

WASHINGTON-NILE LOCAL SCHOOL DISTRICT

Standards and Guidelines For Certificate Renewal and Licensure

Local Professional Development Committee
LPDC HANDBOOK

Revised February 2018

LPDC COMMITTEE

Karla Coleman, Chairperson; Elementary School Teacher Representative
Becki Rapp, Elementary School Teacher Representative
Amy Kayser, Middle School Teacher Representative
Travis Bradford, High School Teacher Representative
William Platzer, Elementary Administrative Representative
Christopher Jordan, Middle School Administrative Representative
Anthony Bazler, High School Administrative Representative

Ad Hoc Representatives

Lisa Montgomery, Washington-Nile Local Classroom Teachers' Association
Alison Sayre, District Projects Coordinator

WASHINGTON-NILE LOCAL SCHOOL DISTRICT PROFESSIONAL DEVELOPMENT GUIDELINES

❖ What are the responsibilities of the educators?

- Educators shall understand and take responsibility for fulfilling the licensure/certification requirements as set forth by the Ohio Department of Education.
- Educators shall be responsible for understanding and abiding by the guidelines and requirements set forth by the Local Professional Development Committee (LPDC).
- Educators shall familiarize themselves with appropriate professional development practice and apply this knowledge in the development of their Individual Professional Development Plans (IPDP).

❖ Educators shall maintain all documents and required materials that comprise their IPDP portfolio.

- Educators shall meet all deadlines as established by the LPDC for their submission of IPDP, activities and all materials, documents, etc.
- Educators shall respond to requests by the LPDC for meetings, information, clarification and/or other needs related to their IPDP.
- Educators shall be responsible for the online application process.

❖ What are the responsibilities of the Local Professional Development Committee (LPDC)?

- The LPDC will serve as an Individual Professional Development Plan review board, both generally and for license renewal purposes.
- The LPDC will follow established procedures for the submission and review of IPDPs by educators in the district.
- The LPDC will follow established procedures for reviewing and approving course work and other professional development activities that educators submit for the purpose of license renewal.
- The LPDC will help ensure communications about the process for reviewing and approving course work and other professional development activities that educators submit for the purpose of license renewal.
- The LPDC will maintain an up-to-date record keeping system of all LPDC decisions regarding educators= IPDPs.
- The LPDC will operate under the Open Meetings Act (Sunshine Law).
- The LPDC will follow the established local appeal process for educators who wish to appeal the decisions of the LPDC.
- The LPDC will ensure that educators' course work and other professional development activities meet the standards for renewal of certificates or licenses.
- The LPDC will submit for teachers an approval verification form for educators leaving a LPDC. (Form labeled Approval Verification Form For Educators Leaving a LPDC)
- The LPDC will provide guidelines of allowable CEU's for different activities that individual teachers may pursue.
(Professional Activity Grid)

WASHINGTON-NILE LOCAL SCHOOLS

Local Professional Development Committee Standards and Bylaws

Philosophy

The mission of the Washington-Nile School District's Local Professional Development Committee is to foster and encourage quality staff development while assuring a fair and equitable process for licensure.

Purpose

The purpose of the Washington-Nile Local Professional Development Committee is to strengthen and coordinate the preparation, licensure and professional development of educators within the Washington-Nile Local School District to assure that all students attain high levels of academic achievement.

Governance

The Washington-Nile Local Professional Development Committee (LPDC) policy, procedures, and governance shall not supersede the negotiated agreement and/or district policy. Proposals to the LPDC and approvals/denials by the LPDC shall not override the negotiated agreement and/or district policy.

Representation

1. One (1) bargaining unit member from each of the following grade levels K-2, 3-4, 5-8, and 9-12; two year terms with alternate selection; election process to be administrated by the Washington Local Classroom Teachers Association in accordance with yearly elections.

For purposes of identification as K-2, 3-4, 5-8, and 9-12, a teacher engaged in multiple grade responsibilities shall be designated at the level at which the majority of their student contact time dictates. Anyone so elected shall be allowed to finish the duration of their term despite any transfer, voluntary or involuntary, which takes place prior to the completion of their term.

