

New Lexington School District



Local Professional Development Standards & Guidelines for License Renewal

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Table of Contents

Introduction

The Local Professional Development Committee (LPDC)...pp. 4-5

- Committee Make-up
- Length of Member Duty
- Filling of Vacancies
- Frequency of Meetings
- Location of Meetings
- Rules for Conducting Meetings
- LPDC Ethical Commitment

OTES Professional Growth Plan & Individual Professional Development Plan (IPDP)...p. 6

- The Standards

NLSD Professional Development Standards for License Renewal...p. 6

Ways to Renew...p. 7

Procedures & Time Lines...p. 8

- The Completion Process

Continuing Education Units (CEUs)...pp. 9-10

- CEUs
- CEU Endorsement by the LPDC
- Who approves CEUs?
- How are CEUs approved?
- What kinds of activities will be approved for CEU credit?
- How are CEUs calculated?

Activity Guidelines Chart...pp. 11-12

NLSD Endorsed Activities/Organizations Providing Pre-Approved CEU Offerings...p. 13

Application for LPDC Approval of CEU/Contact Hours...p. 14

CEU/Contact Hour Conversions Chart...p. 15

Checklist for Application of License Renewal (cover page)...p. 16

Five-Year IPDP Form...p. 17

OTES Professional Development Activities Log...p. 18

Questions and Answers...p. 19

Glossary & Definitions...p. 20

Introduction

The Local Professional Development Committee (LPDC)

The New Lexington School District's Local Professional Development Committee (LPDC), operating under the requirements of SB230 and HB153 as well as policies developed by the NLSD Board of Education, must review all license renewal applications for all licensed employees. This includes reviewing semester hours, Continuing Education Units (CEUs), and activities that are submitted for credit toward license renewal. The LPDC bases recommendations for license renewal on a teacher's OTES Professional Growth Plan's compliance with guidelines for the law. The LPDC is the official body through which New Lexington School District licensed employees must seek credential renewal.

Committee Make-up

The NLSD's LPDC has seven members: four members of the New Lexington Federation of Teachers (one representative from each building), two administrators, and a chairperson (only votes if there is a tie among voting members).

Length of Member Duty

The LPDC Chair will serve a two-year term. Normal length of service for members is three years. Members may be reappointed.

Filling of Vacancies

Administrative vacancies will be filled by appointment by the Superintendent. Teacher appointed positions will be filled by appointment by the President of the New Lexington Federation of Teachers. Any vacancies that occur during a term of office will be filled by appointment.

Frequency of Meetings

The LPDC will meet at least four times per year. Dates will be determined by the LPDC and announced to the district.

Location of Meetings

The location of LPDC meeting will be announced in advance of each meeting. The LPDC is under the Sunshine Law and will follow such guidelines as provided for in this state law.

Rules for Conducting Meetings

The membership of the LPDC will elect a chairperson from its membership and other offices the committee deems necessary. A quorum shall be four of the six voting members in order to conduct LPDC business. Members shall review each proposal and/or license renewal application in advance of meeting dates. Each must be approved by four of the six voting members. (In case of an absence of a voting member, the Chair may vote in his/her place.) An LPDC member shall abstain from reviewing and voting on his/her own plan and documentation.

A secretary will record the events of the meeting. A record of each meeting's proceedings will be maintained and stored by the LPDC secretary. Access to such records will be subject to current policies and agreements regarding personnel records.

The chairperson will preside over each meeting whose agenda may include:

- Review of completed IPDPs for license renewal;
- Review of Professional Development Logs;
- Review of proposals for CEUs. A list of approved CEU activities will be included in the LPDC Handbook for faculty members' information.

The chairperson's signature will validate the LPDC's decisions.

LPDC Ethical Commitment

The membership of the New Lexington School District's LPDC will agree to conduct all LPDC business so as to:

- Impartially and consistently apply the Standards & Guidelines;
- Maintain confidentiality; and
- Communicate their own professional development in the foundation of teaching and learning in order to provide a basis for understanding OTES and applying the Standards & Guidelines.

The OTES Professional Growth Plan & The Individual Professional Development Plan (IPDP)

Per HB 153 regulations, every certificated/licensed employee of the New Lexington School District will maintain an annual professional growth plan that describes activities that align their personal professional growth objectives with district, building, and student learning goals. The purpose of the plan is to provide professional development to accelerate and continue teacher growth and also to provide support to poorly performing teachers. As professionals we need to develop new skills and strategies to better address the needs of all learners. The OTES Professional Growth Plan must be submitted for review by the building principal by September 30th of each year. At the end of each school year, the principal will document satisfactory completion of the plan. The teacher must maintain a record of each year of his/her plan and evidence of its satisfactory completion. Upon the teacher's submission of evidence to the LPDC of the appropriate yearly verifications of completion by the principal, the LPDC will recommend final approval for license renewal.

