

East Cleveland City School District

Board of Education

POLICIES AND PROCEDURES MANUAL

**LOCAL PROFESSIONAL
DEVELOPMENT COMMITTEE**



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EAST CLEVELAND CITY SCHOOL DISTRICT LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE

PHILOSOPHY

OUR MISSION

We will provide the children of East Cleveland with the academic and life skills needed for each and every one to be a success in the 21st Century.

OUR CORE VALUES

WE BELIEVE ...

- Each child's uniqueness has value.
- All children have gifts and can learn.
- True learning means the development of the whole child.
- There is no substitute for the meaningful involvement of parents.
- Partnership with the community is essential.
- Creating an environment conducive to learning is key.
- All staff and stakeholders should operate from a basis of respect, trust, and teamwork.
- High quality education is comprehensive education.
- Building skills means taking a step by step approach to what a child is taught.
- In total commitment to student success.

PURPOSE

In 1996, the General Assembly passed Senate Bill 230, authorizing the establishment of Local Professional Development Committees (LPDCs). Such committees are to be established in every school district and chartered nonpublic school by September 1998. The purpose of the committees is to review the course work and other professional activities proposed and completed by educators within the district to determine if the requirements for **renewal** of certificates or licenses have been met.

Based on the Local Professional Development Committee's review, the Ohio Department of Education will continue to issue teaching certificates and licenses, and the certificates and licenses will be valid across the state. Review by a district's Local Professional Development Committee does not mean the educator will be qualified to work only in that district; the certificate or license will be valid for working in any district in Ohio.

STANDARDS FOR COURSEWORK AND EQUIVALENT ACTIVITIES

OHIO ADMINISTRATIVE CODE 3301-24-08

Ohio Administrative Code 3301-24-08 addresses the establishment of Local Professional Development Committees. These Standards state that:

- Each public school district and chartered nonpublic school shall appoint a local professional development committee to oversee and review professional development plans for course work, continuing education units, or other equivalent activities.
- The Local Professional Development Committee shall be comprised of teachers, administrators, and other educational personnel, and a majority of the members of the Local Professional Development Committee shall be practicing classroom teachers.
- School districts shall have the option of collaborating or developing a consortium with other districts or educational service centers in establishing and completing the work of the local professional development committee.
- Chartered nonpublic schools shall also have the option of collaborating with other schools in establishing and completing the work of the local professional development committee.
- Each educator wishing to fulfill the license renewal requirements is responsible for the design of an individual professional development plan, subject to approval of the local professional development committee. The plan shall be based on the needs of the educator, the students, the school, and the school district.
- Each school district shall establish a local appeal process for educators who wish to appeal the decision of the local professional development committee.

The implementation of the Administrative Code 3301-24-08 requires the involvement of the Ohio Department of Education, local Boards of Education, Local Professional Development Committees, and individual educators. The following section delineates the respective responsibilities.

RESPONSIBILITIES OF THE OHIO DEPARTMENT OF EDUCATION

The responsibility of the Ohio Department of Education in any endeavor is to work toward fulfilling its mission — to ensure all students reach high levels of academic achievement. With regard to Senate Bill 230 the Ohio Department of Education is responsible for ensuring that technical assistance and resources are available and accessible to help districts build capacity to successfully implement Local Professional Development Committees.

The Department will, in an ongoing manner: (1) interact with educational agencies about the meaning, expectations, and needs in relation to implementing LPDCs; (2) ensure that its own staff members develop the knowledge and competence necessary to help districts implement LPDCs; (3) provide high-quality technical assistance and resources to support the implementation of LPDCs, and (4) provide consultation with regard to connecting professional development to systemic improvement.

The Ohio Department of Education will continue to play a vital role in the credentialing of educators in Ohio and will work with the State Board of Education to implement the new Teacher Education and Licensure Standards.

In addition, the Ohio Department of Education will:

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

RESPONSIBILITIES OF THE LOCAL BOARD OF EDUCATION

Senate Bill 230 stipulates that local Boards of Education are responsible for establishing the structure of the Local Professional Development Committees within the context of existing collective bargaining agreements specific to LPDCs.

In districts with no exclusive representative and in districts with an exclusive representative where the collective bargaining agreement does not specify a structure for the committee, the local Board of Education must establish:

- The structure, including the number of members
- The scope of the committees (*district, building, grade-level, etc.*)
- Length of terms of committee members
- The manner of filling vacancies
- The frequency and time and place of meetings

Districts with an exclusive representative where the collective bargaining agreement does not specify a structure for the committee, must also establish:

- The specific administrative members on the committee

Districts with no exclusive representative must also:

- Prescribe the conduct of elections for LPDC members
- Provide notice to all affected district employees within 30 days of the anniversary date upon which the current structure was established, if the structure is to be modified.

RESPONSIBILITIES OF THE LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE

As indicated in statute and in Standards, Local Professional Development Committees are responsible for reviewing and approving course work and other professional development activities that educators propose to complete for the purpose of license renewal. To carry out this responsibility, the LPDCs need to:

- Establish operating procedures for the submission and review of professional development plans by educators in the district or school.
- Clearly establish the criteria by which the LPDC will review educators' professional development plans.
- Consistently abide by the LPDCs established operating procedures and criteria when reviewing educators' professional development plans.
- Develop the format for an Individual Professional Development Plan for use by educators as they renew their licenses.
- Ensure that educators' course work and other professional development activities must meet the standards for renewal of certificates or licenses.
- Keep records of the LPDCs decisions regarding educators' professional development plans.
Note: Legal counsel for the Department of Education has indicated that since there is no specific exemption in law, LPDCs need to operate under the Sunshine Law. LPDCs may choose to follow their local Board of Education's policies and procedures on meetings and personnel records and review or may wish to seek advice concerning these laws from legal counsel.
- Establish a local appeal process for educators who wish to appeal the decision of the LPDC.

