)**

In addition to IPDP review, the LPDC has the responsibility of approving professional development contact hours for Madison CEUs. When a certified employee attends a professional development activity, s/he will receive a "certificate of attendance" at the conclusion of the activity (see "Certificates Section" later in this booklet). An educator needs to submit this "certificate of attendance" through their "Activity Credit" request online. Preapproval for organized, professional development activities in which the participant receives a certificate of attendance is not necessary. The activity, however, must relate to the participant's IPDP as written in order to receive LPDC approval.

The Madison LPDC is also responsible for assigning Continuing Education Units (CEUs) to proposed seminars, workshops; professional activities, etc.. and/or "other approved activities". Proposed activities must be submitted to the LPDC in advance (see "Forms Section" later in this booklet).

One CEU = 10 contact hours of LPDC endorsed seminar or workshop participation. The LPDC will meet monthly to :

- A. approve professional development certificates of attendance submitted by personnel, and
- B. receive proposals for preapproved CEU activities and assign the number of CEU credits each activity is worth.
- C. CEU endorsement for preapproved activities will be based upon:

1. The information submitted to the LPDC in a CEU proposal prepared by building or district staff development committees, curriculum committees, ad hoc committees, or outside agencies.
2. Prior reciprocity agreements with other agencies.
3. Individual educators may propose preapproved CEU credit for activities not included in the descriptions above by submitting documentation describing the activity provider, content, and contact time (i.e.: flyer, course catalog, etc..)

### **Acceptable CEU Credit**

Due to the increased credit requirements to renew a license, certified employees should be sure to take advantage of every opportunity to earn CEUs. However, please keep in mind that CEU stands for "Continuing Education Unit." CEUs are earned for participating in professional development activities.

### **Some Examples of Allowable Activities:**

- meeting with teachers after school to review a proposed district textbook adoption
- attending an educational meeting or seminar
- serving on a curriculum committee
- teaching a new grade level for the first time (example, being switched from 2nd grade to 3rd grade, when you have never taught 3rd grade before. CEU credit is given to the teacher to compensate for his/her additional preparation time required.
- Supervising a Student Teacher for a semester (CEU credit is issued in addition to any compensation received from the University)
- attending a CPR or Heimlich class
- in-service days provided by the school district

### **Some Examples of NON-allowable Activities:**

- time served on a supplemental contract, such as Student Council Advisor
- preparation time putting together parent handbooks for supplemental learning activities for your students
- attending a coaching clinic, unless specific areas pertain to your licensure.
- attending a professional workshop unrelated to your teaching field, your IPDP, or district Continuous Improvement Plan or building School Improvement Plan
- grading student papers on the weekend/evenings
- school staff meetings and parent-teacher conferences
- attending extra-curricular events

CEUs may be earned by a teacher if the activity is related to his/her teaching responsibilities as outlined in their IPDP (Individual Professional Development Plan). For example, a 4th grade teacher will certainly be approved by the LPDC for CEUs for attending a workshop titled, "Integrating Newspapers Into Elementary Social Studies Curriculum." S/he probably will not be approved for CEUs for attending a workshop titled, "The Creative Use of Holiday Bulletin Boards In Your Classroom".

Also: some CEU credit may be approved for one teacher but not another. For example, a workshop titled, "Safe and Creative Playground Games" may be approved for CEUs for the Physical Education Teacher, but may not be approved for a classroom teacher. The key question the LPDC Committee will ask is, "Is the workshop or activity related to the teacher's IPDP as written for his/her professional growth?"

### **Procedures**

When a teacher attends an organized, professional workshop or other professional activity which supports his/her IPDP, s/he should receive an "Activity Certificate" that states "return to your LPDC committee for approval and issuance of CEU credit." Teachers should complete an activity request online through their IPDP account and attach the certificate as the verification document. The activity request will be approved or denied at the next scheduled LPDC meeting. Each teacher is strongly encouraged to

keep CEU documentation in their personal file for future verification purposes. It is the teacher's responsibility to verify all CEU credit in case of a record disagreement.

If multiple teacher activity takes place within the district, the person in charge of the professional development activity is responsible for having participants sign in on the "Activity Documentation" application for CEU credits. This sign-in sheet is then forwarded to the LPDC committee for issuance of CEU credit. In the event that a certified employee has not pre-registered, a verification document will be available at the scheduled activity.

#### **4.0 OTHER APPROVED ACTIVITIES**

"Other Approved Activities" category exists to encourage initiative, exploration, and professional leadership. In keeping with this, CEU amounts should be proposed accordingly. In general, 1 CEU equals 10 hours of activity. A maximum of 3 CEUs can be earned in a school year for other approved activities. The completed form must have the building principal's signature before submitting to the LPDC for approval.

Proposals for "other approved activities" for CEU credit by an individual should be submitted prior to the LPDC meeting date preceding the activity for which approval is sought. Activities started or completed without prior LPDC approval may risk not being approved.

#### **Other Approved Activities Examples**

- Involvement in a Development/Improvement Process: Participation in response to a shared need for change at a school level.
- Training: Participation as a trainer where new teaching techniques are identified and taught to a large group of teachers for implementation in the classroom. Credit will be given for the initial training activity only, not for the time spent on implementation.
- Grant Writing: Individuals or groups who write grant proposals unrelated to their job description will be awarded CEU credit based on the amount of time and effort. Credit will not be dependent upon success of the grant approval.
- Presenting at Local, State and /or National Events/Conferences: To recognize professional contributions in the form of an academic presentation to educational organizations. Credit will be given for initial presentation to these groups.
- Pursuing National Board Certification: A voluntary process that recognizes high quality of teaching. The entire Board Certification process must be completed, but Board Certification need not be awarded to complete licensure requirement.

This is not an exclusive list. Additional suggestions may be made through the IPDP.

#### **5.0 NEW EMPLOYEES AND RECIPROCITY**

LPDCs are a state-wide, collegial effort to support and maintain a quality teaching force. This includes working together to ensure that an educator is not penalized by the system. The Madison LPDC will honor all CEUs and IPDPs which were developed or authorized by any other Ohio school district LPDC under the following conditions:

Upon employment in the Madison School District, all newly employed certified employees who have previously developed an IPDP in another/previous school district and/or received CEUs from another/previous LPDC must submit a request for transfer of his/her IPDP and CEUs approved from the previous LPDC/school district. The request for transfer form must be accompanied with a valid copy of his/her current IPDP, and valid copies or other documentation of earned CEUs from the previous LPDC/school district.