The Standards

The Ohio Standards for the Teaching Profession represent core expectations for content and quality and apply to all professional development activities planned by any NLS D individual or committee, whether for license renewal or other objectives. These are outlined in the booklet *Organizing High Quality Professional Development*, published by the Ohio Department of Education in 2008. Refer to the Ohio Department of Education website to view the Ohio Standards for the Teaching Profession.

NLS D Professional Development Standards for License Renewal

The following statements are to be interpreted in reference to the area of licensure for which you are seeking renewal:

Definition:

Professional learning is purposeful activity that increases capacity to create the results we want for students.

Professional development shall be required for continued licensure for all educators. It shall be guided by the Building's and District's Improvement Plans, as well as by the learning needs of all students and the axiom that all students can learn. It shall include current theory on the learning needs of educators and shall incorporate a planned progression for improvement on a continuing basis.

Criteria:

Reference directions for writing your plan may be found in your OTES binder.

Ways to Renew

(To be completed within the five-year renewal cycle)

Accumulate 6 Semester Hours

- ✓ Course work for semester hours must meet the NLSD Standards and Guidelines for Professional Development
- ✓ Course work must be taken at an accredited college or university program. It is the teacher's responsibility to verify accreditation

Accumulate 18 CEUs (180 Contact Hours)

- ✓ CEU activities must meet the NLSD Standards and Guidelines for Professional Development
- ✓ CEU activities must be approved by the LPDC
- ✓ Individuals designing CEU activities must prepare a proposal outline of the planned activities and the number of CEUs requested, using the Application for CEU credit on page 14 of this document.
- ✓ Verification of Completion:
 - A log of relevant activities having the signature of the building administrator;
 - **OR** a sponsoring administrative representative;
 - **OR** a completed product and/or summary of conclusion's report;
 - **OR** a sponsoring professional representative

Accumulate 18 CEUs (180 contact hours) using a combination of semester hours and CEUs

- ✓ Requirements and verifications for each type of activity included in a combination proposal must follow the previous descriptions.
- ✓ The parts of the project must total the equivalent of 18 CEUs.
- ✓ The ratios 1 CEU = 10 Contact Hours and 3 CEUs = 1 Semester Hour will apply.
- ✓ See also the Conversion Chart on page 15.
- ✓ A sample combination project might include:

3 semester hours	= 9 CEUs
<u>+ Accumulated CEU workshop/seminars</u>	<u>= 9 CEUs</u>
Total	= 18 CEUs

Procedures and Time Lines

The Completion Process

Documentation of successful completion of each year's plan will be the responsibility of the staff member. In the year of renewal, proof of completion of requirements must be submitted to the LPDC for approval. Upon receiving approval, the staff member must complete the application process.

- A. As activities are complete, you must document them on the Professional Activities Log on page 18 until the license renewal process is completed. Your completed log will be submitted to the LPDC in the year of licensure renewal.
- B. The following materials must be submitted to an LPDC representative now later than May 1st of the year of licensure renewal.
 - An official transcript for course work;
 - A copy of your IPDP (authorized by your building principal);¹
 - A copy of your "Professional Activities Log"; and
 - A "Checklist for Application of License Renewal" (cover page)
- C. To apply for license renewal, you must sign in to your Ohio Department of Education SAFE Account (<https://safe.ode.state.of.us/portal/>) and access ODE.CORE Online Licensure System. Licensure applicants are responsible for uploading all required documentation, as well as any applicable renewal fees.

You will also need a BCI/FBI criminal background check. This can be obtained at the Perry County office of the Muskingum Valley ESC. All fees and applications are the responsibility of the renewal applicant.

¹Schedule a conference with your building principal for IPDP goal approval on or before May 1st of the year of licensure renewal.

Teachers not up for licensure renewal will have IPDP goals approved on the final teacher records day of the school year.

Continuing Education Units (CEUs)

In addition to reviewing the annual OTES Professional Growth Plans and IPDP as a first step toward licensure renewal, the LPDC will have the responsibility of assigning CEUs and/or Contact Hours to proposed seminars, workshops, professional activities, etc. The Ohio Department of Education will no longer be a CEU provider; this has become a function of the LPDC.

