

THE LPDC UPDATE

Publication of the East Cleveland City School District Local Professional Development Committee

2022-2023

COMMITTEE MEMBERS

India K. Jackson
Director of Human Resource

Laura McLaughlin
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Nim Bryant
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Faith Wentz
Teacher-Mayfair Elementary

Bienvenu Guedou
Teacher-Shaw High

Shawna LeSure
Principal-Mayfair Elementary

Sylvia Cunningham
Executive Secretary-Board of Education

Calendar of LPDC Meetings 2022-2023

The committee meets once a month. The meetings are held the second Thursday of each month at 4 p.m.

September 8, 2022

October 13, 2022

November 10, 2020

December 8, 2022

January 12, 2023

February 9, 2023

March 9, 2023

April 20, 2023

May 11, 2023

June 8, 2023

Forms are due two weeks before each meeting.

Purpose

The purpose of the LPDC Committee 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 has been met.

Based on the Local Professional Development Committee's review, the Ohio Department of Education will continue to issue licenses; licenses will be valid across the state. Review by the East Cleveland City School District Local Professional Development Committee does not mean the educator will be qualified to work only in the East Cleveland City School District; the certificate or license will be valid for working in any school district in Ohio.

The Committee

The meetings are designed to:

- Establish operating procedures for the submission and review of professional development plans by educators in the district or school.
- Establish criteria by which the LPDC will review educators' professional development plans.
- Develop the format for an Individual Professional Development Plan for use by educators as they renew their licenses.
- Establish a local appeals process.

The East Cleveland City School District Local Professional Development Committee (LPDC) is comprised of eight individuals — the East Cleveland Education Association (ECEA) President or designee, the Director of Personnel, two administrators, three ECEA members and a secretary. The secretary is a non-voting member. The Human Resources Director, the ECEA President and the Secretary are permanent members of the committee.

FYI

Professional development shall be required for continued licensure for all educators. It shall be guided 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.

Overview of LPDC Forms

The Revised LPDC Document is now in the hands of the ECEA Membership and the Administrative Staff. (*See the ECEA and District Website*).

The Committee has forms for use by the educator or administrator in planning for CEU's, Courses of Study, etc.

These forms may be obtained by calling the Human Resource Department or accessing forms on the ECEA & District Websites. When completing the forms, be sure to list only one course per form.

After completion, send the form(s) to the Human Resource Department. Remember, ALL course work and credit for CEUs need to be pre-approved.

The final form from the Ohio Department of Education is the **VERIFICATION FORM FOR CERTIFICATION RENEWAL**, which may be obtained from Human Resource Department. [ODE Form LP]

Responsibilities of the Educator

Be informed:

- Meet licensure requirements in a timely manner, including the submittal of the licensure renewal applications;
- Know the professional development and renewal application requirements for educator licensure, including the meaning of license issuance and expiration;
- Choose coursework and other professional development activities that align with the appropriate Ohio Educator Standards, and
- Know Ohio Standards for the Teaching Profession/Principals.

Abide by LPDC operating procedures:

- Follow the LPDC procedures, criteria and timelines for reviews of IPDPs;
- Submit the IPDP for LPDC approval soon after receiving a new or renewed license;
- Obtain LPDC approval of the IPDP *before* engaging in professional development for licensure renewal; professional development that is done either before or outside the scope of an approved IPDP will not be accepted for licensure renewal

Maintain records:

- Keep records of all licensure and LPDC transactions including
- The LPDC review and approval/request for revision of an IPDP
- Transcripts for coursework
- Required documentation for equivalent other activities (EOAs)

Senior Professional/Lead Professional Educator Licensure:

- Keep current master teacher information and/or National Board certification on file

THE FORMS

EC99-1 (Pre-Approval of CEUs)

Completed **prior** to taking workshop / conference; predetermines number of CEUs to be granted

EC99-2 (Pre-Approval of College Course Work)

Completed **prior** to taking course; determines course eligibility for certification / licensure renewal – Revised: Winter 2001

EC99-3 (Individual Professional Development Plan)

Completed and submitted prior to beginning work towards certification / licensure renewal

EC99-4

Notification of approval / non-approval of IPDP. To be completed by LPDC

EC99-5 (Professional Activities Log)

Used to keep track of professional development activities.

