

# **GOSHEN LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE**

(GLPDC)

Revised Bylaws 2017

## **Mission Statement**

The purpose of the Goshen Local School District's Local Professional Development Committee is to provide a structure for the review of professional development activities that have been completed for the purpose of renewing certificates or licenses.



## **Meetings**

LPDC meets the third Thursday of the month, September through May, in the Goshen Board Office. Dates for these will be posted in each building at the beginning of each school year.

### **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 coursework, 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 coursework 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.

## **LPDC PHILOSOPHY**

1. We, the educators of Goshen Local Schools, are united in the belief that students are best provided with quality education when educators establish and maintain the standards for their own professional growth and development.
2. We believe that educators must continue to grow, to improve, to achieve higher levels of competency and to ensure public trust through a system that permits professional educators to establish and maintain those standards that define excellence in the profession.
3. We believe that continuous professional development promotes improved classroom instruction, which enhances student performance.
4. We believe that these goals are best met when professionals work together to establish and maintain the process by which individuals are held accountable for their own professional growth and development.

## **STANDARDS AND BYLAWS**

The Goshen Local Professional Development Committee (GLPDC) policies, procedures and governance shall not supersede the negotiated agreement and/or district policy. Proposals to the GLPDC and approvals/denials by the GLPDC shall not override the negotiated agreement and/or district policy.

## **REPRESENTATION**

### **Teacher Members**

The Goshen Education Association will appoint four (4) teachers, one from each building. “Teacher” is defined as any bargaining unit member holding a valid Ohio teaching license issued by the Ohio Department of Education.

### **Administrative Members**

The Superintendent shall appoint three Central Office Administrators, one being the Assistant Superintendent and one building principal. “Principal” is defined as any person employed for the majority of their contract as a principal or assistant principal and who holds a valid Ohio principal’s license issued by the Ohio Department of Education.

### **Secretary**

The secretary for the LPDC shall be the person who holds the position as “Secretary to the Superintendent.”

### **Chairperson**

The chairperson shall be annually elected by a majority of the GLPDC. The chairperson shall conduct meetings, communicate information to members, represent the GLPDC at meetings of other stakeholder organizations, fill vacancies on the GLPDC in accordance with selection rules and perform all other duties pursuant to the position as defined by the ORC and the ODE.

### **Terms of Office**

GLPDC members shall serve three-year terms. All members shall be appointed by April 1 and the term shall begin July 1 and end on June 30 of their expiring year. All new members may attend the May meeting as non-voting observers. Members who fail to serve three (3) consecutive GLPDC meetings are subject to removal.

## Goshen Local Schools LPDC Committee for 2016-17 School Year

<b>LPDC Member</b>	<b>Building</b>	<b>End of Term</b>
Judy Wilson	Middle School	June 2019
Leigh Hayward	Spaulding	June 2019
Kerri Mantz	High School	June 2017
Marilyn Meyer	High School	June 2018
Troy Smith	Marr Cook	June 2018
Katie Cordrey- Chairperson	Marr Cook	June 2019
Sandy Hudson - Secretary	Board Office	14th year
Brian Bailey	Board Office	6th year

## **Educator Responsibilities**

- 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 coursework 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. Educators shall maintain all documents and required materials that comprise their IPDP/Portfolio.
- Educators shall understand and take responsibility for fulfilling the licensure/certification requirements as set forth by the Ohio Department of Education.
- Educators shall be responsible for understanding and abiding by the guidelines and requirements set forth by the LPDC.
- Educators shall familiarize themselves with good/appropriate professional development practice and apply this knowledge in the development of their IPDP's.
- Educators shall meet all deadlines as established by the LPDC for submission of IPDP, activities and all portfolio materials, documents, etc.
- Educators shall respond to requests by the LPDC for meetings, information, clarification and/or other needs related to their IPDP.
- Educators shall obtain LPDC/Administrative pre-approval for Continuing Education Units where required before engaging in said Activity. See Continuing Education Unit Options document.