CEU Endorsement by the LPDC

One CEU = Ten Contact Hours for participation at an LPDC endorsed seminar or workshop. The LPDC will meet at least four times per year to receive proposals for CEU activities and assign the number of CEU credits each activity is worth. The LPDC will see that a list of endorsed CEU activities is maintained and will be posted on the district website as part of the IPDP Guidelines.

CEU endorsements will be based upon;

1. The information submitted to the LPDC in a CEU proposal (found on page 14 of this document) prepared by building or district staff development committees, BLTs, DLTs, ad hoc committees or outside agencies.
2. Prior reciprocity agreements with other agencies.
3. Individual educators may propose 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. The educator should complete and submit an Application for CEU Credits (found on page 14 of this document).
4. No proposals will be accepted for less than 0.1 CEUs (1 contact hour).

Proposals for CEU events and other activities should be submitted to the chairperson at least 10 days preceding the event for which approval is sought. Activities started without prior approval stand the risk of not being approved.

Who approves CEUs?

Organizations that approve CEUs are listed on page 13. In addition, the LPDC has the responsibility of assigning CEUs to provide seminars, workshops, or other professional activities.

How are CEUs approved?

A. For Group Activities:

Complete an application (available on page 14 of the LPDC Handbook). **Submit the application to the LPDC by forwarding it to the LPDC Chair a minimum of ten days before your proposed activity begins.** The LPDC will review your request. You will be notified whether or not your application is approved. Please keep in mind that not all proposals are approved upon first application. An unapproved application may be modified and resubmitted a minimum of five days prior to the beginning of the activity to ensure the LPDC's opportunity to reconsider it.

B. Individual Professional Growth Activities:

Approved activities that are quantified through CEUs or contact hours may count toward license renewal. These are listed on the Activities Guidelines Chart found on page 11-12 of this document. Page 14 of the LPDC handbook will guide you through the process of applying for CEUs. **NOTE:** For license renewal, all work must apply to the certificate you are seeking to renew. Just as a university offers many credit earning activities that do not apply to your degree, many activities may be approved for CEUs that do not apply to your license. Therefore, if in doubt, **always have such credits pre-approved through the LPDC.** It is the only way to be sure that your work will count.

What kinds of activities will be approved for CEU credit?

Refer to the Professional Development Standards for License Renewal described on page 6 of the LPDC handbook. More information is available in your OTES binder. The intent of CEU credit is to participate in activities that update and improve professional practice. **Therefore, the duties of your position (i.e., grading papers, supervising students, lesson plans, etc.) may NOT be included in a CEU application.**

How are CEUs calculated?

One CEU = Ten contact hours. CEUs may be earned in tenths; however, no activity will be accepted for less than 0.1 CEUs, and most should be 0.5 CEUs or more. For example, a workshop that meets for three two-hour sessions would equal 0.6 CEUs.

Activity Guidelines Chart

Through the development of the OTES Professional Growth Plan, educators have far greater flexibility in selecting the types of professional development activities that are meaningful to them. For example, the following activities could be incorporated into your plan and could be approved by the LPDC. Approval for the following should be obtained by completing the form on page 14 of this document and submitting it to the LPDC.

NOTE: 18 CEUs/180 Clock Hours are required for initial license issuance or license renewal. Pre-approval is necessary as listed on the chart.

Professional Growth Activities MUST relate to your field of study and enrich your instructional practices.

Activity	Maximum CEUs	CEU Value	Pre-Approval Required?	Verification	Criteria
College courses from accredited universities	No Limit	If applicable	No	Transcript	Must be related to goal, teaching assignment, or area of specialization
Workshops & NLSA endorsed activities	No Limit	1 clock hour = 0.1 CEU	No	CEU Certificate or Certificate of Attendance	Same as above
Mentoring	Up to 6 CEUs per license cycle	1CEU	No	ESC Certificate	Mentor of teacher in the Resident Educator Program
Professional Committee	Up to 3 CEUs per license cycle	1 clock hour = 0.1 CEU	Yes	List of PD/Time Log; initialed by committee chair	Service on county, state, or national formal committee related to field of study
National Board Certification	18 CEUs per license cycle; max. 36 CEUs	18 CEUs for completion; 1-15 for participation without completion	No	National Board Certificate; OR list on PD Log, initialed by building principal	Portfolio
Cooperating Teacher for a Student Teacher	Up to 6 CEUs per license cycle	1.5 CEUs per semester; 1 CEU per quarter	No	List on PD/Time Log; initialed by building principal	Must be related to goals or area of specialization

