

Handbook

For IPDP Renewal of Licenses

Revised and Updated March 2019

Standards for Renewing Licenses
Transition from Resident Educator
Renewing a 5 year license

As awarded by the Hillsdale Local Professional Development Committee (LPDC) - currently meeting the 2nd Monday of each month during the school year at 3:15 pm in Dr. Selvage's classroom at HHS.

COURSE WORK, CONTACT HOURS, AND CEUs MAY BE MIXED:

You need 180 Contact Hours to renew a license!

18 CEUs are required!

10 Contact hours = 1 (one) CEU (so 18 CEUs are required)

3 CEUs = 1 semester hour (so 6 semester hours are required)

OR you can combine all 3 in any combination to get the required amount!

1.5 quarter hours = 1 semester hour (or multiply quarter hours by 2, then divide by 3 to get the equivalent semester hours)

Your Professional Development is required by state law to be "ongoing". Therefore, you may NOT overlap current IPDP work with another 5 year license time period, and you SHOULD work on completing your 180 hours of "contact time" over a period of "two or three years..." before your license needs renewed. You should NOT be gathering all 180 contact hours in the last last year before renewal.

Overall Guidelines for Licensure

Creating" a New Plan:

- A. It is CRITICAL that your coursework or other learning/P.D. activities align with your "Goal Statements" in your IPDP in KIOSK. Therefore, you MUST have a plan approved by the LPDC prior to beginning PD coursework or activities for which you want credit.
- B. The law requires that your IPDP relates to your current job assignment in the school. The committee asks that you (1) conscientiously assess your own performance strengths and weaknesses, (2) use the online IPDP program to analyze your areas of improvement in terms of the four teaching domains. (*Please don't check mark EVERY domain concern...narrow it down and FOCUS!*) and (3) formulate two or three sincere Goal Statements. These goal statements must refer to YOUR learning and development in your teaching. You should use verbs like "explore..." "learn..." "enhance my knowledge of..." adding something like "through coursework and/or workshops" or "through personal study, mentorship, and Other Equivalent Activities".
- C. The law requires that your IPDP goals be aimed at improving your teaching, your school, and/or your district. Hillsdale's ongoing district improvement goals involve student academic achievement (testing) and the use of modern technology to enhance instruction.
- D. You should "amend" your IPDP goals if you change teaching assignments during the course of your license. You don't have to start over, but make sure your goals are applicable in your new assignment.
- E. Your IPDP is portable, should you accept employment in another Ohio school district during the term of your license. You will simply need a "reciprocity" form and copy of your approved plan from your Hillsdale LPDC Chairman.

How to Begin the Plan Process:

- A. The online IPDP application is in KIOSK.
- B. Log in using your usual "DASL" or webmail username and password. Choose "Create Plan" button.

- C. The program guides you step by step through the process outlined above, culminating with "Submit Plan to LPDC for Approval". **DO NOT SELECT OR SUBMIT TO A SUPERVISOR!**

CAUTION: If you have "renewed" a license you MUST first "Archive" your old, completed IPDP, then "Create" a new IPDP. Otherwise, it will not submit correctly to the committee, and you will be asked to start over!

**To archive: 1) Click "Create new plan" 2) Answer YES, you wish to archive
3) Create new plan**

- D. Your plan (s) will always be available to you online, in case you wish to review or amend.
- E. Submission and subsequent communications back to you are electronic, but don't hesitate to contact LPDC members directly if you have questions, or if you don't hear anything!

How to earn 180 contact hours or 18 CEUS that are required for renewal:

- A. Credits for licensure should be pre-submitted through Kiosk. Credits must match IPDP goals to be approved by the committee.
- B. Refer to the Handbook section labeled "*Other Educational Activities for Contact Hours*" and "*Ways to Get CEUs*" for various activities that can serve toward earning CEU credits.
- C. Submit your activity on Kiosk for a meeting prior to the activity taking place. **DO NOT SELECT OR SUBMIT TO A SUPERVISOR!**
- D. Credits earned through COURSEWORK for licensure should obtain LPDC pre-approval, and should be posted on Kiosk when started. Course work must be completed at a regionally accredited college or university.
- E. Once you have completed the pre-approved activity, resubmit the activity (with verification) for final approval from the LPDC. **DO NOT SELECT OR SUBMIT TO A SUPERVISOR!** Verification takes many forms but usually involves an official transcript, a CEU certificate from the sponsoring organization, or other paper evidence of completion of the activity. You can upload this verification as an attachment to the activity in KIOSK.

