West Holmes Local School District

L. P. D. C.
Local Professional Development Committee Handbook

*Individual Professional Development Plan (IPDP)
And Licensure Procedures*

Table of Contents

Article XVIII of Negotiated Agreement between the West Holmes Local School District Board of Education and the West Holmes Education Association
- LOCAL PROFESSIONAL DEVELOPMENT COMMITTEES

A. Local Professional Development Committees

1. A local professional development committee (LPDC) shall be established to oversee and review professional development plans for continuing education units, organizing and planning in-service programs in collaboration with the Staff Development Committee, mentor training, mentor programs, CEU credits (if approved by the State of Ohio), identifying and setting priorities for district staff development in collaboration with the staff development committee, and serving as one discussion group for instruction and curriculum issues.

2. The term of office for LPDC members shall be three (3) years, except the initial term shall be staggered (1 year, 2 years, 3 years) to provide continuity.

3. The LPDC shall be composed of four (4) persons appointed by the Association which shall have as representation elementary, middle school and high school and three (3) persons appointed by the Superintendent. Vacancies arising during the term shall be filled in the same manner.

4. The chairperson and LPDC decisions shall be determined by majority vote of the LPDC. It is the chairperson's responsibility to prepare agendas and minutes for each meeting.

5. The LPDC shall develop and maintain an independent appeals procedure for appeals from decisions of the LDPC, whose decisions are not grievabe. Administrators and the Treasurer, whose plans are denied, may appeal to the Board of Education per the Board appeals procedure as the alternative to the LPDC's independent appeals process.

6. The LPDC will meet as necessary. The agenda for the meeting will be distributed in advance of the meeting. Members attending meetings outside the work day shall be compensated with a $1,000 stipend per year.

7. LPDC members shall be afforded the opportunity to attend training related to performance of their duties, subject to the Superintendent's approval. Where such training occurs during the regular workday, paid release time shall be granted not subject to any professional leave restrictions but subject to the approval of the Superintendent, whose approval shall not be unreasonably withheld. Such training may constitute an appropriate "equivalent" activity for committee members on the LPDC.

8. Secretarial services, certificate/license tracking services, and storage of information and files for the LPDC shall be provided for and/or paid by the Board working in collaboration with the Superintendent.

9. Educational plans shall be submitted in writing to the LPDC for approval. Any questions of the LPDC shall be in writing to the individual. If there are further questions or concerns of the LPDC, the individual may be required to appear in person before the LPDC.

10. LPDC committee members will receive a supplemental contract and it is the intent that every building will have a building staff representative. Committee members must attend a majority of the meetings, be accountable to the assigned building(s), and ensure that licensure paperwork is complete in order to present to the committee for final approval. The Superintendent, WHEA president and LPDC chair will meet annually to review member representation and fulfillment of committee member expectations.

Standards Developed for West Holmes Educators by the Local Professional Development Committee

Professional Development is a goal-oriented, planned, on-going process of meaningful professional improvement, based on the district data and goals, as determined by the District Leadership Team and Building Leadership Teams. Professional Development is characterized by its individual relevance, authenticity, and positive impact on student learning and performance. Professional Development implies acquiring new knowledge. It does not include time spent on the routine functioning of an educational institution, and time spent carrying out a teacher's basic responsibilities including (but not limited to) planning lessons, arranging a classroom environment, preparing instructional material, assessing student performance, or keeping records.

Professional Development is an on-going career long opportunity that reflects your goals for professional development. Professional Development should meet the **Ohio Standards for Professional Development** as determined by the Ohio Department of Education:

> **Standard 1-** *High quality professional development (HQPD) is a purposeful, structured and continuous process that occurs over time.*
> **Standard 2-** *High quality professional development (HQPD) is informed by multiple sources of data.*
> **Standard 3-** *High quality professional development (HQPD) is collaborative.*
> **Standard 4-** *High quality professional development (HQPD) includes varied learning experiences that accommodate individual educators' knowledge and skills.*
> **Standard 5-** *High quality professional development (HQPD) is evaluated by its short- and long-term impact on professional practice and achievement of all students.*
> **Standard 6-** High quality professional development (HQPD) results in the acquisition, enhancement or refinement of skills and knowledge.