RESPONSIBILITIES OF THE EDUCATOR

Educators who are working under provisional (4-year) certificates, professional (8-year) certificates, or professional (5-year) licenses are responsible for meeting the requirements for renewal of those certificates or licenses. Educators, who are scheduled to renew their certificates after January 1, 1999, must work with their Local Professional Development Committees to complete the renewal process.

Local Professional Development Committees will develop procedures for reviewing professional development. However, each educator will have the opportunity and responsibility to (1) develop and implement his or her professional development plan, (2) document his or her professional development and maintain a record of such work, and (3) follow renewal procedures and timelines. Such an opportunity allows the individual educator to take responsibility for his or her own growth by creating a plan and engaging in relevant professional development. The East Cleveland City Schools Local Professional Development Committee expects that approved professional development activities are over and above the normal daily work expectations.

Educators wishing to renew a 4-year certificate after January 1, 1999 must:

- Meet the 1987 Standards for renewing a 4-year certificate
- Work with the LPDC for approval of Continuing Education Units
- Work through the LPDC for verification that the requirements in the 1987 Standards have been met
- Submit the renewal application to the Department of Education with the LPDCs verification signature

Note: 4-year certificates may be renewed until September 2, 2002.

Educators wishing to renew an 8-year certificate after January 1, 1999 must:

- Meet the 1987 Standards for renewing an 8-year certificate
- Work through the LPDC for approval of Continuing Education Units
- Work through the LPDC for verification that the requirements in the 1987 Standards have been met.
- Submit the renewal application to the Ohio Department of Education with the LPDCs verification signature.

Note: 8-year certificates may be renewed until September 1, 2006.

Educators wishing to convert to or renew a 5-year license must:

- Complete an Individual Professional Development Plan (IPDP) and obtain approval for the plan from the LPDC.
- Work with the LPDC for approval of Continuing Education Units and equivalent activities.
- Work through the LPDC for verification that the requirements in the 1998 Standards have been met.
- Prepare the renewal application to the Ohio Department of Education with the LPDCs verification signature for submission by the district's personnel office with the appropriate fee.

Educators wishing to upgrade their certificates from provisional (4-year) to professional (8-year) or from professional to permanent should apply directly to the Ohio Department of Education. Local Professional Development Committees will not be involved in the upgrading of certificates under the 1987 standards.

The requirements for renewing the certificates and licenses mentioned above are explained more fully in, “*Requirements for Renewing Certificates and Transitioning to Licenses.*” This text is available in [A Resource Guide for Establishing Local Professional Development Committees.](#) Copies may be obtained from the Ohio Department of Education. Call (614) 466-2761 or write to Ohio Department of Education, 65 South Front Street, Columbus, OH 43215-4183.

As educators transfer to the new teaching license, they will become subject to the new 1998 Teacher Education and Licensure Standards. Under the new licensure standards, educators must:

- Develop an Individual Professional Development Plan
- Base the IPDP on the needs of the district, the school, the educator, and the students
- Submit the IPDP to the LPDC for approval prior to completion of the plan's activities
- Maintain their own records and document that the activities within the IPDP have been completed

REQUIREMENTS FOR RENEWAL

RENEWING A PROVISIONAL OR PROFESSIONAL CERTIFICATE

After September 1, 1998, all educators holding a provisional (4-year) certificate may renew that certificate one time prior to September 2, 2002, by meeting the 1987 standards. Likewise, educators holding a professional (8-year) certificate may renew that certificate one time prior to September 1, 2006, by meeting the 1987 Standards.

The establishment of LPDCs changes the process educators undergo to renew their certificates, but it does not change the requirements specified in the 1987 Standards. When reviewing educators' requests for renewal under the 1987 Standards, the LPDC must evaluate according to the requirements in the 1987 Teacher Education and Certification Standards.

It is the responsibility of the LPDC to determine that:

- Course work has been completed at a college or university approved by the Ohio Board of Regents to grant the baccalaureate degree or the equivalent if completed out of state.
- CEUs completed prior to July 1, 1998, are Ohio Department of Education approved.
- Professional development activities participated in after July 1, 1998, meet the requirements established by the LPDC.
- All course work, CEUs, and other professional development activities are completed after the latest issue date of the certificate to be renewed.

Successful completion of course work, ODE-approved CEUs, and locally approved professional development activities must be verified by the authorized signature of the designated LPDC member on the educator's application for renewal.

Verification of full time teaching experience remains the responsibility of the superintendent of the school district. This information is verified by the authorized signature of the superintendent or official designee on the renewal application form. This signature verifies that the employment information given by the educator in Section 1 of the application form is true and correct.

The requirements for renewal of a 4-year provisional certificate are:

- Completion of six (6) semester hours of college course work, or completion of eighteen (18) Continuing Education Units (CEUs) since the issuance of the latest renewal. One semester hour (or three (3) CEUs) may be deducted for each year of satisfactory work experience under the certificate to be renewed.

The requirements for renewal of an 8-year professional certificate are:

- Completion of twelve (12) semester hours of college course work which shall be at the graduate level for individuals with certification requiring a master's degree, or completion of thirty-six (36) Continuing Education Units (CEUs) since the issuance of the latest renewal. The requirements may be reduced by one semester hour or three CEUs for each year of successful experience under the certificate to be renewed.

Course work and CEUs may be mixed using the formula one (1) semester hour equals three (3) CEUs. One (1) semester hour equals 1.5-quarter hours. Substitute teaching of at least 120 days in a school year may be counted as a full year of teaching in order to reduce the requirement by one semester hour or three CEUs.