# Ohio's Four Tiered Licensure Structure



## Four-Tiered Teacher Licensure Structure

### Resident Educator License / Alternative Resident Educator License – 4-Year Renewable/Extendable

Resident Educator License Requirements	Alternative Resident Educator License Requirements
<ul style="list-style-type: none"> <li>Bachelor's degree, an approved program of teacher preparation, pass examinations prescribed by State Board of Education, and 12 semester hours of reading coursework for early childhood, middle childhood, intervention specialist and early childhood intervention specialist licenses, OR</li> <li>Bachelor's degree, GPA of 2.5 or higher, pass an examination in the subject area to be taught, successfully complete the summer training institute operated by Teach For America, and be assigned to teach in Ohio as a participant in the Teach For America program</li> </ul>	<p><i>Designated Subjects, World Languages, Intervention Specialist, Montessori Education</i></p> <ul style="list-style-type: none"> <li>Bachelor's degree</li> <li>Twenty-four semester hours (36 quarter hours) in the subject area to be taught with a 2.5 GPA or higher (integrated language arts, science, and social studies require 48 semester or 72 quarter hours)</li> <li>Completion of an Intensive Pedagogical Training Institute (IPTI)</li> <li>Content area examination</li> </ul> <p><i>Career-Technical Workforce Development</i></p> <ul style="list-style-type: none"> <li>This license is also issued for teaching in career-technical workforce development areas that require a candidate to have experience in the career area to be taught and completion of an approved summer training institute but not hold a bachelor's degree, as defined by Ohio law.</li> </ul>

### Professional Educator License –5-Year Renewable

Requirements
<ul style="list-style-type: none"> <li>Bachelor's degree (except career-technical workforce development)</li> <li>Successful completion of the Ohio Resident Educator Program</li> <li>Alternative license advance/renewal/extension requires successful completion of all additional requirements for professional license</li> </ul>

(Professional license RENEWAL requires 6 semester hours/18 CEUs, as approved by the Local Professional Development Committee of the employing school or district, to be completed after issue date of license being renewed and before September 1 of license expiration year)

### Senior Professional Educator License - 5-Year Renewable

A + B +C

A	B	C
Degree Requirement	Experience	Demonstration of Practice at the Accomplished/Distinguished Level
<ul style="list-style-type: none"> <li>Master's degree or higher from an institution of higher education accredited by a regional accrediting organization</li> </ul>	<ul style="list-style-type: none"> <li>Nine years under a standard teaching license with 120 days of service as defined by Ohio law, of which at least five years are under a professional/permanent license/certificate</li> </ul>	<ul style="list-style-type: none"> <li>Successful completion of the Master Teacher Portfolio</li> </ul>

### Lead Professional Educator License - 5-Year Renewable

A + B +C

A	B	C	
Degree Requirement	Experience	Demonstration of Practice at the Distinguished Level	
<ul style="list-style-type: none"> <li>Master's degree or higher from an institution of higher education accredited by a regional accrediting organization</li> </ul>	<ul style="list-style-type: none"> <li>Nine years under a standard teaching license with 120 days of service as defined by Ohio law, of which at least five years are under a professional/permanent license/certificate or a Senior Professional Educator License</li> </ul>	<ul style="list-style-type: none"> <li>Earn the Teacher Leader Endorsement AND successful completion of the Master Teacher Portfolio, OR</li> </ul>	<ul style="list-style-type: none"> <li>Hold active National Board Certification (NBPTS)</li> </ul>

(Senior and Lead license RENEWAL require 6 semester hours/18 CEUs, as approved by the Local Professional Development Committee of the employing school or district, to be completed after issue date of license being renewed and before September 1 of license expiration year)

December 2015

## 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 CEU'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.
- Coursework and CEU's can be combined, with one semester hour equaling three CEU's.

### Continuously High Performing Educator Application/Verification

Certain educators with [professional](#), [lead professional or senior professional](#) teaching licenses may not need to complete additional coursework or equivalent continuing education credits to renew their educator licenses. An educator who meets the State Board of Education's definition of consistently high-performing teacher is exempt from the requirement to complete any additional coursework for the renewal of a professional educator license for the next renewal cycle.

Each local professional development committee will indicate whether or not an applicant meets the eligibility criteria for the consistently high-performing teacher designation as they review professional licensure renewal requests.

- **During the current licensure cycle, a consistently high-performing teacher has:**
  1. Received the highest final summative rating on evaluations (Accomplished) for at least four of the past five years; and
  2. Met at least one of the following additional criteria for at least three of the past five years:
    - Held a valid senior or lead professional educator license;
    - Held a locally recognized teacher leadership role that enhances educational practices by providing professional learning experiences at a district, regional, state or higher education level;
    - Served in a leadership role for a national or state professional academic education organization;
    - Served on a state-level committee supporting education; or
    - Received state or national educational recognition or award.



## **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 CEU'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 15th; you can start counting CEU's for your next renewal on January 26th. This gives you an extra half year to earn CEU's.

## License Renewal Process

Applicants should begin the process in the first year of a license cycle. Licenses expire June 30th. Individuals may not teach with expired credentials.