To assure meaningful experiences, Professional Development activities need to be related to the **Ohio Standards for the Teaching Profession** as defined by the Ohio Department of Education:

> **Standard 1-** *Teachers understand student learning and development and respect the diversity of the students they teach.*
> **Standard 2-** *Teachers know and understand the content area for which they have instructional responsibility.*
> **Standard 3-** *Teachers understand and use varied assessments to inform instruction, evaluate and ensure student learning.*
> **Standard 4-** *Teachers plan and deliver effective instruction that advances the learning of each individual student.*
> **Standard 5-** *Teachers create learning environments that promote high levels of learning and achievement for all students.*
> **Standard 6-** *Teachers collaborate and communicate with students, parents, other educators, administrators, and the community to support student learning.*
> **Standard 7-** *Teachers assume responsibility for professional growth, performance and involvement as an individual and as a member of a learning community.*

Individual Professional Development Plan
Professional Development Options:

Your IPDP for license renewal should follow one of the options below.

Option I -6 Semester Hours

Requirements:

A. Coursework for semester hours must meet West Holmes Local Schools' Standards and Guidelines for Professional Development.
B. Coursework for semester hours must meet Ohio Department of Education's Ohio Standards for the Teaching Profession guidelines.
C. Coursework must be completed at an accredited college or university.

Option II-18 CEUs

Requirements:

A. CEUs must meet West Holmes Local Schools' Standards and Guidelines for Professional Development.
B. Coursework for semester hours must meet Ohio Department of Education's Ohio Standards for the Teaching Profession guidelines.
C. CEUs must have been approved by the LPDC.

Option III-Other Approved Activities

Requirements:

A. 'Other Approved Activities' must meet the West Holmes Local Schools' Standards and Guidelines for Professional Development.
B. 'Other Approved Activities' must meet Ohio Department of Education's Ohio Standards for the Teaching Profession guidelines.
C. Individuals designing 'other activities' must complete a proposal outlining the planned activities & number of CEU hours requested. You will then submit for approval to LPDC **prior** to initiating the activity. (Complete Design Your Own-**Form A**).

Option IV-Combination of Options I, II, and/or III

Requirements:

A. Requirements and verifications for type of activity included in a combination proposal must follow the previous descriptions and requirements.
B. The parts of the project must total to the equivalent of 18 CEUs or 6 semester hours.

TO DETERMINE IF YOU HAVE EARNED ENOUGH HOURS,
USE THE RATIOS AND/OR TABLE BELOW:
1 CEU = 10 contact hours, 3 CEUs =1 semester hour, and 1 quarter hour = 2/3 semester hour

Combinations of semester hrs and CEUs needed for renewal	Contact Hours/ CEUs	AND	Semester Hrs *See above for converting qtr hrs to semester hrs
#1	180/ 18	AND	0
#2	150/ 15	AND	1
#3	120/ 12	AND	2
#4	90/ 9	AND	3
#5	60/ 6	AND	4
#6	30/ 3	AND	5
#7	0/ 0	AND	6

Creating an IPDP

You should have an active, approved Individual Professional Development Plan while you are earning hours toward a license renewal. Your IPDP should be created no later than October of the year that you renewed your license. Follow the steps below to create your IPDP.

Step One: Go to website- https://kiosk.mcoecn.org/

Step Two: Enter your username and password. (Your username is your ENTIRE email address. The first time you use the system you must register and set up your password. This is NOT the same password as your email and it does not change.)

Step Three: Click on 'IPDP' at the top menu bar. Verify information listed with your current license information.

Step Four: Click 'Create Plan' on the menu bar on the left side of the screen. There are three plans. Choose the plan for your position.

Step Five: Choose the template appropriate to your position-Treasurer, Administrator or Teacher

Step Six: Complete the following sections:
    Plan Name: connect it to your activity focus or renewal date of your license
    Approving Supervisor: set to 'none'
    Applies to Certificates: all options should be checked
    Mission: go to the drop down menu and select the appropriate choice
    Focus: answer the question providing a paragraph response on WHY and HOW your future professional development will enhance your teaching and impact students.
    Professional Development Plan Goals: provide a sentence for both goals as to WHAT you want to accomplish through your professional development that will support your focus.
    Development Plan-Focus Areas: check all boxes

Step Seven: Click 'Create, Save, Submit Plan for Approval'. (Do not submit until you are done with your plan. You may save it and return to finish it later.)

Step Eight: Wait for approval from LPDC. Meetings are the third Thursday of each month. You will receive an email following the LPDC meeting. The email will notify you if your plan was approved, or if you need to make any necessary changes.