Activity	Maximum CEUs	CEU Value	Pre-Approval Required?	Verification	Criteria
Educational Project	Up to 6 CEUs per license cycle	1 clock hour = 0.1 CEU	Yes	List of PD/Time Log; initialed by building principal	Must apply educational skills and knowledge toward project development
Self-Directed Educational Development	Up to 6 CEUs per license cycle	1 clock hour = 0.1 CEU	Yes	List of PD/Time Log; initialed by building principal	May include Book Study (min. of 3 people), research; MUST enhance individual's work in the profession or contribute to area of specialization
Professional Presentation	Up to 6 CEUs per license cycle	1 clock hour = 0.1 CEU	Yes	List of PD/Time Log; initialed by building principal	Applies to first presentation of a topic each license cycle
Teaching a College Course	Up to 6 CEUs per license cycle	6 CEUs per NEW class; 3 CEUs per course thereafter	No	List of PD/Time Log; initialed by building principal	Must be related to goal or area of specialization AND outside of the normal school day

Educators are urged to submit any additional proposals that have a professional development focus to the LPDC for consideration. When doing so, please consider the following:

Along with increased flexibility in the types of professional development activities that are accepted, there is also an increased emphasis on the needs of the educator, the students, the building, and the district. Each professional development activity that is completed **MUST** be clearly related to the area of licensure and/or classroom teaching.

NLSD Endorsed Activities/Organizations Providing Pre-Approved CEU Offerings

- Accredited Universities
- American Nurses Association
- American Nurses Credentialing Center
- American School Health Association
- American Speech & Hearing Association
- ASCD
- Athletic Director's Association
- Battelle for Kids
- Buckeye Association of School Administrators
- Bureau of Education & Research
- ESC Offerings for any Ohio County
- Educational Theater Association
- ETSEO/ITSCO
- Institute for Educational Development
- National & State Organizations for Specific Content Areas (NCTE, NCTM, etc.)
- National Association of School Nurses
- National Educational Network
- National Music Educators Association
- OASCD
- Ohio Association of Elementary School Administrators
- Ohio Association of Secondary School Administrators
- Ohio Board of Nursing
- Ohio Counselors Association
- Ohio Department of Education
- Ohio Department of Health
- Ohio Educational Library-Media Association
- Ohio Leadership Advisory Council
- Ohio Music Education Association
- Ohio Nurses Association
- Ohio School Board's Association
- Ohio Speech and Hearing Association
- Ohio theater Alliance
- Regional Professional Development Center
- Regional School Nurse Institute
- Renaissance Learning
- Society for Development Education (SDE)
- State Personnel Development Grant workshops
- Offerings by Title 1

**Ohio Professional Development
New Lexington Schools**

Application for CEU/Contact Hours Credit

Professional Development Program/Title:

Date & Location:

Presenter(s)/Facilitator(s) (Please include name, title, and employer):

Program/Project Goals and Objectives:

Participants will:

Description of Professional Development Experience

Nature of Activity:

Contact Hours:

Numbers of CEUs:

Participant's Role:

This certificate verifies that credit may be provided by the entity listed above for the activity described. The aforementioned entity is responsible for issuing certificates of attendance/completion of all activities. Participants are responsible for conveying this information to their LPDC in a manner consistent with their local guidelines.

Signature of Facilitator/Participant

LPDC Approving Signature

Name of Facilitator/Participant

Name of LPDC Chairperson

Date

Date

CEU/Contact Hour Conversion Chart

Semester Hours	Quarter Hours	CEUs	Contact Hours
1/3	0.5	1	10
2/3	1	2	20
1	1.5	3	30
1 1/3	2	4	40
1 2/3	2.5	5	50
2	3	6	60
2 1/3	3.5	7	70
2 2/3	4	8	80
3	4.5	9	90
3 1/3	5	10	100
3 2/3	5.5	11	110
4	6	12	120
4 1/3	6.5	13	130
4 2/3	7	14	140
5	7.5	15	150
5 1/3	8	16	160
5 2/3	8.5	17	170
6	9	18	180
7	10.5	21	210
8	12	24	240
9	13.5	27	270
10	15	30	300
11	16.5	33	330
12	18	36	360
13	19.5	39	390
14	21	42	420
15	22.5	45	450
16	24	48	480
17	25.5	51	510
18	27	54	540

Checklist for Application of License Renewal
(Cover Page)

Name: _____

Building: _____

Position: _____

Ohio License ID#: _____

License Renewal Date: _____

Include the following:

- IPDP...Five-Year Professional Growth Sheet signed by building principal
- Professional Development Activities Log
- Official Transcripts, CEUs, Contact Hours, etc.