Each committee member must have a minimum of three (3) years experience.

2. Three (3) members selected by the superintendent.

These members shall be employees of the Washington-Nile Local School District who hold a valid Ohio certificate/license issued by the ODE including, but not limited to, the following: principal, superintendent, and supervisor.

Selection/Responsibilities

Duties of the Chairperson

The chairperson will be elected annually from the non-administrative members of the committee. The **chairperson** will be responsible for:

- a. Setting meeting days (regularly scheduled meetings shall be the second Monday of each month), presiding over all meetings, preparing the agenda, and informing members of any changes in said meetings.
- b. The chairperson will act as the initial contact person for any and all appeals.
- c. **Act as a signatory for state certification/licensure.**
- d. Represent the LPDC at meetings of other stakeholder organizations.
- e. Fill vacancies on the LPDC in accordance with selection rules.

Duties of the Recorder

The **recorder** will be elected annually from the non-administrative members of the committee. The recorder will be responsible for:

- a. Recording the minutes of the committee meetings and distributing copies to each member, and to school board members and Association President upon request.
- b. Notify applicants of approval/resubmission/denial status of individual professional development plans and/or proposals for credit.

Committee Procedures

The LPDC will meet monthly during the school year. During the months of June, July, and August the LPDC will meet on an as needed basis. The meetings shall be posted at least 48 hours in advance. The chairperson has the right to call members for the purpose of cancellation if no IPDPs, course/activity proposals, or issues are submitted during a particular month.

An emergency meeting of the LPDC may be called by the chairperson with the concurrence of the majority of the members. Conference calls may be utilized for LPDC business.

A quorum, necessary to conduct LPDC business, shall be give (5) out of the seven (7) members.

At least five (5) of the LPDC members must agree upon any proposal for it to be considered approved.

The LPDC shall keep confidential all reviews, evaluations, discussions for Personal Professional Development Plans (PPDPs) and/or course/activity proposals. No documents submitted for consideration by the LPDC shall be used as examples without written permission of the party/parties involved.

Minutes/records of actions taken shall be maintained by the LPDC recorder/clerk. Copies of these minutes/records shall be provided to the superintendent, treasurer, building principals, and WLCTA president.

Staff members must plan to attend the LPDC meeting when presenting their IPDPs. Evaluation of IPDPs or course/activity proposals shall be evaluated by consensus. A time limit of 15 minutes per proposal shall be adhered to by all LPDC members. Any adjustments will be discussed and made, if possible, at that time .

The Approved **Form V** shall be included in the employee's personnel file at the Washington-Nile Board of Education Office.

Appeals

When an educator's license renewal is rejected by the LPDC after its second revision, the educator has the right to appeal the decision of the LPDC.

Written appeals, [using Form W.A.](#), shall be submitted to the LPDC chairperson within twenty (20) contract days of denial of an IPDP or credit proposal. All written appeals will be reviewed at the next regularly scheduled meeting of the LPDC.

An appeal may be presented in person at the next regularly scheduled LPDC meeting. A written request for inclusion on the agenda should be given to the LPDC chairperson no later than three (3) student contact days before that regularly scheduled LPDC meeting.

Written notification of the appeal decision shall be provided within five (5) student contact days or 30 calendar days, whichever comes first.

If the appeal is denied, the applicant may request a terminal opinion, a binding decision rendered by three (3) person mediation team chosen as follows: one person selected by the applicant, one person chosen by the LPDC, and a third person mutually agreed upon by the first two. Members of the mediation team must hold a current Ohio Department of Education Certificate or License.

Amendments

The LPDC may recommend revision of this document by a vote of five (5) members in favor of the amendment. Any such amendment shall be voted on by the Washington-Nile Board of Education and the Washington Local Classroom Teachers Association in accordance with law and established procedures.

This shall take place within the lesser of ten (10) contract days or thirty calendar days and shall result in a Memorandum of Understanding. Such approved memoranda shall be in force until the implementation of the next regularly scheduled negotiated agreement, when such amendments shall be considered for regular adoption.