Step Nine: You will begin to earn hours toward your license renewal. These hours are tracked on your IPDP.

After attending ANY professional development, you will need to enter the in-service information into your IPDP through the "Create Activity" tab. (See page 7 for directions).

Creating an Activity

(Please Note: Activities cannot be entered without a current, approved IPDP – see page 6.)

To submit a professional development activity to the LPDC:

1. Log into KIOSK (https://kiosk.mcoecn.org/ or the staff resources page of the West Holmes website).
2. Click IPDP on the top menu bar, then Create Activity on the left menu bar.

3. Complete all the red asterisk areas and click on Create Activity Request (indicated above with the arrow).
4. These steps will save the activity, but it has not been submitted for approval until you complete the final steps (see the next page)!

Activity/Certificate Current Status is: **Not Submitted.**

| Committee Final Approval: | Submitted: N/A | Approved: N/A |

Verification Method: Certificate of Attendance
Vendor: West Holmes
Approving Supervisor: N/A
CEU Credit: .01

Description: This was the monthly meeting of the LPDC committee.

Activity Focus: This PD activity will support my focus by assisting me with providing leadership within the district and allow me to stay current on state and federal initiatives.

Comment:

[Edit Activity] [PRINT Activity Detail] [Submit Activity For Pre-Approval] [Submit Activity For Final Approval]
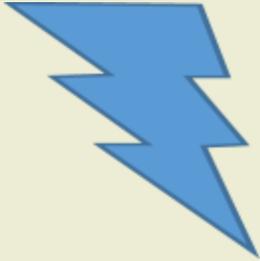
Activity Attachments
[Add New Attachment to this Activity]
no Activity Attachments found

Activity Change History ⊞

5. Click the button to Add A New Attachment to this Activity (see arrow above).

Activity Attachment Create/Edit

[Cancel] [Add Attachment]

Attachment [_____] Browse...

6. Your certificate, transcript, or proof of attendance for the activity will need to be scanned to your computer. Click Browse to find the certificate. Then be sure to click Add Attachment. (see arrows above)
7. After adding the attachment you must REMEMBER TO CLICK ON "SUBMIT ACTIVITY FOR FINAL APPROVAL" (See the lightning bolt!). Otherwise the activity will never go to the LPDC committee. This step is the frequently missed.

Creating a SAFE Account

A SAFE Account through ODE will allow you to:
- Access your personal licensure information
- Apply for a new license electronically
- Validate current fingerprinting date
- Allow you access to register for professional development offered throughout the state through other regional educational service centers.

Follow these steps to create an account: (Before starting, make sure to have your driver's license with you.)
1. Go to ODE website at: www.ode.state.oh.us
2. Click on 'SAFE' which is located in the top banner of the page.
3. Click "Sign Up" to the left of the login boxes.
4. Complete the Sign Up form. Click continue to complete the sign up information and continue until it is complete.
5. You will be asked to enter your driver's license information as well as address and other details.

Once you have your account set up, follow these directions to access your licensure and fingerprinting information:

1. To access SAFE you can either go through the ODE website listed above, or you can go directly to SAFE portal: https://safe.ode.state.oh.us/portal/
2. Enter log in information.
3. Click on 'ODE.CORE'

Application	Description
ODE.CORE	Online Licensure System
STARS V2.0	STARS Professional Development and Technical Assistance System

4. There are two important areas on the dashboard that you may need to access:
   'My Profile' will give you your personal demographic information which you can update at any time. By clicking on the "My Educator Profile" on the top menu bar, it will give you access to various pages regarding your licensure records.
   'Educator Profile' will give you a menu bar on the left which will allow you to search for your BCI/FBI fingerprint dates. Enter your search information as requested then click on the BCE/FBI link on the left side of the screen. You will go by the "Check Date" for determining the expiration of your prints.

License Renewal Procedures

* "If you allow your license to expire without having a new one in place, you will not receive a paycheck per Ohio Revised Code."