EC99-6 (LPDC Appeals Process and Tracking)

Used by employee to appeal a decision made by the LPDC

EC99-7A (CEU Credits for Professional Development Activities)

Used when offering a workshop or activity within the district; pre-determines number of CEUs to be granted

EC99-7B (CEU Credits for Professional Development Independent Activities)

Used when an individual wants to request CEUs for independent activities.

EC99-8 Used to notify LPDC of the individual's completion of IPDP requirements.

EC99-9

Certification of Participation – Given at completion of East Cleveland City Schools LPDC Approved Professional Development Activities.

EC99-10

Certification of Completion — Given at completion of the IPDP by the East Cleveland City Schools LPDC.

Best Practices for Completion of Forms

- Refer to Standards on pages 4 & 5.
- Complete all forms professionally. (i.e. - complete sentence, check grammar)
- State what YOU will do with the knowledge gained from the course in your classroom, in your building and in the District.
- Answers must match the course description and objectives.
- Forms can be submitted early. If you are denied, you can resubmit before the course begins.
- Find Professional Development information and resources on the Web. Go to www.education.ohio.gov.
- Check Ohio's Educators Standards section for future implementation with LPDC requirements and evaluation.

Reminders

- Please remember to sign and date all forms submitted. Forms not completed will be returned.
- Any forms you are turning in to the LPDC for review **MUST** be in the Human Resource Department **TWO WEEKS BEFORE** the date of the monthly meeting (*See list of meeting dates on Page 1*).
- All pre-approval forms must be approved by the LPDC before you **BEGIN** taking a class if your intention is to be reimbursed. See the Master Agreement for language pertaining to Tuition Reimbursement. Contractual language and LPDC language must be followed for reimbursement.

Ohio Standards for the Teaching Profession

Standard 1

Teachers understand student learning and development and respect the diversity of the students they teach.

- Teachers display knowledge of how students learn and of the developmental characteristics of age groups.
- Teachers understand what students know and are able to do and use this knowledge to meet the needs of all students.
- Teachers expect that all students will achieve to their full potential.
- Teachers model respect for student's diverse cultures, language skills and experiences.
- Teachers recognize characteristics of gifted students, students with disabilities and at-risk students in order to assist in appropriate identification, instruction and intervention.

Standard 2

Teachers know and understand the content area for which they have instructional responsibility.

- Teachers know the content they teach and use their knowledge of content-area concepts, assumptions and skills to plan instruction.
- Teachers understand and use content-specific instructional strategies to effectively teach the central concepts and skills of the discipline.
- Teachers understand school and district curriculum priorities and the Ohio academic content standards.
- Teachers understand the relationship of knowledge within the discipline to other content areas
- Teachers connect content to relevant life experiences and career opportunities.

FYI

Ohio Department of Education
25 South Front Street
Columbus, Ohio 43215-4183
1-877-644-6338
contact.center@education.ohio.gov

Standard 3

Teachers understand and use varied assessments to inform instruction, evaluate and ensure student learning

- Teachers are knowledgeable about assessment types, their purposes and the data they generate.
- Teachers select, develop and use a variety of diagnostic, formative and summative assessments.
- Teachers analyze data to monitor student progress and learning, and to plan differentiate and modify instruction.
- Teachers collaborate and communicate student progress with students, parents and colleagues.
- Teachers involve learners in self-assessment and goal setting to address gaps between performance and potential.

Standard 4

Teachers plan and deliver effective instruction that advances the learning of each individual student.

- Teachers align their instructional goals and activities with school and district priorities and Ohio's academic content standards.
- Teachers use information about students' learning and performance to plan and deliver instruction that will close the achievement gap.
- Teachers communicate clear learning goals and explicitly link learning activities to those defined goals.
- Teachers apply knowledge of how students think and learn to instructional design and delivery.
- Teachers differentiate instruction to support the learning needs of all students, including students identified as gifted, students with disabilities and at-risk students.
- Teachers create and select activities that are designed to help students develop as independent learners and complex problem-solvers.
- Teachers use resources effectively, including technology, to enhance student learning.

Standard 5

Teachers create learning environments that promote high levels of learning and achievement for all students.