[Amendments altering the requirements for approved IPDPs and/or approved course/activity proposals shall not negatively impact any individual who has already begun pursuit of a certificate or license.](#)

Amendments may be suggested by any certificated employee by submission in writing to the committee chairperson, who shall make the LPDC aware of such suggestions at the next regularly scheduled LPDC meeting.

Policies: Submission of Coursework/Activity Proposals

By law an Individual Professional Development Plan (IPDP) must be in place before an individual participates in any professional development activities that s/he plans to use for license renewal or certificate transition. Typically, individuals file new plans at the beginning of a cycle (after transitioning a certificate or renewing a license). Any employee who will not retire prior to the end of her/his current cycle should file a plan with the LPDC as soon as possible, but most certainly prior to starting any professional development for transitioning a certificate or renewing a license.

It is your responsibility as a Washington-Nile certificated/licensed employee to monitor the expiration date(s) of your certificate(s) license(s). Do not wait until the last minute to begin your requirements for renewal.

Individual Professional Development Plan (IPDP)

Professional development included with a IPDP should reflect the needs of the community, district, building, classroom, or individual. The majority of the professional development indicated should be relevant to current working assignments.

Coursework must conform to the existing negotiated agreement policy for consideration. Other courses/classes/workshops may be submitted as Equivalent Activities.

Every employee of the district seeking a certificate renewal or license renewal must have an approved IPDP prior to participation in an activity for which they wish to receive LPDC approval.

Any submitted proposal deemed unacceptable by the LPDC shall be returned to them in person stating the reason why. The proposal may be resubmitted in appropriate form for consideration at the next regularly scheduled LPDC meeting.

IPDPs which are denied may be resubmitted with modifications at the next scheduled LPDC meeting, or they may be appealed.

The LPDC shall keep all IPDP reviews, evaluations, and discussions in meetings confidential.

No IPDP shall be used as an example without written permission of the party involved.

The IPDP is included in the forms section at the end of this document.

Policies: Submission of Individual Professional Development Plans

Coursework/Activity Proposals

Coursework, CEU classes/workshops, and or/Equivalent Activities which will be used to satisfy the Ohio Department of Education (ODE) renewal requirements MUST be approved by the Washington-Nile LPDC.

Coursework/CEUs must be from ODE accredited providers, Ohio Board of Regents, ESCs, Washington-Nile Local School District. Other course work may not be automatically accepted without prior LPDC approval.

Although required work within a Master's Degree program applies to the university degree, courses submitted to the LPDC for certificate/license renewal purposes [must be relevant to an approved IPDP](#).

Approval of coursework, CEU classes/workshops, and or/Equivalent Activities does not guarantee movement on the salary schedule. See the negotiated agreement for specific current requirements.

Credit hours/CEUs must have been earned during the current certification/license renewal period and must meet established ODE guidelines for acceptability toward certificate renewal.

Equivalent Activities must have pre-approval by the LPDC Committee with all forms completed before beginning. During the activity and after the activity is completed, the completion forms must be completed. **[Form A]**

No coursework/activity proposal shall be used as an example without written permission of the party or parties involved.

New Employees to Washington-Nile with Previous Education Experience

Previously employed new hires who hold a certificate/license issued by the ODE and who have coursework/activities approved by their prior LPDC during their current renewal cycle shall have said coursework/activities approved by the Washington-Nile LPDC when accompanied by verifiable supporting documentation.

University Credit toward Certification/Licensure Renewal

Coursework must be relevant to an approved IPDP.

The appropriate coursework form should be approved BEFORE beginning a course where consideration for said course toward renewal is sought. Other course work may not be automatically accepted without prior LPDC approval. If unique situations arise where prior approval is not possible for verifiable reasons, the LPDC may waive the requirement for prior approval. Such waiver requests should be filed in writing with the LPDC chairperson as soon as possible, and will be considered at the next regularly scheduled LPDC meeting. **CREDIT FOR COURSEWORK BEGUN BEFORE PROPOSAL APPROVAL IS NOT GUARANTEED.**

When submitting all your college coursework, CEU's, contact hours, or other activities to the LPDC Committee to renew your license, you must have the following documentation to present in person at a regular LPDC Committee Meeting:

1. IPDP signed by LPDC committee before any classes were taken (recommended).
2. Transcript from college.
3. Documentation of any CEU's or contact hours.
4. LPDC certification Form for Certificate Renewal completed (to remain in the possession of the LPDC committee for documentation that requirements were met.)