Professional Development

Log	Total	CEU Equivalence (See Conversion Chart)
Semester Hours		
Quarter Hours		
CEUs		
Contact Hours		
Total Overall CEUs		

Five-Year IPDP Goal

Year One Annual PD Goal	Year Two Annual PD Goal	Year Three Annual PD Goal	Year Four Annual PD Goal	Year Five Annual PD Goal
Goal One:	Goal One:	Goal One:	Goal One:	Goal One:
Goal Two:	Goal Two:	Goal Two:	Goal Two:	Goal Two:
Evidence:	Evidence:	Evidence:	Evidence:	Evidence:
<input type="radio"/> Goal Met <input type="radio"/> In Progress _____ Principal Signature _____ Date	<input type="radio"/> Goal Met <input type="radio"/> In Progress _____ Principal Signature _____ Date	<input type="radio"/> Goal Met <input type="radio"/> In Progress _____ Principal Signature _____ Date	<input type="radio"/> Goal Met <input type="radio"/> In Progress _____ Principal Signature _____ Date	<input type="radio"/> Goal Met <input type="radio"/> In Progress _____ Principal Signature _____ Date

1. Your IPDP runs from the beginning of your license to the next renewal.
2. Your IPDP goal should be a five-year goal. Each year, your professional development goal should help you work towards your IPDP goal.
3. Make your IPDP goal broad. Your yearly professional development will provide the steps towards meeting your goal.
4. Your building principal will sign off on the last day of school "interview", showing you met or are continuing to work on your goal.
5. If you change teaching assignments, alter your yearly goal appropriately.
6. As always, keep a record of your contact hours, CEUs, transcripts of college credits, and your IPDP form.
7. On year five, schedule your IPDP conference with your principal by May 1st. Submit this IPDP form, Professional Activities Log, and your contact hours, CEUs, or transcripts of college credits to your LPDC building representative by May 15th.

OTES Professional Development Activities Log

Name: _____ Years of Current License: _____

	Title	Dates	Standard	CEUs/Contact Hours
Professional Development Activities				
	Title	Dates	Standard	Evidence
Communications <small>(Parents, website, students, colleagues)</small>				
Committees				
Leadership				

Notes/Comments:

Evaluator's Signature _____

Questions and Answers

What if I am employed by the New Lexington School District with an IPDP approved by another district?

Previously employed new hires who hold an Ohio license and who have had course work/activities approved by their previous LPDC during their current renewal cycle shall have his/her course work/activities approved by the NLSL LPDC when accompanied by supporting documentation.

Who keeps track of my LPDC/IPDP records?

Individuals are responsible for maintaining their professional development records and completing necessary paperwork for license renewal. Use the Checklist for Application of License Renewal on page 16 as a guide for preparing and submitting materials to the LPDC.

Will all semester hours “count”?

Courses submitted to the LPDC for license renewal purposes must have met the OTES Standards and must be relevant to the license for which the staff member is seeking renewal.

How do I know if a class or workshop has CEU credit or awards contact hours?

Check the district listings of approved events or submit a proposal for a CEU/Contact Hours event prior to the LPDC meeting preceding it.

Whom do I contact for necessary license renewal documents?

All LPDC documents are available on the NLSL website (nlpanthers.org) under Staff Links and LPDC. The online application to renew your license is available on the Ohio Department of Education website through the SAFE portal.

Go to <http://education.ohio.gov/Topics/Teaching/Licensure/Apply-for-Certificate-License> for information.

Do we have to keep updating our files at the Board Office each time we receive CEU or Contact Hours credit?

No. Each individual will be responsible for keeping track of his/her own portfolio, which will include CEUs earned.

May I submit handwritten forms?

Yes; however, handwritten forms must be written legibly.

Glossary & Definitions

Terminology used in this chapter of the Administrative Code shall be as defined in this rule.

- A. Approved college or university is a college or university which has been approved for the preparation of teachers, administrators, and school employees in pupil personnel services by the State Board of Education.
- B. Approved program is a college or university preparation program that the State Board of Education has determined complies with rules in this chapter and which leads to licensure necessary as a teacher, administrator, or school employee in pupil personnel services.
- C. Chartered nonpublic schools is a nonpublic school which operates under applicable State Board of Education rules and is chartered by the State Board of Education.
- D. Continuing education unit (CEU) is ten contact hours in a professional development program approved by the local professional development committee.
- E. Educator is an individual who has been licensed by the State Board of Education to teach or practice in Ohio schools.
- F. Endorsement of a license is the addition of a teaching area to the license after completion of an approved program of preparation.
- G. Learner is one who gains knowledge, understanding, or skills by study, instruction, or experience; a person who is learning.
- H. License is a document issues by the State Board of Education to an individual deemed to be qualified to teach or practice in Ohio schools.