- Teachers treat all students fairly and establish an environment that is respectful, supportive and caring.
- Teachers create an environment that is physically and emotionally safe.
- Teachers motivate students to work productively and assume responsibility for their own learning. Teachers create learning situations in which students work independently, collaboratively and/or as a whole class. Teachers maintain an environment that is conducive to learning for all students.

Standard 6

Teachers collaborate and communicate with students, parents, other educators, administrators and the community to support student learning.

- Teachers communicate clearly and effectively.
- Teachers share responsibility with parents and caregivers to support student learning, emotional and physical development and mental health.
- Teachers collaborate effectively with the local community and community agencies, when and where appropriate, to promote a positive environment for student learning.

Standard 7

Teachers assume responsibility for professional growth, performance and involvement as an individual and as a member of a learning community.

- Teachers understand, uphold and follow professional ethics, policies and legal codes of profession conduct. Teachers take responsibility for engaging in continuous, powerful professional development.
- Teachers are agents of change who seek opportunities to positively impact teaching quality, school improvements and student achievement.

Leadership	Standard 1: Mission, Vision and Core Values	The effective educational leader develops, advocates and enacts a shared mission, vision and core values.
	Standard 2: Ethics and Professional Norms	The effective educational leader acts ethically and according to professional norms.
	Standard 3: School Improvement	The effective educational leader implements collaborative structures and shared leadership to analyze data and causality, align evidence-based strategies to deliberate goals, develop the capacity of staff, and partner with internal and external supports to improve teaching and learning conditions and outcomes.
Learning	Standard 4: Curriculum, Instruction and Assessment	The effective educational leader fosters an environment of effective and rigorous personalized instruction by ensuring each student has equitable access to effective teachers, leaders and learning supports.
	Standard 5: Professional Capacity of School Personnel	The effective educational leader supports all staff by promoting and organizing an environment focused on continuous improvement and personal growth to achieve positive outcomes for each student
Culture	Standard 6: Equity and Cultural Responsiveness	The effective educational leader models, supports and cultivates a school culture characterized by equity and inclusiveness.
	Standard 7: Community of Care and Support	The effective educational leader develops and sustains positive partnerships with and among students, staff and stakeholders to create a safe and caring school environment.
	Standard 8: Meaningful Engagement of Families and Community	The effective educational leader develops and sustains partnerships with families and the community by acknowledging the school as a community resource and understanding the context of its existence within the larger community.
Management	Standard 9: Strategic Staffing	The effective educational leader is integral to the recruitment, hiring and assignment of staff to ensure representation of diverse expertise and skill sets are aligned to the priorities of the focused plan while also promoting staff professional growth, cultural competence and opportunities for leadership.
	Standard 10: School Operations	The effective educational leader develops and implements structures to maximize learning through relationships, management, fiscal responsibility and adherence to district and state laws, policies and procedures.

Start working on your renewal 2 years in advance



Licensure Updates

Four-Tiered Teacher Licensure Structure

Resident Educator License/Alternative Resident Educator License– 4 yr. nonrenewable (may be extended on a case by case basis)

Resident Educator License Requirements		Alternative Resident Educator License Requirements	
<ul style="list-style-type: none"> Bachelors degree, an approved program of teacher preparation, pass examinations prescribed by State Board of Education, and 12 semester hours of reading coursework for early childhood, middle childhood, intervention specialist and early childhood intervention specialist licenses, OR Bachelors degree, GPA of 2.5 or higher, pass an examination in the subject area to be taught, successfully complete the summer training institute operated by Teach For America, and be assigned to teach in Ohio as a participant in the Teach for America program 		<ul style="list-style-type: none"> Bachelors degree Major in the subject to be taught or extensive work experience Completion of an Intensive Pedagogical Training Institute Content area examination This license will also be issued for career-technical workforce development areas utilizing existing processes for licensing these teachers 	
Professional Educator License – 5 yr. renewable			
Requirements			
<ul style="list-style-type: none"> Bachelors degree (except career-technical workforce development) Successfully complete the Ohio Resident Educator Program Alternative License holders successfully complete additional requirements to obtain Professional license 			
Senior Professional Educator License - 5 yr. renewable (A + B +C)			
A	B	C	
Degree Requirement	Experience	Demonstration of Practice at the Accomplished/Distinguished Level:	
<ul style="list-style-type: none"> Masters degree or higher from an institution of higher education accredited by a regional accrediting organization 	<ul style="list-style-type: none"> Nine years under a standard teaching license with 120 days of service as defined by ORD, of which at least five years are under a professional/permanent license/certificate 	<ul style="list-style-type: none"> Successful completion of the Master Teacher Portfolio 	
Lead Professional Educator License - 5 yr. renewable (A + B +C)			
A	B	C	
Degree Requirement	Experience	Demonstration of Practice at the Accomplished/Distinguished Level:	
<ul style="list-style-type: none"> Masters degree or higher from an institution of higher education accredited by a regional accrediting organization 	<ul style="list-style-type: none"> Nine years under a standard teaching license with 120 days of service as define by ORC, of which at least five years are under a professional/permanent license/certificate or a Senior Professional Educator License 	<ul style="list-style-type: none"> Earn the Teacher Leader Endorsement AND successful completion of the Master Teacher Portfolio, OR 	<ul style="list-style-type: none"> Hold active National Board Certification (NBPTS)