FORMS SECTION

Washington-Nile LPDC
Individual Professional Development Plan

Name: _____ Date: _____

Position: _____ Building(s): _____

CERTIFICATE(S)/LICENSES TO BE RENEWED:

Type	Teaching Field Code(s)	Issue Date	Expiration Date
23	Elementary (1-8)	March 30, 2005	June 30, 2010
24	110100/Mathematics	April 30, 2005	June 30, 2010
25	150800/History, 150700/Geography	August 30, 2005	June 30, 2010

1. Please indicate on the lines below (no less than 3 and no more than 5) your professional growth goals: *(See the recommended list on the back)*

I: _____ II: _____ III: _____ IV: _____ V: _____

2. Approximately how many CEUs will you take from each of the following groups?

Group 1: _____ **5 per cycle** Group 2: _____ **No limit** Group 3: _____ **25 per cycle** Group 4: _____ **59 per cycle**

3. Based on the goals selected above, how will your Professional Development impact the individuals you serve?

Special Note: If your professional development needs change, please re-submit this form with the new goals indicated.

Office use ONLY

Approved by LPDC chairperson: _____

Date: _____

Approval pending: _____

Make a copy of this for your personal file.

OVER 

Individual Professional Development Plan: This is the back of the IPDP
Goals Identification Code and Guide

<p>1. School District and/or Building Specific Goals:</p> <p>1.1 To learn how to apply technologies as effective teaching, learning, and productivity tools</p> <p>1.2 To implement strategies and strengthen articulation between content areas and grade levels</p> <p>1.3 To improve parent-school relations</p> <p>1.4 To develop strategies to achieve 100% passage on state graduation and achievement tests</p> <p>1.5 To correlate course of study objectives with proficiency learning outcomes</p> <p>1.6 To maintain and improve a safe, healthful, and attractive learning environment</p>	<p>6. Management & Administrative Skills:</p> <p>6.1 To learn how to apply technologies as effective management tools</p> <p>6.2 To learn how to apply available resources to school improvement</p> <p>6.3 To learn how to collect data to use in planning and problem solving</p> <p>6.4 To learn how to create conditions & environment for product performance</p> <p>6.5 To learn how to establish vision that encourages performance of self and others</p> <p>6.6 To learn planning & organizational skills which improve self and others</p>
<p>2. Content Knowledge:</p> <p>2.1 To learn how to apply technologies as effective content tools</p> <p>2.2 To enhance professional knowledge</p> <p>2.3 To increase teaching area knowledge</p> <p>2.4 To develop teaching/learning units which promote student knowledge in my discipline</p> <p>2.5 To work with colleagues in ways which help to integrate my discipline within the school</p>	<p>7. Professional Ethic:</p> <p>7.1 To learn and/or demonstrate understanding and use of educational theory/philosophy</p> <p>7.2 To learn more about the communities which service our schools</p> <p>7.3 To learn and apply new ways of improving race relations among students/faculty/community</p> <p>7.4 To gain knowledge of where and how to acquire information to assist my job responsibilities</p> <p>7.5 To add additional area(s) of certification/licensure to my credentials</p> <p>7.6 To seek additional knowledge and skills via an advanced degree</p> <p>7.7 To maintain current knowledge of local/county/state/national educational policies and issues</p>
<p>3. Assessment & Evaluation Skills:</p> <p>3.1 To learn how to apply technologies as effective assessment tools</p> <p>3.2 To learn how to apply assessment data to instruction</p> <p>3.3 To learn how to construct effective evaluation instruments</p> <p>3.4 To learn how to expand the number and types of assessment tools</p> <p>3.5 To learn how to interpret test scores</p> <p>3.6 To learn how to better teach test-taking skills</p> <p>3.7 To learn more about proficiency, competency and/or standardized testing purposes and creation</p>	<p>8. Interpersonal Skills:</p> <p>8.1 To learn how to apply technologies as effective interpersonal tools</p> <p>8.2 To learn how to coach others to achieve and succeed</p> <p>8.3 To learn how to coordinate or direct the efforts of others</p> <p>8.4 To learn how to encourage the involvement of others</p> <p>8.5 To learn how to facilitate groups to accomplish established goals</p> <p>8.6 To learn how to motivate self and others</p>
<p>4. Instructional Methodology:</p> <p>4.1 To learn how to apply technologies as effective teaching and learning tools</p> <p>4.2 To learn how to improve student reading skills</p> <p>4.3 To learn how to integrate higher-order thinking skills</p> <p>4.4 To learn how to facilitate students to teach themselves and others</p> <p>4.5 To learn how to teach students to solve problems via a variety of tools and knowledge</p> <p>4.6 To learn how to teach across many disciplines</p> <p>4.7 To learn teaching methods that promote increased student achievement</p> <p>4.8 To gain knowledge of how to adapt instruction to the individual needs of all students</p>	<p>9. Communication Skills:</p> <p>9.1 To learn how to apply technologies as effective communications= tools</p> <p>9.2 To present to various publics</p> <p>9.3 To enhance speaking skills</p> <p>9.4 To enhance writing skills</p> <p>9.5 To improve non-verbal communications skills</p> <p>9.6 To discover ways to increase parental involvement in parent-teacher conferences</p>
<p>5. Skills to Meet the Needs of Special Students:</p> <p>5.1 To learn how to apply technologies as effective intervention tools</p> <p>5.2 To learn how to adapt instruction to all skills levels</p> <p>5.3 To learn how to increase my awareness of special needs students</p>	<p>10. Other---describe Must be approved by LPDC</p>