**Step 1.** Read IPDP Procedures and guidelines posted in the bylaws link to the right in files.

**Step 2.** [Complete the online IPDP form found on the LPDC webpage](#)

**Step 3.** Submit IPDP form. A document containing your submitted information will be shared with you in Google Docs. *Edit this document to ensure that sentence structure is intact, and add any additional information you would like to include in your goals. Inform your building LPDC rep when you are ready for your submission to be reviewed.*

**Step 4.** LPDC returns IPDP form with approval or request for revision or rejection of plan. (If plan is rejected or revision requested, go back to step 1)

**Step 5.** If IPDP is approved,

- Take class or workshop.
- Complete CEU approval log

**Step 6.** Complete blue reimbursement form for approved coursework

**Step 7.** Complete green reimbursement sheet after class ends

**Step 8.** Repeat steps 6 and 7 for as many classes/workshops as it takes to get the needed amount of semester hours or CEU's to renew.

**Step 9.** Complete and submit license renewal process through your [SAFE account](#). Click [here](#) for information on license types.

**Step 10.** Call the board office for appointment for your FBI/BCII checks

**Step 11.** Complete the Consistently High Performing Teacher Verification [form](#) if you believe you have reached the required criteria for the designation. Email the form to Brian Bailey.

## COURSEWORK CONVERSION

<u>Semester Hours</u>	<u>Quarter Hours</u>	<u>CEUs</u>
1/3	1/2	1
2/3	1	2
1	1.5	3
1 1/3	2	4
1 2/3	2.5	5
2	3	6
2 1/3	3.5	7
2 2/3	4	8
3	4.5	9
3 1/3	5	10
3 2/3	5.5	11
4	6	12
4 1/3	6.5	13
4 2/3	7	14
5	7.5	15
5 1/3	8	16
5 2/3	8.5	17
6	9	18

Note: 10 clock hours = 1 CEU

To renew a license you must complete: 6-semester hours, 9-quarter hours or 18 CEUs (180 clock hours). A combination of hours and CEU's may be used.

**Goshen Local School District  
Local Professional Development Committee  
Continuing Education Unit Options-**

<b>Option #</b>	<b>Option</b>	<b>Maximum CEU's</b>	<b>CEU Value</b>	<b>Verification</b>	<b>Criteria</b>
1	University or College Classes	Unlimited	1 SEM HR = 3 CEU 1 QTR HR = 2 CEU	Official Transcript Grade Slip - Dated Certificate of Completion – Dated	Must be taken through an accredited college or other approved post secondary educational institution. Must be taken for credit with a grade of “C” or better, a “P” in pass/fail courses. Coursework must be in education or in a content area directly related to the individual’s teaching assignment or working with students.
2	In/Out of District Professional Development This includes inservice days or early release days and days the district provided professional development during the school day	Unlimited	1 Clock HR = .1 CEU	Agenda from meeting, AESOP record, email record, certificate	Attendance must be verified by administrator
3	National Board Certification	Unlimited	Completion and verification in area of assignment during	Valid copy of the National Certificate or	Must be in a subject area of the individual’s assignment. Certificate must be completed by

			certificate cycle = 18 CEU's NBPTS- 9 CEU's for Renewal	CEU Documentation Voucher if not getting NBPTS Certificate	expiration date of certificate/license.
4	Master Teacher Status	Unlimited	Completion and verification in area of assignment during certificate cycle =9 CEU's 4.5 CEU's for Renewal	Valid copy of the Certificate	Must be in a subject area of the individual's assignment. Certificate must be completed by expiration date of certificate/license.
5	Mentoring	Unlimited	1 clock HR = .1 CEU	CEU Document Voucher	Must be mentoring of teacher, administrator, or specialist by the EYP (Entry Year Program)
6	Cooperating Teacher	Unlimited	90 clock hours = 1 CEU or 2 CEU for university semester	CEU Documentation Voucher and successful completion of contract	Must be supervisor of undergraduate student, graduate student or intern or student teacher
7	Teaching a College Class , Adult Vocational, or Technical Class	Unlimited	1 clock HR = .1 CEU	CEU Documentation Voucher	May be used for the <u>first</u> time teaching the course each license cycle

8	Grant Writing	Unlimited	1 clock HR = .1 CEU	CEU Documentation Voucher LPDC/Administrator Pre-Approval required	CEU not dependent on awarding of grant Documented clock hours in planning and preparing
9	Professional Development Provider Teaching a course, seminar, or an adult vocational or technical course A professional presentation	Unlimited	1 Clock HR = .1 CEU	Outline of Presentation or Handout	Applies to each original presentation given within cycle for first time
10	Peer Observation in or out of District	Unlimited	1 Clock HR = .1 CEU	CEU Documentation Voucher Administrator Pre-Approval	Must include a summary of the observation
11	Curriculum Approved Field Trip for Students	Unlimited	1 Clock HR = .1 CEU	CEU Documentation Voucher Pre-Approval of the Curriculum Director required Summary & Development of Lesson Plan	Field Trips for extra curricular activities not included. Must be used for the first time conducting the field trip each cycle. Documentation clock hours in planning and preparing for field trip. (Classroom instruction not included.) Must include only time spent in portions of field trip that contributes to knowledge of selected curriculum. Must be