Course work for renewal of Ohio certificates must be completed at a college or university approved by the Ohio Board of Regents to grant the baccalaureate degree or the equivalent if completed out of state. Professional education course work must be completed at an institution approved by the State Board of Education for teacher education.

SUBMITTING APPLICATIONS TO ODE

Upon determination that all requirements for renewal have been met, the application form signed by the superintendent, the verification worksheet signed by the LPDC, and the proper fee should be forwarded to the Ohio Department of Education for issuance of the certificate.

AFTER THE GRACE RENEWAL HAS BEEN ISSUED

After educators have exercised their grace renewal under the 1987 Standards, they must begin to work with the LPDC to develop an approved Individual Professional Development Plan. Persons with 8-year professional certificates will have eight years to submit a plan, gain LPDC approval, and complete the requirements to transition to a five-year professional license.

UPGRADES OF CERTIFICATES

LPDCs will not be involved in upgrading certificates. Educators will be permitted to upgrade a 4-year provisional certificate to a professional certificate until September 2, 2002; and to upgrade an 8-year professional certificate to a permanent certificate until September 1, 2003. These upgrades will be handled entirely by the Ohio Department of Education under the 1987 Standards.

RENEWALS OF OTHER CERTIFICATES, LICENSES, AND PERMITS

Renewals of 4-year provisional certificates, 8-year professional certificates, and 5-year licenses, for educators employed in Ohio schools at the time of applications are submitted through the LPDC. All other certificates, licenses, and permits are submitted to the Ohio Department of Education for evaluation and issuance and do not require the approval of an LPDC. This would

include certificates such as temporary certificates, educational aide permits, adult education, one-year vocational, initial certificates/licenses, and applications to add teaching fields to existing certificates and licenses.

TRANSITION TO A LICENSE

Educators may elect to make the transition to the 5-year license at the time their certificate expires in 1998 or thereafter, or they may choose to renew once, after September 2, 1998, under the 1987 Standards. After the grace renewal under the 1987 Standards, educators will then be required to transfer to a license when the certificate expires.

When making the transition to the 5-year license, educators must meet the requirements in the new Teacher Education and Licensure Standards. That is, they must complete an Individual Professional Development Plan, have it approved by the Local Professional Development Committee, and meet the professional development requirements using a combination of coursework and CEUs that is equivalent to six semester hours or 18 CEUs. (One semester hour equals 3 CEUs.)

Note: Course work and professional development requirements may not be reduced by the number of years of work experience.

Note: Other professional development activities may be counted toward the renewal requirements if approved by the LPDC and converted to CEUs.

TRANSITION DATES AND DEADLINES

- The holder of a provisional certificate prior to September 1, 1998, may renew once after September 1, 1998, under the 1987 Standards until September 2, 2002; then change to the 5-year license when that certificate expires by meeting the new license renewal requirements.
- The holder of a professional certificate prior to September 1, 1998, may renew once after September 1, 1998, under the 1987 Standards until September 2, 2006; then change to the 5-year license when the certificate expires by meeting the new license renewal requirements.
- The holder of a permanent certificate does not need to renew.

SUBSTITUTES

Substitute licenses will be issued by the Ohio Department of Education. Educators working under substitute licenses are not required to develop an Individual Professional Development Plan and do not work through the Local Professional Development Committee.

Substitute teachers who hold standard 4-year provisional certificates, 8-year professional certificates, or 5-year licenses may request to work through their district's LPDC, or may apply directly to the Ohio Department of Education following the procedures outlined below for educators who are not employed in schools.

LPDCs may choose to include substitute teachers who are employed in the district and who hold standard Ohio teaching certificates. Otherwise, substitute teachers renew with course work through the Ohio Department of Education.

INDIVIDUALS WHO ARE NOT EMPLOYED IN SCHOOLS

Individuals who are not employed in Ohio schools at the time their certificate or license expires must apply directly to the Ohio Department of Education for renewal. Since there would be no Local Professional Development Committee to review the “other professional development activities” for CEU credit, educators in this situation will be able to count only course work toward the renewal requirements.

INDIVIDUALS EMPLOYED IN OTHER EDUCATIONAL ENTITIES

Efforts are underway to permit other educational entities such as Boards of Mental Retardation and Developmental Disabilities, Special Education Regional Resource Centers, colleges and universities, etc. to establish Local Professional Development Committees. If such authorization is granted by the legislature, employees of such agencies will be able to work through the LPDC process.

EDUCATORS WHO ARE LICENSED BY OTHER PROFESSIONAL BOARDS

Under the 1998 Standards, physical therapists, school social workers, audiologists, speech-language pathologists, school nurses, and occupational therapists are required to maintain licensure through the other professional boards in that area. 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.

CONTINUING EDUCATION UNITS

The Ohio Department of Education will no longer approve CEU providers or grant CEU credit after June 30, 1998. After that time, CEU credit will be determined locally by LPDCs.

Please note that ten (10) contact hours = 1 CEU.

The Ohio Department of Education will maintain records of the CEUs that are earned by June 30, 1998. An educator will not lose any of the ODE-approved CEUs he or she has earned. A record of these CEUs may be accessed through the Department of Education web site.

Since LPDCs were not required to be in place prior to September 1998, committees will need to establish a process for crediting workshops and classes taken by educators during the months of July and August 1998. East Cleveland educators were to have retained documentation.

ROLE OF PROFESSIONAL DEVELOPMENT PROVIDERS

LPDCs may choose to work with professional development providers to develop meaningful, relevant programs that are accessible to local educators. In turn the providers may consider the following in order to facilitate the awarding of credit for the participants in their programs:

- Create an informational letter/brochure that communicates the types of professional development services offered.
- Provide clear, detailed information in publicity materials for specific programs, including the goals and objectives of the program, types of activities included, and the contact time.
- Conduct a needs assessment of members and/or target audience to ensure that program offerings match local and individual needs.
- Provide participants with a certificate of participation, including the goals and objectives of the program, types of activities included, and the contact time, which can be submitted to the LPDC as verification.