5.4 To learn how to sensitize all students to the needs of individuals

5.5 To understand social/emotional needs of students and others

PROFESSIONAL ACTIVITIES GRID

Group	Activity	Max. CEUs	CEU Value	Pre-approval Required	Criteria	Verification/Documentation
1	Local Requirements	5 CEUs per license cycle	1 clock hour = 0.1 CEU	NO, if on IPDP	Must meet <u>local district in-service</u> expectations and be related to IPDP goals	CEU Certificate or Certificate of Attendance
2A	College Course	No limit	1 sem. hr. = 3 CEUs 1 qtr. hr. = 2 CEUs	NO, if on IPDP	Must be related to IPDP goals	Official transcript
2B	Workshops	No limit	1 clock hour = 0.1 CEU	NO, if on IPDP	Must be related to IPDP goals	CEU Certificate or Certificate of Attendance
3A	Mentoring	6 CEUs per license cycle	1 clock hour = 0.1 CEU	NO, if on IPDP	Mentor of teacher or administrator in Entry Year Program	Activity Verification Form C Copies of logs and reflective journal
3B	Curriculum Development	6 CEUs per license cycle	1 clock hour = 0.1 CEU	NO, if on IPDP	Service on local, county, state or national formal committee.	Activity Verification Form C and a Copy of Product
3C	Professional Organizational Leadership Role	6 CEUs per license cycle	1 clock hour = 0.1 CEU	NO, if on IPDP	Service on local, county, state or national formal educational organization.	Activity Verification Form C and Documentation of position Description and office held.
3D	Teaching Portfolio	1CEU per license cycle	1 CEU	Yes	Must satisfy license renewal standards	Form A , Form B, and Portfolio
3E	Grant Writing	6 CEUs per license cycle	1 clock hour = 0.1 CEU	Yes	Planning and preparation only. Not dependent on award of grant.	Form A , Form B, and Grant Application