- F. Keep copies of all LPDC correspondence for your personal records. In each stage of the process, you should receive email acknowledgement from the LPDC following the monthly meeting.
- G. In the year of renewal when the required credits have been earned:
 - a. Complete the "IPDP Completion" form. (This form is required by the state.)
 - b. Submit the form to the LPDC chairperson.
- H. Two/three months before license expiration, please submit "Completion of IPDP" form, along with official transcripts or documentation portfolio of your P.D. work. The documentation should already have been provided through KIOSK, but if not - please do so now for each activity (totaling the 180 required contact hours). DO NOT SELECT OR SUBMIT TO A SUPERVISOR!
- I. **WAIT** for approval from LPDC.
- J. **AFTER** your completion has been approved-complete a background check/fingerprint - most easily done at the Tri-County E.S.C. in Wooster. There may be partial reimbursement awarded by the Board - check the current Association Agreement to verify.
- K. Then, follow instructions on the "Completion" form to Log-on to your own "S.A.F.E." account at the Ohio Department of Education website:
<https://safe.ode.state.oh.us/portal/signup/signup>
There, you will find directions to complete an Application for License Renewal. When the committee approves your completion documentation, your online application file will be "e-signed" and you should receive email notification.
- L. Once you receive an email from ODE notifying you of your license renewal, print a copy of your new license and give it to the Superintendent's secretary
- M. Renewals of 5-year licenses, for educators employed in Ohio schools at the time of application, are submitted through the LPDC.
- N. All other licenses and permits are submitted to the Ohio Department of Education for evaluation and issuance and do NOT require the approval of an LPDC.

The following examples would be submitted to the ODE and would NOT go through the LPDC:

- A. Temporary licenses
- B. Educational aide permits
- C. Adult education
- D. One-year vocational

- E. Initial licenses
- F. Applications to add teaching fields to existing licenses
- G. Substitute teachers

Four Ways to Receive a License

All time frames must be adhered to by the applicant unless in the event of an emergency.
To be completed within the five-year renewal cycle

1. Accumulate 18 CEUS by completing 6 SEMESTER HOURS

Course work should be reviewed by the LPDC:

Applicants should submit courses on Kiosk prior to the beginning of the course.

Course work must be completed at a regionally accredited college or university.

Verification of successful completion must be provided to the LPDC.

2. Accumulate 18 CEUs of WORKSHOPS/SEMINARS/CONFERENCES

Workshops/Seminars/Conferences must meet the LPDC Standards and Guidelines for Professional Development

Workshops/Seminars/Conferences must be pre-submitted on Kiosk.

Verification of completion must be provided to the LPDC.

3. Accumulate 18 CEU CREDITS of "OTHER EDUCATIONAL ACTIVITIES"

Other educational activities must meet the LPDC Standards and Guidelines for Professional Development

Applicants must post activity to Kiosk for LPDC meeting prior to the activity.

Verification of completion must be provided to the LPDC.

4. Accumulate 18 CEU credits using a COMBINATION Of 1-3 ABOVE

Requirements and verifications for each type of activity included in a combination proposal must follow the previous 3 descriptions.

The parts of the proposal must total to the equivalent of 18 CEUs.

10 contact hours = 1 CEU

3 CEU's = 1 semester hour

1 semester hour = 1.5 qtr. hrs. (Or X quarter hours by 2, then divide by 3 to = sem. Hrs.)

Sample Proposal Totaling 18 CEUs.

2 semester hours = 6 CEUs

CEUs workshops =5 CEUs

Other Educ. Act. = 7 CEUs

Other Educational Activities

Maximum contact hours may be increased with prior approval of the LPDC.

OTHER EDUCATIONAL ACTIVITIES FOR CONTACT HOURS:

A. Observations

- Visitations to examine facilities and/or materials; to witness innovative instruction (peer)
- Verification from host
- 12 contact hours maximum per renewal

B. Mentorship

- Instruction to enable the mentor
- Verification required from facilitator
- 30 contact hours maximum per renewal

C. Cooperating Teacher

- Must be supervisor of undergraduate student, or graduate student, or undergraduate intern, or of a student teacher
- Verification from facilitator and/or document of conferences
- 30 contact hours maximum per renewal

D. Teaching a Course: College, Adult, Vocational, and/or Technical

- May be used for the 1st time teaching the course each license cycle
- Verification from educational establishment that sponsored the course
- Maximum 30 contact hours for each "different" course taught per renewal

E. Professional Presentation

- Applies to the 1st presentation in your specific teaching field
- Verification from educational establishment that sponsored the presentation
- 10 contact hours maximum per renewal

F. Grant Writing

- Conference instruction and/or writing time
- Verification from facilitator and/or written explanation of extent of writing time
- Documented clock hours in planning and preparing
- Contact hours NOT dependent on awarding of grant
- 20 contact hours maximum per renewal