**FOUR WAYS TO RENEW
TO BE COMPLETED WITHIN THE FIVE YEAR RENEWAL CYCLE**

	REQUIREMENTS	VERIFICATION OF COMPLETION												
ACCUMULATE 6 SEMESTER HOURS	<p>Coursework for semester hours <i>must meet the East Cleveland City Schools Standards and Guidelines for professional development.</i></p> <p>Coursework must be taken at an NCATE or ODE accredited college or university.</p>	Transcript indicating successful completion.												
ACCUMULATE 18 CEUS	<p>CEU activities <i>must meet the East Cleveland City Schools Standards and Guidelines for Professional Development</i></p> <p>CEU activities must have been endorsed by the LPDC.</p>	Certificate of completed participation signed by presenter or provider representative.												
ACCUMULATE 18 CEU CREDITS OF OTHER APPROVED ACTIVITIES	<p>Other approved activities <i>must meet the East Cleveland City School District Standards and Guidelines for professional development.</i></p> <p>Individuals designing “other activities” must prepare a proposal outline of the planned activities and the number of CEU hours requested. The project must be organized following the descriptions listed in the “other approved activities” section.</p>	<p>A log of relevant activities having the signature of either the building staff development committee, or</p> <p>A sponsoring administrative representative, or</p> <p>A completed product and summary of conclusions.</p>												
ACCUMULATE 18 CEU CREDITS USING A COMBINATION OF THE FIRST THREE WAYS	<p>Requirements and verifications for each type of activity included in a combination proposal must follow the previous descriptions.</p> <p>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.</p>													
	<p>A sample Combination Project might include:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">2 Semester Hours</td> <td style="width: 5%; text-align: center;">=</td> <td style="width: 45%;">6 CEUs</td> </tr> <tr> <td>Accumulated CEU Workshop Activity</td> <td style="text-align: center;">=</td> <td>5 CEUs</td> </tr> <tr> <td>“Other Approved Activities”</td> <td style="text-align: center;">=</td> <td>7 CEUs</td> </tr> <tr> <td style="text-align: right;">TOTAL</td> <td style="text-align: center;">=</td> <td>18 CEUs</td> </tr> </table>	2 Semester Hours	=	6 CEUs	Accumulated CEU Workshop Activity	=	5 CEUs	“Other Approved Activities”	=	7 CEUs	TOTAL	=	18 CEUs	
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INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN

An Individual Professional Development Plan (*IPDP*) identifies an educator's goals for learning. The IPDP development process enables educators to reflect upon their practice and to take responsibility for their continued professional development.

Professional development will be defined as a course (*undergraduate or graduate*), educational activity, inservice, or professional experience that enhances the educational expertise of the certificated/licensed staff member in a way as to have educational impact on the school district, the profession, the staff member and/or students in a positive way. Each licensure applicant will prepare an IPDP. In order to renew or upgrade certificates with graduate level courses must be taken. Career and Technical educators should verify coursework with their university.

One of the major responsibilities of the Local Professional Development Committee is to review educator's Individual Professional Development Plans and ensure that the identified goals and strategies are relevant to the needs of the district, school, students, and educator. Such decisions will be based on the district's locally defined criteria.

SUGGESTED GOAL SELECTIONS:

- Implement strategies to improve the learning environment for all students
- Increase technology use in the classroom or assignment
- Expand ways of working with special needs students
- Meet the needs of a diverse population
- Acquire ability to recognize and respond to individual differences in students
- Learn how to implement a variety of teaching methods
- Obtain skills for working with parents, colleagues, support staff and supervisors
- Develop new instructional techniques
- Implement ways to promote positive student behavior
- Develop and implement interdisciplinary curriculum units
- Learn and apply new ways of evaluating student performance as tied to instruction
- Implement inclusion techniques for special education students
- Explore various ways to develop critical thinking skills with students
- Keep up to date with district, state, and federal educational policies and/or laws
- Conduct school or classroom based research
- Develop awareness of what students will need to know in the future and help students to anticipate the future
- Seek and utilize feedback from students to reflect on teaching and incorporate into teaching strategies.
- In order to renew or upgrade certificates, graduate level courses must be taken.
- Career and Technical educators should verify course work with their university.

OTHER APPROVED ACTIVITIES

Possible activities or areas of development that may qualify as professional development and will be measured in Continuing Education Units (CEUs) are:

- ◆ Implementation of innovative practices which enhance student learning such as:
 - Planning instruction
 - Instructional strategies
 - The learning environment
 - Student support
- ◆ Community or business educational improvement activity
- ◆ Design and/or implementation of a new program or curriculum development
- ◆ Participation in a North Central evaluation, building assessment or evaluation, or district self-assessment or any strategic development plan
- ◆ Work in the area of the diversity of learners
- ◆ Leadership role in a professional educational organization
- ◆ Publishing of educational materials
- ◆ Direct involvement in school district improvement
- ◆ Involvement or presentation in workshop, seminar, or inservice

These activities and goals are only a few suggestions.

When designing an IPDP, an educator may consider the following components:

Identify Goals

- How can data be used to develop the goals?
- Do the goals have a focus? (e.g., improved practice, improved student achievement)
- Do the goals reflect the district's and/or school's Continuous Improvement Plan and/or strategic initiatives?
- Do the goals relate to the certificate/licensure area being renewed?
- Do the goals reflect current research regarding quality professional development and educator practice?
- Do the goals reflect new learning and increased personal responsibility?
- Do the goals build a solid foundation of knowledge and skills for growth and movement within the profession?
- Do the goals reflect a balance between personal and professional goals?