					related directly to the teacher's curriculum
12	Curriculum Development	Unlimited	1 Clock HR = .1 CEU	CEU Documentation Voucher Administrator Pre-Approval required	Must be service on formal committee organized by local, county, state, or national education organization
13	Publication of Original Work	Unlimited	4 CEU's for book 2 CEU's for article in magazine or professional journal	Copy of publication or document. CEU Documentation Voucher	Must contribute to the education profession or add to the body of knowledge in the individual's specific field. Must be a commercially published book or article.
14	Professional Committees GEA, OEA, NEA, etc.	Unlimited	1 Clock HR = .1 CEU	CEU Documentation Voucher, Documented clock hours of committee work	Must be service on formal committee chartered by local, county, state, national educational organization. Must contribute to the education profession or add to the body of knowledge in the individual's specific field.
15	Building/District Continuous Improvement Committee	Unlimited	1 Clock HR = .1 CEU	CEU Documentation Voucher, documented	Agenda/Minutes/Attendance must be on file with administrator

				clock hours of committee work	
16	Department Chair Meetings	Unlimited	1 Clock HR = .1 CEU	CEU Documentation Voucher or district certificate	Agenda/Minutes/Attendance must be on file with administrator
17	Department Meetings	Unlimited	1 Clock HR = .1 CEU	CEU Documentation Voucher or district certificate	
18	Local Professional Development Committee (LPDC)	Unlimited	1 Clock HR = .1 CEU	CEU Documentation Voucher	95% Meeting Attendance - Attendance must be verified by LPDC Chair
19	Focus Team Meeting	Unlimited	1 Clock HR = .1 CEU	CEU Documentation Voucher or District Certificate	Agenda/Minutes/Attendance must be on file with administrator
20	Internet/Video Graduate Coursework	Unlimited	1 SEM HR = 3 CEU 1 QTR HR = 2 CEU	Transcript	Must be from an accredited degree granting college or university.



					Graduate hours must be awarded
21	Webinars/Video Certificate programs, Non Credit programs, Public School Works certifications	Unlimited	1 clock HR = .1 CEU	Certificate of Completion	Must have LPDC approval before starting program. Must enhance or contribute to teacher's area of specialization.
22	Consistently High Performing Teacher	Unlimited	Completion and verification = 18 CEU's or 6 semester hours	<a href="#">Verification Form</a>	<p>During the current licensure cycle, a consistently high-performing teacher has:</p> <ol style="list-style-type: none"> <li>1. Received the highest final summative rating on evaluations (Accomplished) for at least four of the past five years; and</li> <li>2. Met at least one of the following additional criteria for at least three of the past five years: <ul style="list-style-type: none"> <li>● Held a valid senior or lead professional educator license;</li> <li>● Held a locally recognized teacher leadership role that enhances educational practices by providing professional learning experiences at a district, regional, state or higher education level;</li> </ul> </li> </ol>

					<ul style="list-style-type: none"><li>• Served in a leadership role for a national or state professional academic education organization;</li><li>• Served on a state-level committee supporting education; or</li><li>• Received state or national educational recognition or award.</li></ul>
--	--	--	--	--	---

## PD Summary Log

Educator Name \_\_\_\_\_ School \_\_\_\_\_ Assignment \_\_\_\_\_

<b>CEU Option #</b> *Can be found in the Resource Guide	<b>Activity (classes, workshops etc.)</b>	<b>Date</b>	<b>Related IPDP Goal #</b> 1,2 OR 3	<b>CEU credit –* 1 clock hour = 0.1 CEU for MOST activities. Refer to the Resource Guide for the list of activities and CEU credit</b>	<b>Documentation *Needed documentation for each activity can be found in the Resource Guide</b>

**Directions to LPDC:**

- (1) Enter CEU option # from the chart
- (2) Enter date of each PD submitted to the committee.
- (3) For THAT event or experience, enter the alignment to your IPDP goal.

**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.

### **1. When are logs due?**

Please turn them into your building representative by May 1st.

### **2. 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 CEU'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 (CEU's) you earned during the school year. The committee meets to verify and approve your CEU's. You need 18 CEU's to renew your license. The LPDC can help you keep track of how many CEU'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 CEU 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.

### **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 CEU 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 CEU's in one category?**

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

**Do not wait until the last minute before your certificate/license expires to find out if something will or will not count for CEU's. You will need to turn in the coursework/CEU form for approval.**