FOUR WAYS TO RENEW

TO BE COMPLETED WITHIN THE FIVE YEAR RENEWAL CYCLE

	REQUIREMENTS	VERIFICATION OF COMPLETION
ACCUMULATE 6 SEMESTER HOURS	Coursework for semester hours <i>must meet the East Cleveland City Schools Standards and Guidelines for professional development.</i> Coursework must be taken at an NCATE or ODE accredited college or university.	Transcript indicating successful completion.
ACCUMULATE 18 CEUs	CEU activities <i>must meet the East Cleveland City Schools Standards and Guidelines for Professional Development.</i> CEU activities must have been endorsed by the LPDC.	Certificate of completed participation signed by presenter or provider representative.
ACCUMULATE 18 CEU CREDITS USING A COMBINATION OF THE FIRST THREE WAYS	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.	

Conversion Chart			A Sample Combination Project Might Include		
Semester Hours	CEUs	Contact Hours		=	
1	3	30	2 Semester Hours	=	6 CEUs
2	6	60	Accumulated CEU Workshop Activity	=	5 CEUs
3	9	90	“Other Approved Activities”	=	7 CEUs
4	12	120	TOTAL		18 CEUs
5	15	150			
6	18	180			

Conversion Chart - Quarter Units to Semester Unit

Quarter Units	Semester Units										
0.5	0.33	10.5	7.0	22.0	14.66	32.0	21.33	43.5	29.0	54.0	36.0
1.0	0.66	11.0	7.33	22.5	15.0	33.0	22.0	44.0	29.33	55.0	36.66
1.5	1.0	12.0	8.0	23.0	15.33	34.0	22.66	44.5	29.66	55.5	37.0
2.0	1.33	13.0	8.66	23.5	15.66	34.5	23.0	45.0	30.0	56.0	37.33
2.5	1.65	13.5	9.0	24.0	16.0	35.0	23.33	46.0	30.66	57.0	38.0
3.0	2.0	14.0	9.33	25.0	16.66	36.0	24.0	46.5	31.0	58.0	38.66
4.0	2.66	15.0	10.0	25.5	17.0	37.0	24.66	47.0	31.33	58.5	39.0
4.5	3.0	16.0	10.66	26.0	17.33	37.5	25.0	48.0	32.0	59.0	39.33
5.0	3.33	16.5	11.0	27.0	18.0	38.0	25.33	49.0	32.66	60.0	40.0
6.0	4.0	17.0	11.33	28.0	18.66	39.0	26.0	49.5	33.0	61.0	40.66
7.0	4.66	18.0	12.0	28.5	19.0	40.0	26.66	50.0	33.33	61.5	41.0
7.5	5.0	19.0	12.66	29.0	19.33	40.5	27.0	51.0	34.0	62.0	41.33
8.0	5.33	19.5	13.0	30.0	20.0	41.0	27.33	52.0	34.66		
9.0	6.0	20.0	13.33	31.0	20.66	42.0	28.0	52.5	35.0		
10.0	6.60	21.0	14.0	31.5	21.0	43.0	28.66	53.0	35.33		