Determine Strategies

- Does the school district offer a professional development program/process that can meet some or all of the goals?
- Are there other professional development providers such as Educational Service Centers, Regional Resource Centers, professional associations, colleges and universities, etc., which offer programs that align with the IPDP goals?
- Are there other activities that are not requirements of the position held, which lead to professional growth such as internships or externships, action research, study groups, professional service, and/or publications?
- What on-going support is available?

Accountability

- Is the professional development experience meaningful?
- Can I measure progress toward the achievement of my goals?
- How will I know when my goals have been achieved?
- How will I document my progress using evidence beyond certificates of attendance such as the development of portfolios, documentation of presentations, a reflective journal, copies of committee work, critiques of conferences and workshops, samples of student work, logs, copies of articles, and other documents?
- Can I effectively communicate my plan to the LPDC?

All CEUs will require documentation as to the amount of time spent on the activity via a log, journal or portfolio. Included with the journal should be some tangible product such as, but not limited to, a book, article, report, curriculum proposal, training module, pilot project, software package, summary etc. All professional development documentation must be submitted by February 14th prior to the date of expiration of the Ohio Certificate / License.

Any falsification of any documentation will result in forfeiture of the applicable CEUs and possible failure to meet licensure renewal requirements and will be reported to the Personnel Office.

Each certificated/licensed employee is responsible for maintaining his/her Professional Development records and completing necessary paperwork for license through the Personnel Office of the East Cleveland City School District, which will maintain all files concerning the work of the Committee.

It is important for the employee to have pre-approval of all plans, activities and coursework. Activities that are not pre-approved may not be accepted towards completion of the IPDP.

INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN (IPDP)

PROCEDURES & TIMELINES

AT LEAST TWO YEARS BEFORE YOUR CERTIFICATE EXPIRES:

1. Submit the official form (EC99-3 [Pink]) of your IPDP to the Secretary of the LPDC.
2. The IPDP will be reviewed at the monthly LPDC meeting using Form EC99-4 (*Green*). All six criteria must be met for approval to be granted. If it is pre-approved, you will receive written notice and may begin completing the plan. If it is not approved you will receive a copy of the review form that identifies criteria your plan failed to meet by certified mail.
3. IPDPs that have been returned for clarification may be resubmitted with revisions for a second review within 30 days. Submit the revision to the Secretary of the LPDC. Following the second review, the IPDP shall be accepted or denied. (See Appeals page 21).
4. As activities are completed, you may submit verifications of completion to the LPDC. Your IPDP record will be updated. (***NOTE: You are urged to keep copies of all verification items until the license renewal process is completed.***)
5. When the plan has been completed and the requirements met, notify the LPDC using the Notification of IPDP Completion Form EC99-8 (White) **NO LATER THAN FEBRUARY 14TH OF YOUR RENEWAL YEAR.** The LPDC will notify you as to whether or not you have completed the process.
6. The Office of the Personnel Director will remain the entity that will mail in the Renewal Form (*both for certificate and/or license*) and validate employment. If you have successfully completed your IPDP, you will need to complete the Ohio Department of Education renewal application form and forward it with your check or money order for the renewal fee to the Office of the Personnel Director. This form can be obtained from the Office of the Personnel Director or the Ohio Department of Education. The Committee will be responsible for communicating to the Personnel Office when educators have met the requirements of the IPDP. All fees and applications are the responsibility of the renewal applicant.
7. **All proposed coursework, CEUs, workshops, IPDPs, etc. must be submitted to the Committee by the 15th of the preceding month in order to be reviewed the following month.** The LPDC will review coursework or activity proposals and compilations monthly and return any forms or documentation to the staff member in a timely manner.

APPEALS

STEP 1. APPEALS TO THE COMMITTEE

Appeals may be submitted in writing on Form EC99-6 (*Cherry*) to the LPDC secretary within ten (10) working days after receiving notification of denial. All written appeals will be heard at the next regularly scheduled meeting of the LPDC and will require the educator to be present. The educator will receive written notification of the appeal decision within five (5) working days after the appeals hearing.

STEP II. APPEALS TO THE APPEALS PANEL:

The staff member **may** move to Step II of the Appeals Process if the decision of the Committee and the results of the Step I Appeal are not satisfactory to the staff member. Should Step II be a choice of the staff member, he/she must submit the Step II written appeal within five (5) days of receipt of the written decision of the appeals hearing to the Committee secretary. The Appeals panel will then be created and will be made up of three professionals who will hear the Step II Appeal and determine if the decision of the Committee is to be upheld or reversed. The Appeals Panel will be provided a copy of the LPDC document along with the individual's IPDP for review. Members of the Appeals Panel must be available to meet within ten (10) working days of receipt of the Step II written appeal. In cases of extreme circumstances, the Committee may extend or modify timelines for this Appeals Process.

THE APPEALS PANEL SELECTION PROCESS WORKS IN THE FOLLOWING MANNER:

- ◆ The staff member will choose and contact a certificated professional to serve on an appeals panel and notify the co-chairperson (Personnel Director) of the LPDC.
 - ◆ The LPDC will choose and contact a certificated professional to serve on the panel.
 - ◆ The two chosen panel members will choose a third certificated professional to serve on the panel.
1. The Appeals Panel must hold its Step II Appeals Hearing within five days of verification that three members of this Panel have been chosen. The Panel will provide the LPDC with its written decision within five (5) days of hearing the appeal at Step II on Form EC99-6 (*Cherry*).
 2. Communications will be coordinated through the Personnel Office.
 3. The appeal process provided in the LPDC Policies and Procedures Manual shall not preclude any appeals process established under state law, but must be the first pursued.

Members of the LPDC shall be indemnified for action related to the proper performance of their duties as members of the Committee, should such indemnification be permissible under the school district's liability plan. The East Cleveland City School District shall not assume responsibility for any liability not covered under such plan or deriving from improper performance of duty.