G. Other Related Work Experience OR Public School Works (PSW) or Learning.com

- Must enhance an individual's work in the profession or contribute to the educator's specialization; verification will vary for each experience
- Public School Works courses must be those beyond the "required" ones for each year, and credit shall be given based upon the amount of time recorded in PSW as

needed for completion of the course, regardless of the actual time shown on the administrator module that a teacher has spent upon the course

- Verification for PSW courses will be a copy of the course transcript and remember - PSW activities should be pre-approved and match goal statements!
- For teachers who have students using the Learning.com curriculum, <https://login.learning.com> teachers may be able to log in to Learning.com (seek an account from Jenny Stump) and complete the same lessons as assigned to students at that grade level. Time awarded will be based upon the minimum times posted in the Learning.com curriculum for each lesson.
- Verification for Learning.com classes will be a copy of the implemented skill in a classroom lesson. This project should be SHARED with the Chairperson of the LPDC and a copy of the completed results should include at least one student sample of completed work associated with the lesson.
- Academic Council Professional Development Days
- Verification for Academic Council Professional Development Days with a log of hours and what you did on that day.
- 30 contact hours maximum per renewal

H. Publishing

- Submissions to professional magazines and/or journals in the educator's specific field
- Verification: Copy of the submitted material
- 10 contact hours maximum per renewal

I. Teaching Portfolio or Curriculum Mapping Preparation

- Must satisfy the LPDC's standards for teaching portfolios or curriculum map preparation
- Must be completed within the licensure cycle
- Verification: Portfolio shown to LPDC or Curriculum Map presented (with changes noted)
- 20 contact hours maximum per renewal

J. Master Teacher Application

- By the expiration date of the license, the application must be reviewed and accepted
- Guidelines for the Master Teacher designation shall follow the guidelines established in the Master Agreement
- Verification shall be approval of the Master Teacher designation
- 40 contact hours maximum per renewal

K. Educational Trips for Students

- Must be related directly to the educator's curriculum
- May only be used for CEU credit the 1st time conducting the field trip each license renewal (repeated trips will not count toward CEUs)
- Verification: Agenda of trip's schedule, list of activities/sights attended, summary of how trip relates to curriculum
- 30 contact hours maximum per renewal

L. Self-Directed Educational Development

- Must enhance the educator's work in the profession or contribute to an educator's area of specialization
- Reading of profession-related books/articles
- Research
- Personal travel that is directly related to enhancing the educator's professional development or the development of his/her curriculum/classroom
- Verification will vary according to activity
- 10 contact hours maximum per renewal

M. Educational Project/Committee Work

- Must apply educational skills and knowledge toward the development of a final project
- OR Must be service on formal committee organized by local, state, or national education agency or organization
- Intervention Assistance Team
- Curriculum Development
- Building Level Team (BLT), Teacher Based Teams (TBT) Participation
- Strategic Planning Committee
- Academic Council
- Other Professional Committee - Safety Committee, Literacy Committee, etc.
- Verification: Documented clock hours of committee work
- 60 contact hours maximum per renewal (maximum of 30 hours per renewal per committee so can submit more than one committee to total the 60 hours)

N. Study Groups

- Must apply educational skills and knowledge toward the development of a final project
- Groups formed to read and respond to books, journals, video and/or audio cassettes of professional topics. (This activity replaces self-instruction in IIE).
- Verification shall be individual essays and/or actual samples of product

- 15 contact hours maximum per renewal

Ways to get CEUs (Continuing Education Units)

- A. TCCSA - take any classes at TCCSA and receive a certificate showing the number of contact hours that you can upload as verification - remember that these classes should match your goals!
- B. WOSU - <https://wosu.org/classroom/online-courses/> has FREE online courses and they can also be taken for graduate credit. Take any class and upload the badge certificate to verify completion. Remember that these classes should match your goals!
- C. Other Conference/Workshop Attendance - take a workshop or attend a conference that offers CEU credit - upload the certificate indicating the number of contact hours you received for verification. Remember that these items should match your goals!

Substitutes, Unemployed, Other Licensed Educators

SUBSTITUTES

- Substitute licenses will be issued by the Ohio Department of Education.
- Educators working under substitute licenses are not required to develop an IPDP and do not work through the LPDC.

INDIVIDUALS NOT EMPLOYED IN SCHOOLS

- Individuals not employed in Ohio schools at the time their license expires must apply to the Ohio Department of Education for renewal.
- Since there would be no LPDC Committee to review "Other Educational Activities" for CEU credit, only course work can be counted toward the renewal requirements.