How Do I Renew My License

- You must complete your application online and pay for your license.
- Once it is submitted online HR will be notified of your pending application.
- Human Resources will then verify the following information has been turned in.
- Completed background check(s) with hard copies turned in to HR. (See page 9)
- Official transcripts verifying coursework with coursework pre-approval forms and/or CEU activities log and supporting documentation of contact hours (usually this would be a certificate)

The following are items that the LPDC committee reviews:

- IPDP (approved)
- Coursework pre-approval forms

LICENSURE APPLICATION ONLINE

Applications must be completed online through the Ohio Department of Education. **The responsibility to comply with this renewal process is yours.** Proceed to the site below for additional information and directions:

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

Licensure applicants – Access or create your **OHID** account to get started on the easy online application process through My Educator Profile. Once you have a SAFE account you will be able to access My Educator Profile from the ODE CORE link on your SAFE account menu.

Apply Online

Using the My Educator Profile tool, educators can update their demographic data and pay licensure fees online using a credit card.

Access My Educator Profile by signing into SAFE.

- **Create a OHID account**
- **Sign in to OHID**
- **LPDC IRN# is 014518 (type this number in the application if East Cleveland City Schools does not appear on the LPDC list)**
- **My Educator Profile Help**

General Requirements

- Initial License Application (Education program completed in Ohio)

Use this application for:

4-Year Resident Educator License

Add new areas to existing licenses.

An Ohio college or university recommending eligible individuals for an initial Ohio license.

Individuals applying for an initial Physical Therapist, Occupational Therapist, Physical Therapist Assistant, Occupational Therapist Assistant license.

Initial License Application (Education program completed outside Ohio)

Please contact India Jackson, Director of Human Resources, at (216) 268-6581 if you have questions

BACKGROUND CHECKS

Ohio law requires that all individuals must have a baseline BCI and FBI criminal background check at the time of application for their first Ohio educator license, certificate or permit. These BCI and FBI background checks must be no older than one year (365 days) at the time used for initial licensure. All classified employees, with the exception of bus drivers and van drivers are required to have an updated background check on file with the Human Resources Department.

If the individual resides continuously in Ohio, he or she does not need to update the BCI background check, but must obtain an updated FBI check once every five years. If an individual lives outside of Ohio at any time during the five years after obtaining a BCI check, then both background checks will need to be updated. The aforementioned is applicable to all individuals holding a state of Ohio educator license, certificate or permit, including a non-tax teaching certificate (no expiration date), a permanent certificate (no expiration date) and an 8-year professional certificate.

Please note it is the responsibility of educators holding ODE licenses, certificates or permits to ensure that the law is followed with regard to obtaining required update background checks within the five year timeframe prescribed by law, even if the expiration of background check does not always coincide with the expiration of the license.

Background checks can be processed in the Human Resources Department via appointment. Exact cash, cashier's check, or money order is required along with a driver's license or state I.D. The cost of the BCI is \$22. The cost of the FBI is \$25.25. Additional sites are listed on the [Attorney General's Web site](#).

Failure to comply with the directive as listed above, will negatively impact your employment.



Educators should be aware that if they allow their licenses to lapse, the Department removes their names from the Ohio Bureau of Criminal Investigation's (BCI's) retained applicant fingerprint database, known as Ohio's Rapback service. If at some future date these educators renew their licenses, the Department will need to re-enroll them in Rapback and, to do so, the educators will need BCI background checks completed within the previous 365 days. As per new legislation effective Sept. 29, the Department is sending letters to any educators it cannot enroll in Rapback and requesting that these individuals complete new BCI background checks by a stated date. Any individual who does not comply with the deadline in the final notification letter will have his or her credentials inactivated.

As you know, the Department enrolls licensed educators in Rapback to safeguard Ohio school children. The Rapback system notifies the Department of any new arrests or convictions by those with active Ohio educator licenses. In turn, we share that information with designated district officials through a secure online platform.

See more information on [background checks](#) and [Rapback FAQs](#) on the Department's website. Direct any questions on this matter to educator.conduct@education.ohio.gov, [Disciplinary Search](#).

EAST CLEVELAND CITY SCHOOLS BOARD OF EDUCATION

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TREASURER

The East Cleveland City School District does not discriminate on the basis of race, color, creed, national origin, age, handicap, or sex. The policy of equal opportunity governs every aspect of the District's operations and activities, including educational programs and employment.