To renew a current teaching license:

1. Go to http://education.ohio.gov/
2. Click on the word SAFE in the upper right corner
3. Log in to your SAFE account. If you do not have a SAFE account, see page 9 for instructions.
4. Choose ODE.CORE from your SAFE dashboard.
5. From the CORE dashboard, choose the "MY Credentials" box to RENEW.
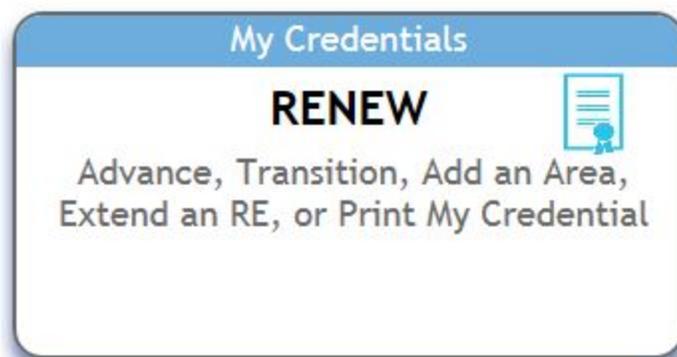
6. Click on the "Select Action" box to the left of the credential you wish to renew.
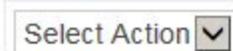
7. Click the arrow to pull down to "Renew" then click "Apply".
    Note that credentials that expire next year may be renewed starting on November 1 of the current year, provided you have completed all of the LPDC requirements.
8. Select the correct "Effective Year" then click "Save Application and Next". The effective date should be when your current license will expire.

Renew Application Request - Step: 1/2

Educator Info

| Educator State ID: AU1005040 | First Name: Renee | Last Name: Woods | Birth date: 4/6/1969 |

Source License: 5 Year Professional License - Supervisor

Renew Application Request

Credential: 5 Year Professional License - Supervisor

Effective Year:

Please select the effective year below:

○ 2015/2016 - This credential will begin on July 1, 2015
● 2016/2017 - This credential will begin on July 1, 2016

The Expiration Date of this credential will be: 6/30/2021

[← Back]   [🖫 Save Application and Next ➔]   [⌂ Return to My Applications]

9. Background Checks and Signatures:

Complete the box on Military Service and Renewal Eligibility.

Military Service

Are you currently a member or a veteran of the U.S Armed Forces, Reserves, or National Guard, or are you a spouse of an active duty service member?   ○ Yes ● No
Note: For more information please click here.

Renewal Eligibility

Please select how you are renewing:

⟨ ⟩rrently employed and renewing through the Local Professional Development Committee (LPDC) with an Individual Professional Development Plan.
⟨ ⟩rrently NOT Employed full time and renewing with college coursework OR with a completed Ohio Educators Leaving an LPDC form.
○ Currently HOLD a license issued by one of the following State of Ohio Boards:
  • Ohio Board of Nursing
  • Occupational Therapy, Physical Therapy, Athletic Trainers Board
  • The Ohio Board of Speech-Language Pathology and Audiology Board
  • Counselor, Social Worker and Marriage & Family Therapist Board
  • State Board of Psychology

When you click on the first option for Renewal Eligibility, another box pops up to identify the LPDC Signature. Choose the magnifying glass.

Signatures

☐ Select Organization

LPDC Signature [_____] 🔍

Type in the name "West Holmes" and "Find". Then choose the West Holmes LPDC.
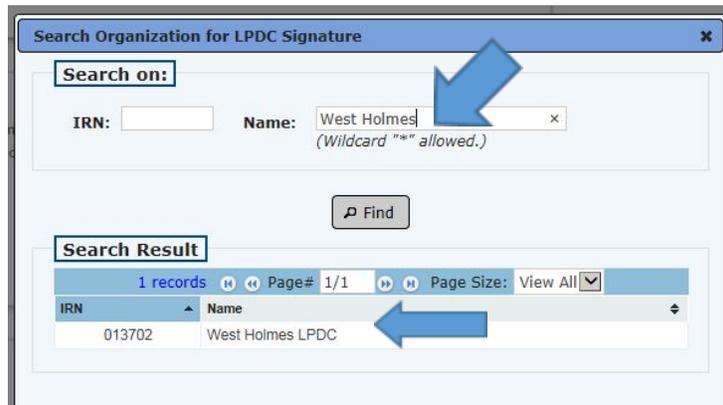
When you choose West Holmes LPDC, it will enter into your application

Complete the remainder of the page. The box beside "Background Checks" will open to show the dates of your last fingerprinting. See page 13 for fingerprinting requirements. Complete the Residency, Legal Questions, And Applicant Signature boxes and then click "Save Application and Next".