RECIPROCITY

The East Cleveland City Schools LPDC shall accept other district approved IPDPs.

Continuing Education Units already accumulated and approved will be credited, whereas remaining CEUs shall fall under East Cleveland City School District guidelines.

Exceptional cases are subject to LPDC review and the subsequent appeal process.

AMENDING POLICIES, PROCEDURES, AND GUIDELINES

The LPDC shall amend the procedures and guidelines as deemed necessary.

Proposed amendments shall be read one meeting prior to a vote at the next meeting.

The LPDC standards, guidelines, operating procedures, forms, etc. shall be submitted to the Board and the Association for comment prior to adoption.

OPERATIONAL PROCEDURES

COMMITTEE MEMBERS

The LPDC shall be made up of seven (7) members; four of whom are teachers appointed by the Association President; two administrators employed by the district and the personnel director, appointed by the Superintendent or designee. Each committee member must have a minimum of three years experience and demonstrate a belief in lifelong learning as evidenced by professional development records/documentation.

The District shall provide the committee with a secretary.

COMMITTEE MEMBER TERMS

Teacher and building administrator committee members may serve a three-year term; members may rotate off the committee each year. The administrator from the Personnel Office will be a standing member. The ECEA President will also be a standing member. At all times the East Cleveland City School District LPDC shall have a majority of teacher members.

Terms shall run from July 1 to June 30 of the corresponding years.

Teacher vacancies shall be posted. The ECEA president shall appoint from the responses.

Committee members who discover they are unable to complete their term may withdraw by notifying the LPDC in writing 30 days in advance. The committee member who misses three consecutive meetings may be removed by a majority vote of the committee.

COMMITTEE MEMBERS TRAINING AND COMPENSATION

Committee members shall be compensated \$80.00 for each meeting. Compensation shall be paid in January and June.

LPDC members can receive credit toward their own Professional Development Plan by serving on the committee. For each year of service on the LPDC during the staff member's renewal cycle, staff members serving on the committee will earn 30 CEUs to be used towards his/her requirements for licensure/renewal.

The committee will follow the District's Professional Development Procedures. Expenses incurred for workshop registration, travel, lodging, per diem and substitutes shall be charged to the LPDC budget.

LPDC MEETINGS

The administrator of the Personnel Office shall call the initial meeting of the school year. At this initial meeting the committee shall elect co-chairpersons.

The responsibilities of the co-chairperson are to conduct LPDC meetings, communicate information to the members of the LPDC, represent the LPDC at meetings of other stakeholder organizations and ensure vacancies on the LPDC are filled in accordance with selection rules.

LPDC will meet in accordance with the Sunshine Laws. Executive sessions will be convened to discuss the IPDP's, as personnel matters. Actions of the LPDC will be made in public meetings.

It is the responsibility of the secretary to maintain minutes of action taken during LPDC meetings, notify applicants of acceptance, resubmission, or denial status of individual professional development plans and/or proposals for credit. The secretary is a non-voting permanent member of the committee.

Meetings shall be held on a monthly basis, the 2nd Thursday of the month. Meetings in July may be scheduled as needed. Meetings begin at 4:00 p.m. and end at 6:00 p.m.

Minutes of each meeting shall be recorded, distributed to members for review prior to the next meeting and filed in the Personnel Office.

A quorum shall be five of the seven committee members to conduct LPDC business.

An official vote must be a majority vote.

When reviewing an administrators' documents, one teacher member will refrain from voting.

A committee member shall excuse him/herself from reviewing/voting on his/her own IPDP or activity proposals or in any other occasion of conflict of interest.

All discussions, voting and records regarding reviews and evaluations of IPDPs shall be kept as confidential as permitted by law.

RECORD MAINTENANCE

Voting records for IPDPs shall only be recorded as accepted, returned for clarification, or denied.

PRIOR TO AUGUST 31, 1998

Relevant semester credit hours and CEUs earned prior to August 31, 1998 will be approved on a retroactive basis, with the condition that they were earned during your current certification renewal period. **ONLY "OTHER APPROVED ACTIVITIES" INITIATED ON OR AFTER SEPTEMBER 1, 1998 WILL BE ELIGIBLE FOR APPROVAL BY THE LPDC.**

GLOSSARY OF DEFINITIONS

ADMINISTRATOR	An individual working under the following certificate or license: Principal License, Administrators Specialist License, Superintendent License, Principal Certificate, Educational Administrative Specialist Certificate, Assistant Superintendent Certificate, Superintendent Certificate
APPROVED INSTITUTION	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.
APPEAL PROCESS	The process by which an educator can have the decision of the LPDC reviewed.
CEU	Continuing Education Credit is ten (10) professional development contact hours approved by a Local Professional Development Committee.
CERTIFICATE	A document issued by the State Board of Education to an individual who is deemed to be qualified, under the 1987 Teacher Education and Certification Standards, to teach or practice in Ohio schools.
CONTACT HOURS	The direct clock hours spent engaged in a professional development activity.
CHARTERED NONPUBLIC SCHOOL	A nonpublic school which operates under applicable State Board of Education rules and is chartered by the State Board of Education.
EDUCATOR	An individual who has been certified or licensed by the State Board of Education to teach or practice in Ohio schools.

EQUIVALENT ACTIVITY

Professional development activities that go beyond traditional workshops and course work to job-related activities.

GRACE RENEWAL

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

**IPDP
(INDIVIDUAL PROFESSIONAL
DEVELOPMENT PLAN)**

An individual plan that defines and directs an educator's professional development and which links the professional development to the needs of the district, the school, the students, and the educator.