EDUCATORS WHO ARE LICENSED BY OTHER PROFESSIONAL BOARDS

The following are examples of educators who are required to maintain licensure through the other professional board in that area:

Physical therapists, Physical therapy assistant, School social workers, Audiologists, Speech-language pathologists, School nurses, Occupational therapists, Occupational therapy assistant

* In order to renew Department of Education licenses, these educators must maintain their other board license...by doing so they meet all Department of Education renewal requirements and therefore do not need to work through the LPDC.

Hillsdale Local - Notification of IPDP Completion

Name	<input type="text"/>	Current Position	<input type="text"/>
Current License Issue Date:	<input type="text"/>	Expiration Date:	<input type="text"/>

Steps for submission after IPDP is complete:

1. Include official transcripts of coursework, documentation, and other artifacts that verify 180 “contact hours” of professional development work on your approved IPDP goals. (10 Contact Hours = 1 CEU, 3 CEUs =one semester hour of coursework. 6 Semester Hours (or the equivalent 180 contact hours) are required for completion.
2. Sign and date this Completion Form and ensure accompanying documents are loaded into GOOGLE CLASSROOM FOR LPDC (official transcripts’ paper copy is required for coursework).
3. Submit this packet to LPDC no later than April 1 of the year your old license expires. **Don’t wait until summer - you cannot get a new license in place that quickly, and pay will be withheld and/or you will be unable to teach the beginning of the next school year!**
4. **WAIT** for approval from LPDC. **AFTER** your completion has been approved - complete a background check/fingerprint - most easily done at the Tri-County ESC in Wooster.
5. When you receive Committee approval follow the steps below to apply ONLINE for your new license - make sure you do NOT apply until after January 1st of the year your license expires!
 - a. Create a SAFE account at the Ohio Department of Education:
<https://safe.ode.state.oh.us/portal/signup/signup>
 - b. Login to your SAFE account, then click OH/ID Portal, Educator Licensure and Records (CORE) App box
 - c. Under “My Credentials”, find your active licenses you need to renew - drop down the Action box and choose “renew”
 - d. A box pops up - pic effective date of July 1st upcoming year, and start application process
 - e. Answer the questions the come up - Ohio Resident, Military Service, Criminal History, Renewal Eligibility (choose the 1st one - Renewing through Ohio LPDC, and Required Application Signatures (select FIND - look for Hillsdale LPDC, IRN 013964 - select it
 - f. Request another credential, if you have additional licenses to renew, or Pay and Submit Application when you are finished - then you’ll include your application, continue, pay, and close when done
 - g. When your application is complete, the software will automatically generate a request to Hillsdale’s LPDC Chairman to “e-sign” your application, certifying that you have successfully completed your IPDP and the local committee has approved it
 - h. You (or the Superintendent’s secretary) should receive your new license within a few weeks. You can re-check your status by logging into your SAFE account.
6. I certify that I have completed the requirements of my Individual Professional Development Plan. All verification forms are included with this notification,.

Signature of applicant:	<input type="text"/>	Date	<input type="text"/>
		:	

Committee approval certified by LPDC Chairperson

Chair signature:	<input type="text"/>	Date:	<input type="text"/>
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PLEASE KEEP A COPY OF THIS APPROVAL FOR YOUR PERSONAL FILE.

Hillsdale Local Schools
LPDC Appeals Process Form

Signature of person requesting appeal:

Today's Date: Date of Reconsideration Meeting:

It is the appellant's responsibility to select a licensed district employee to serve as his/her choice on the Third Party Review panel. On the line below please write the name of the person you have chosen who has agreed to serve on the panel.

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Name Building Home Phone #

Please supply the names of seven other licensed district employees who you would not object to as being the third mutually agreed upon panel member.

Name Building Home Phone #

Name	Building	Home Phone #
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

LPDC Appeals Notification

Agreement has been reached on the selection of the panel members.
They are as follows :

Agreement has NOT been reached on the selection of panel members.
On the back of this paper, please supply seven more names of licensed
district employees.

The Third Party Review will occur on _____ at _____ am/pm . You may be
present at this review.

Signature of LPDC Chairperson

Date

MAKE A COPY OF THIS FORM FOR YOUR PERSONAL FILE.

Hillsdale Local Professional Development Committee
Hillsdale Local Schools
485 Township Road 1902
Jeromesville, OH 44840
(419)368-8231

Reciprocity Form

Approval verification for Educators leaving the Hillsdale District.

This verifies that the attached Individual Development Plan was approved on _____, and that _____ has completed _____ college/university semester hours and _____ local Continuing Education Units equaling _____ semester hours toward completion of this plan.

Date Name of Authorized LPDC Representative

Signature of LPDC Representative

Signature of Superintendent