10. At that point, you should get a verification that your application was saved successfully. In the middle of the page, you should not need to submit any documents if everything was submitted through the LPDC. Go to the bottom of the screen and click on "Save Application and Done". This will take you to a screen that will allow you to pay for your application.
11. Click the box next to the dollar sign and then click the box to "Pay $200 for selected applications".

12. Follow the prompts on the screen to pay for your license. Click "Next" and choose the payment method you are using (eCheck or Credit Card). Click "Next" and fill out your credit card information and your personal billing information. Click "Continue" to confirm your payment

information. You will receive a confirmation notice that says "thank you for your payment" when it is complete.
13. You can go back into CORE after you apply and check the status of your applications under "My Applications"

IMPORTANT POST-RENEWAL NOTES

Complete and turn in Form B to your LPDC Building Representative. This is what the LPDC committee will use to approve your renewal.

Your new license will be emailed to the LPDC chairman who will forward it to you and Central Office (for your personnel files). You can print it from that email, or you can go into "My Credentials" in CORE at any time to download a printed copy of your license. Paper licenses are no longer mailed by ODE.

Once you receive your new license, you will need to archive your previous IPDP (see page 16) and create a new one (see page 6) no later than October 31 of the year of the new license.

Per the district negotiated agreement, reimbursement is available for a portion of licensure expenses, fingerprinting, and tuition costs. Forms and information are available from the building secretary or superintendent secretary.

Aligning Licenses

Ohio educators who have multiple 5 year professional licenses expiring at different times may align their licenses to take on the same effective year. As a certificate expires and is ready to be renewed, it may be aligned to a currently issued 5 year professional license.

Below is an example:

Please Note: Professional Licenses can only be aligned at the time of expiration.

License Renewal

The requirements for license renewal remain unchanged, regardless of whether licenses are issued separately or aligned.

Educators who are employed in the schools of Ohio will:

1. Continue to work through their Local Professional Development Committees (LPDC),

2. Have an Individual Professional Development Plan (IPDP) in place prior to completion of professional development work, and

3. The professional development work should be completed since the issuance of the certificate or license to be renewed.

Whether licenses are issued together or separately, educators should continue to work with their LPDCs to ensure that IPDPs are properly maintained.

How do I complete my online application to align?

- Access your [SAFE account.](#)
- Click on ODE CORE.
- Select My Credentials.
- Select your **expiring** 5 year professional license you wish to align.

- At the drop-down menu marked Select Action, select Align, and Apply.

New Licenses issued separately

When an educator meets requirements for a resident educator or professional licensure in an additional area through completion of an approved licensure program or pathway, or qualifies to advance to a professional license, the new license will be issued as a separate license with a current effective year and will not be backdated to join an existing license. **Alignment cannot be completed until the expiration year of the license.**

Fingerprinting Information

The expiration date of a background check will not always coincide with the expiration of a teaching license.

Educators who are renewing a license or permit and have lived continuously in the State of Ohio for the previous five years, and have a BCI background check on file with ODE, **will need to complete only an FBI criminal background check once every five years**. Educators who have not lived continuously in the state for the past five years will need to complete both a BCI and FBI background check.

Educators who hold a permanent certificate are still required to submit the required background checks once every five years. Permanent certificate holders who have lived continuously in Ohio for those five years, however, will only need to submit FBI background checks.

Fingerprinting can be done locally at:

Holmes Co. Sheriff's Dept. 330-674-1936
Cost:
*FBI/BCI (both)- $55
*FBI only- $30
Hours:
By appointment only! Monday-Thursday
9:00-11:00 or 1:00-3:00
Payment method:
Exact cash or money order
Documentation needed:
Driver's license
Know your social security number

**Important note *if going to a Sheriff's Dept. outside of Holmes County- Make sure to specify that the report must go to ODE electronically, with a hardcopy to West Holmes Board of Education 28 W. Jackson Street Millersburg, Ohio 44654*

Tri-County ESC 330-345-6771
Cost:
*FBI/BCI (both)- $57
*FBI only- $30
Hours:
8:30-4:00
Payment Method:
Exact cash or money order (no checks or credit cards)
Documentation needed:
Driver's license
Know your social security number

*Prices as of November 2015

Archiving an IPDP

Once you have received your newly issued license, you will need to go into your IPDP and archive your old plan to begin a new cycle toward your next renewal. Follow these steps to activate a new IPDP:

1. Go to IPDP website- https://kiosk.mcoecn.org/
2. Select IPDP from the top menu bar
3. Select 'View Plan' from menu bar on the left
4. At the bottom of your plan, click on the 'Archive Plan' button. (You may want to copy your plan prior to archiving it if you would like to refer back to it)
5. Click on 'Create Plan' from the menu bar on the left
6. You will start a new plan with a FOCUS and two goals. (See page 6)
7. Submit your new plan when finished.
8. You may not submit any new activities until you have an active, approved plan.