ISSUING AGENCY

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

**LPDC
(LOCAL PROFESSIONAL DEVELOPMENT
COMMITTEE)**

Committees established by local school districts and nonpublic-chartered schools to oversee and review professional development plans, course work, continuing education units, and equivalent activities for the purpose of renewal of certificates and licenses.

LICENSE

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

PERMANENT CERTIFICATE

A certificate that is good for the tenure of an educator's career and does not require further work for certification nor conversion to a license.

**PROFESSIONAL DEVELOPMENT
PORTFOLIO**

A collection / documentation of an individual's professional development activities.

RECIPROCITY

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

APPENDICES

INFORMATION SHEET
How To Maintain Credentials

1987 Certification Standards

Certificate Renewal or Conversion

Prior to 9/1/98

**Provisional Renewal
(4 Year)**

6 semester hours or 18 Continuing Education Units (CEUs) or combination: reduced one semester hour or 3 CEUs for each year of teaching under the certificate to be renewed.

**Conversion to Professional
(8 Year)**

3 years experience and 30 semester hours since issuance or if master's degree is held at issuance, master's degree + 6 semester hours.

**Professional Renewal
(8 Year)**

12 semester hours or 36 CEUs or combination; reduced one semester hour or 3 CEUs for each year of teaching under the certificate to be renewed.

Conversion to Permanent

5 years experience under 8-year certificate plus 12 semester hours earned since issuance of professional and master's degree.

Permanent

Must have by 2003

(No further requirements for certification and no need to convert to a license).

Ohio Department of Education
March 1997

For Certificate Holders

The Provisional

(4-year) certificate may be renewed one time under prior certification standards after 9/1/98, and before 9/2/02

The Professional

(8-year) certificate may be renewed under prior standards until 9/2/06

After the one renewal and prior to expiration of the renewed certificate, 6 semester hours, 18 CEUs or approved equivalent activities must be completed to qualify for the issuance of the first Five-Year License.

The Provisional Certificate may (if eligible) be converted to a Professional certificate under the prior certification standards before 9/2/02.

The Professional certificate may (if eligible) be converted to a Permanent certificate under the prior certification standards before 9/2/03. After that date, permanent certificates will no longer be issued.

Persons certificated under prior standards maintain their subject areas and grade levels under the Five-Year Professional License.

Licensure Standards

License Renewal Under Standards

Effective January 1, 1998

**Provisional License
(2 Year)**

Required for entry year, may be used for substitute teaching. 3 semester hours to renew (6-9 hours if lapsed)

**Professional License
(5 year)**

Provisional license plus successful completion of Entry Year Program and performance assessment.

**Professional License
(5 year)
First Renewal**

6 semester hours or 18 CEUs or approved equivalent activities or combination approved by local professional development committee (LPDC).

**Professional
(5 year)
Second Renewal**

Master's degree or 30 semester hours or graduate credit; if master's degree already obtained — 6 semester hours or 18 CEUs or approved activities (LPDC). Those who held certificates under previous standards are exempted from the master's degree or 30-semester hour requirement for second renewal, but still need the 6 hours, 18 CEUs or equivalent activities.

**Professional
(5 year)**

Further renewals
6 semester hours or 18 CEUs or approved activities (LPDC).

INFORMATION SHEET

TRANSITION FROM CERTIFICATION TO LICENSURE

KEY DATES		SEPTEMBER 1, 1998 EFFECTIVE DATE OF NEW STANDARDS	→	SEPTEMBER 2, 2002 LAST DATE 4-YEAR PROVISIONAL CERTIFICATES WILL BE ISSUED OR RENEWED	→	SEPTEMBER 1, 2003 LAST DATE PERMANENT CERTIFICATES WILL BE ISSUED	→	SEPTEMBER 2, 2006 LAST DATE 8-YEAR PROFESSIONAL CERTIFICATES WILL BE RENEWED.
If you hold a provisional certificate prior to September 1, 1998, you can . . .	↙ ↘	<p>Renew once after September 1, 1998 under the current standards until September 2, 2002.</p> <p>Upgrade to a professional 8-year certificate under the current standards until September 2, 2002.</p>	→	<p>Then change to the 5-year license when that certificate expires by meeting the new license renewal requirements.</p> <p>Then change to the 5-year license when that certificate expires by meeting the new license renewal requirements.</p>	→		→	Continue on a 5-year renewal cycle for the rest of your career.
If you hold a provisional certificate prior to September 1, 1998, you can . . .	↙ ↘	<p>Renew once after September 1, 1998, under the current standards, until September 2, 2006.</p> <p>Upgrade to permanent certificate under the current standards until September 1, 2003.</p>	→	Then change to the 5-year license when that certificate expires by meeting the new license renewal requirements.	→		→	Continue on a 5-year renewal cycle for the rest of your career.
If you hold a permanent certificate prior to September 1, 1998, you can . . .	→	Continue working under the permanent certificate the rest of your career.	→					

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

**For example, if an 8-year professional certificate is renewed in 2006, it will be valid until 2014, and then would be converted to a 5-year professional license.*