GROUP 4 ACTIVITIES ON THE NEXT

PAGE

PROFESSIONAL ACTIVITIES GRID: Continued

Group	Activity	Max. CEU=s	CEU Value	Pre-approval Required	Criteria	Verification/Documentation
4A	Publication	6 CEUs per license cycle	6 CEUs for a book 3 CEUs for an article	Yes	Must contribute to the education profession and be commercially published.	Form A , Form B, and a copy of the publication
4B	Peer Observation	1 CEU per license cycle	1 clock hour = 0.1 CEU	Yes	Not part of mentoring program	Form A & Form B Copies of logs and reflective journal
4C	National Board of Professional Teaching Standards (Master Teacher)	18 CEUs per license cycle	18 CEUs for achieving 12 CEUs for completion	NO, if on IPDP	Must be related to IPDP goals	National Board Certification, or Activity Verification Form C
4D	Professional Vocational Board Certification	6 CEUs per license cycle	1 clock hour = 0.1 CEU	NO, if on IPDP	Time in coursework/clinics for test preparation purposes only.	Certificate of completion
4E	Cooperating Teacher for a Student Teacher	6 CEUs per license cycle	1.5 CEUs per semester 1.0 CEU per quarter	NO, if on IPDP	Must be related to IPDP goals	Activity Verification Form C Verification from college and successful completion of contract and reflective journal
4F	Internship Supervision	6 CEUs per license cycle	1.5 CEUs per semester 1.0 CEU per quarter	Yes	Must be related to IPDP goals	Form A & Form B
4G	Cooperating Teacher for a Practicum Teacher	3 CEUs per license cycle	1 clock hour = 0.1 CEU	Yes	Must be related to IPDP goals	Form A & Form B
4H	Teaching a College Course/Workshop	6 CEUs per license cycle	1.5 CEUs per semester 1.0 CEU per quarter	Yes	Must be related to IPDP goals	Form A & Form B
4I	Professional Presentation	1 CEU per license cycle	1 clock hour = 0.1 CEU	Yes	Applies to the first presentation of a topic each license cycle.	Form A & Form B

4J	Educational Action Research Project	3 CEU=s per cycle	1 clock hour = 0.1 CEU 10 clock hours = 1 CEU	Yes	Must apply educational skills and knowledge toward the development of a project directly related to the area of license being renewed.	Form A , Form B, and a copy of the product
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FORM A: W-N LPDC (Front)

PRE-APPROVAL FORM to be used for EDUCATIONAL ACTION RESEARCH PROJECTS, SELF-DIRECTED EDUCATIONAL DEVELOPMENT, and all other activities requiring Pre-Approval.

This form must be submitted to the LPDC prior to beginning an Educational Action Research Project, Self-Directed Educational Development activity, OR any other activities that do not result in the issuance of an official document of successful participation.

1. What final product(s) will be submitted to the LPDC as verification of the completion of the activity

2. ACTIVITY OBJECTIVES: _____

3. EVALUATION TOOL(S): _____

4. This activity supports my professional development plan by: _____

5. This activity relates to building or district goals by:

6. This activity will impact student learning by:

PROPOSED DOCUMENTATION OF ACTIVITY TIME

Please briefly describe the specific activities you completed in each area and the time spent to complete. (Briefly EACH describe on the back)

Readings: _____ estimated hours Activities: _____ estimated hours

Research: _____ estimated hours Journal/Diary: _____ estimated hours

Implementation Activity: _____ estimated hours Other: _____ estimated hours

ESTIMATED TOTAL HOURS TO BE SPENT ON ACTIVITY _____ hours

I hereby request _____ CEUs, in return for _____ hours engaged in this activity.	
Educator's Signature	Date

Reviewed by _____ Date _____

_____ APPROVED

_____ NOT APPROVED

OVER 

FORM A (back)

Activities	Estimated Hours	Description
Readings		
Activities		
Research		
Journal/Diary		
Implementation		

PLEASE ATTACH THE **FORM B** TO THIS DOCUMENT UPON COMPLETION

FORM B (front)

PLEASE ATTACH THE APPROVED FORM A TO THIS DOCUMENT

SUBMIT THIS FORM WITH THE PRODUCT OF YOUR ACTIVITIES TO THE LPDC COMMITTEE FOR APPROVAL

NAME _____

PROFESSIONAL DEVELOPMENT ACTIVITY:

Date(s) of Activity _____

1. This activity supported my professional development plan by:

2. This activity related to building or district goals by:

3. This activity impacted my students' learning by:

_____.

ACTUAL DOCUMENTATION OF ACTIVITY TIME

Please briefly describe the specific activities you completed in each area and the ACTUAL time spent to complete. (Briefly EACH describe on the back)

Readings: _____ hours

Activities: _____ hours

Research: _____ hours

Journal/Diary: _____ hours

Implementation Activity: _____ hours

Other: _____ hours

<p>TOTAL HOURS SPENT ON ACTIVITY _____ hours</p> <p>I hereby request _____ CEUs, in return for _____ hours engaged in this activity.</p> <p>Educator's Signature _____ Date _____</p> <p>Reviewed by _____ Date _____</p> <p>_____ APPROVED _____ NOT APPROVED</p>



FORM B (back)

Activities	Actual Hours	Description
Readings		
Activities		
Research		
Journal/Diary		
Implementation		

Name: _____

Activity: _____

**How did you incorporate the knowledge/information gained from this activity:
Short Summary/Description of Activity:**

Date(s): _____ Time(s): _____

How does this activity apply to your position/type of certification/licensure and how does it fit into the district=s or your building=s goals and objectives for teaching and learning:

Approval _____ Date: _____

Disapproval: _____ Date: _____

FORM R

Approval Verification Form for Educators Leaving the Washington-Nile LPDC

This verifies that the attached Individual Professional development Plan was approved on _____, 200__

and that _____ has completed the following credits toward completion of the plan since the date above.

_____ college/university **semester** hours

_____ college/university **quarter** hours

_____ LPDC approved CEUs

_____ LPDC approved contact hours

_____ credits for other equivalent activities

(Signature of Authorized Signer)

(Date)

Print name of Authorized Signer _____

Name of LPDC: **Washington-Nile Local LPDC**

LPDC address: **15332 U.S. Highway 52
West Portsmouth, OH 45663**

LPDC contact person: **Carla Coleman. Chair**

LPDC telephone number: **(740) 858-1116**

FORM V

LPDC VERIFICATION FORM
Washington-Nile Local Professional Development Committee
FOR LICENSE RENEWAL AND TRANSITION TO LICENSE
RETURN THIS FORM WITH COMPLETED APPLICATION

Print name of applicant: _____

3301-24-08(A)

The five-year professional or associate license may be renewed (*or a certificate transitioned to a license*) by individuals currently employed in a school or school district upon verification that the following requirements have been completed since the issuance of the license to be renewed: Six semester hours of coursework related to classroom teaching and/or the area of licensure; or eighteen continuing units or other equivalent activities related to classroom teaching and/or the area of licensure as approved by the local professional development committee of the employing school or school district (*or educational entity*) ...

First - Enter issue date from the certificate/license to be transitioned or renewed	_____
Step 1. Enter the semester hours taken since issue date of the certificate to be transitioned or renewed.	_____
Step 2. Enter the quarter hours taken since issue date of the certificate to be transitioned or renewed.	_____
Step 3a. Enter ODE approved continuing education units (CEUs) earned since the issue date of the certificate to be transitioned or renewed	_____
Step 3b. Enter Local Professional Development Committee approved continuing education units (CEUs) or contact hours earned since the issue date of the certificate to be transitioned or renewed	_____ _____

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 the LPDC serves.)

Applicant's Signature: _____ DATE _____

**FORM V-1: Activity Log for Non-ODE CEUs and contact hours:
Submit with FORM V**

Date	Group	ID	Brief Description or title - Sponsor Contact	Hours <u>or</u>	CEUs	Page in Binder	
Total Contact Hours _____ / 10 =				_____ TOTAL CEUs			

FORM W.A.[Written Appeal]

WRITTEN APPEAL FORM

(For use when appealing a decision regarding individual licensure/certification)

Name: _____

Rationale for Appeal:

_____.

Employee Signature _____ Date _____

For LPDC USE ONLY:

Date received by LPDC: _____

Appeal Hearing Date: _____ Time: _____

Appeal Committee response findings:

_____.

Signature(s) of Appeal Committee:

	Chairperson
	Secretary
	Member
	Member
	Member
	Member
	Member