Master Teacher Application Process

Step One- Know the application deadline. Applications will be accepted two times each school year:

> **Application Deadlines are:**
>
> October 15th and February 15th
>
> *If these dates fall on a weekend or school day off, applications will be due the very next school day.

Step Two- Obtain a WH Master Teacher Application Packet from your building principal

Step Three- Email Renee Woods to request an *Application Number* at whol_rwoods@tccsa.net. This number will be used to maintain confidentiality for each applicant.

Step Four- Complete packet requirements (using *Application Number* in place of Name) and turn all required forms, narratives, and evidence in to Renee Woods at Central Office. See specifications detailed on the following pages for *format, assembly, and submission requirements.*

Step Five- You will be notified of your application results by April 1st (or the first Monday in April).

- If you are ___not___ awarded Master Teacher status; you can reapply the next school year.

- ___If awarded___ Master Teacher status; you are then eligible to apply for advanced tiers of licensure

Questions??

If you have any questions, or need clarification regarding your application, please contact one of the following people:

Renee Woods (330) 674-3546 (Central Office) whol_rwoods@tccsa.net
Darrell Haven (330) 674-5681 (Millersburg)   whol_haven@tccsa.net
Diana McMillen (330) 674-7936 (Clark) whol_dmcmillen@tccsa.net

For additional information go to ODE website:

http://www.ode.state.oh.us and search 'Master Teacher'

Design Your Own:
Equivalent Professional Development Activity Proposal

Name_____ **Date submitted**_____

Identify the specific Ohio Standards for the Teaching Profession that your proposal will address. Refer to Standards' description on page 3 of this Handbook.

Standard 1___ Standard 2___ Standard 3___ Standard 4___ Standard 5___ Standard 6___ Standard 7___

Process: Describe the activity you are going to do:

Rationale: Explain the basis for choosing this activity (Include class, building, and district data that supports need)

Benefits: Describe the anticipated benefits to yourself, students, building, and district as a result of this activity.

Design Your Own (Page 2)

Assessment: Describe how the impact of this activity will be assessed and identify the persons responsible for the completion of this activity.

Dissemination: If the benefits of this activity can be shared with other staff or community members, describe how and with whom you plan to share it.

Timeline: Provide an estimation of the amount of time and a timeline for implementation/completion of this activity.

I verify that the information provided in this activity proposal is true and accurate to the best of my knowledge and I will carry out the planned activities to the full extent as described above.

_____ ___/ ___/ ___   Number of Contact Hours Requested* _____
Signature of Applicant   Date
                                                 *Up to 20 hours per renewal unless committee determines additional hours may be approved.

Pre-approval _____ ___/ ___/ ___   Post approval _____ ___/ ___/ ___
          LPDC Chairperson's signature   Date   LPDC Chairperson's signature   Date

Not approved _____ ___/ ___/ ___   Comments:

Form B

LPDC Verification Form for License Renewal

Name of Applicant _____

Step 1. Enter issue date from the license/certificate to be renewed The issue date is located in the upper right hand corner of the license. You can access licensure information through your SAFE account.	_____/_____/_____
Step 2. Enter semester hours **taken since** the issue date of the certificate to be renewed.	_____
Step 3. Enter continuing education units (CEUs) **earned since** the issue date of the certificate to be renewed.	_____
Step 4. Enter date of last fingerprinting to verify within the last 5 years. Print and attach verification from your SAFE account.	_____
Step 5. Print and attach your IPDP plan and list of activities	

☐ **Please check this box if you believe you meet the qualifications for "Consistently High Performing Teacher" as defined by Ohio Department of Education. For more information please check the Ohio Department of Education website: education.ohio.gov**

LPDC VERIFYING SIGNATURE _____ DATE _____
(This verifies that the information stated on this form is correct and that the named educator is an employee of the district or school the LPDC serves.)

APPLICANT'SIGNATURE _____ DATE _____
(This verifies that the information stated on this form is correct and true.)

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