**EAST CLEVELAND CITY SCHOOLS
LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE**

Professional Activity Menu

ACTIVITY	CEUS PER ACTIVITY	TOTAL CEUS PER CYCLE	VERIFICATION	CRITERIA
Workshops	N/A	No Limit	CEU Certificate Certificate of Participation	Time spent in professional development related activities
Mentoring	2	6 CEUs per license cycle	Certificate of Completion / Approved	Mentor of teacher or administrator in District Entry Year Program
Curriculum Development	2	6 CEUs per license cycle	Verification of Completion	Service on local, county, state or national formal committee
Professional Committee	2	6 CEUs per license cycle	Activity Verification Form/ Documentation of position/description & office held	Service on local, county, state, or national formal committee
Grant Writing	1	3 CEUs per license cycle	Copy of grant proposal submitted with Superintendent's signature	Not dependent on award of grant. Planning and preparation only, not for management of grant
Teaching Portfolio	1	1 CEU per license cycle	Keep portfolio	Must satisfy license renewal standards
Publication	Pre-Approval for Content	9 CEUs per license cycle	Copy of the publication	Must contribute to the education profession and be commercially published
Peer Observation	.1 per hour	1 CEU per license cycle	Reflection Journal	Not part of the mentoring program Relates to District/Building Goals and/or IPDP
National Board of Professional Teaching Standards ASHA/NASP	18	18 CEUs per license cycle	National Board Certification, or Activity Verification Form for participation only	Must be related to IPDP goals
Curriculum Council	1	2 CEUs per license cycle	Verification of completion	Service on District committee
Professional Vocational Board Certification	2	6 CEUs per license cycle	Certificate of Completion	Time in course-work / clinics for test preparation purposes only

ACTIVITY	CEUs PER ACTIVITY	TOTAL CEUs PER CYCLE	VERIFICATION	CRITERIA
Cooperating Teacher for a Student Teacher	2	6 CEUs per license cycle	Activity Verification Form	Appointed by College and District
Internship Supervision	2	6 CEUs per license cycle	Activity Verification form	Appointed by Superintendent
Cooperating Teacher for a Practicum Teacher	1	3 CEUs per license cycle	Activity Verification Form	Appointed by College and District
Teaching a College Course/ Workshop	2	6 CEUs per license cycle	Activity Verification Letter from College/University	Applies to the first presentation of a class each license cycle.
Professional Presentation	.5 per hour	1 CEU per license cycle	Activity Verification Form and Agenda signed by Principal	Applies to the first presentation of a class each license cycle.
Educational Project		No Limit	Activity Verification Form	Must apply educational skills and knowledge toward the development of a project. Hours for planning and preparation only.
Self-Directed Educational Development		3 CEUs per license cycle	Activity Verification Form	May include professional reading, research, and educational travel. Must enhance individual's work in the profession or contribute to educator's area of specialization
Externship		6 CEUs per license cycle	Activity Verification Form	Must enhance individual's work in the profession or contribute to educator's specialization.
18 CEUs / 180 Clock hours are required for license renewal / initial issuance				
Pre-approval is strongly recommended for all activities.				

**EAST CLEVELAND CITY SCHOOL DISTRICT
PROFESSIONAL DEVELOPMENT REPORT**

APPROVED PROFESSIONAL DEVELOPMENT PROVIDERS

THIS LIST IS NOT INCLUSIVE.

American Association of School Administrators (AASA)
Association for Supervision and Curriculum Development (ASCD)
Association of School Business Officials
Auditor of the State of Ohio
Buckeye Association of School Administrators (BASA)
Council for Exceptional Children (CEC)
Cuyahoga County Educational Services Center
East Cleveland City Schools Professional Development Activities
East Cleveland Education Association (ECEA)
Government Finance Officer's Association
National Association for Gifted Children (NAGC)
National Association of Administrators
National Association of Educational Service Center Administrators
National Association of School Personnel Administrators
National Association of School Psychologists (NASP)
National Council for the Social Studies (NCSS)
National Council of Teachers of English (NCTE) & related organizations
National Council of Teachers of Mathematics (NCTM) & related organizations
National Education Association (NEA)
North East Association of Colleges and Schools (NCA)
North East Regional Educational Laboratory (NCREL) & related organizations
Northeast Ohio Association of School Personnel Administrators
Northeast Regional Professional Development Center (NRPDC)
Northeastern Ohio Education Association (NEOEA)
Ohio Approved Certification / Licensure Colleges & Universities
Ohio Approved Programs from other states
Ohio Association for Gifted Children (OAGC)
Ohio Association of Elementary School Administrators (OAESA) & related organizations
Ohio Association of Pupil Services Administrators (OAPSA)
Ohio Association of School Personnel Administrators (OASPA) & related organizations
Ohio Association of Secondary School Administrators (OASSA)
Ohio Association Supervisors and Work Study Coordinators (OASWSC)
Ohio Board of Regents
Ohio Council for the Social Studies (OCSS)
Ohio Council of Teachers of English and Language Arts (OCTELA) & related

organization
Ohio Department of Education (ODE)
Ohio Education Association (OEA)
Ohio Educational Library Media Association (OELMA)
Ohio Federation of Teachers (OFT)
Ohio Psychologists Association (OPA)
Ohio Regional Professional Development Centers (RPDCs)
Ohio School Boards Association (OSBA)
Ohio School Counselors Association (OSCA)
Ohio School Psychologists Association (OSPA)
Ohio School Speech Pathology Educational Audiology Coalition (OSSPEAC)
Ohio SchoolNet Office
Ohio Speech Hearing Association (OSHA)
Ohio State Board of Education (OSBE)
Other State Departments of Education
Phi Delta Kappa
School Employees Retirement System (SERS)
State Teachers Retirement System (STRS)
Treasurer of the State of Ohio
United States Department of Education (USDOE)

EAST CLEVELAND CITY SCHOOLS

BOARD OF EDUCATION MEMBERS

Judge Una H.R. Keenon, President

Ms. Eve Lynn Westbrooks, Vice President

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Dr. Patricia A. Blochowiak

Ms. Pamela McClarin

**Myrna Loy Corley
Superintendent of Schools**

**Mary Ann Nowak
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Ms Pamela Prince, Director, Federal Programs

Mr. Byron Lyons, Personnel Director

Ms. Shawna LeSure, Superior Elementary School

Ms. Jennifer Weiss, Teacher – Shaw High School

Ms. Karen Winston, Teacher – Chambers Elementary School

Mrs. Alenda Phillips, Teacher – Heritage Middle School

Mrs. Leona Bostick, LPDC Secretary