Local Professional Development Committee Guidelines

Monroeville Local Schools
LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE
MEMBERS

The following members represent your LPDC. As you work through your Individual Professional Development Plan (IPDP) and have any questions, please feel free to contact a member for assistance.

<table>
<thead>
<tr>
<th>Name</th>
<th>Location</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. William Butler</td>
<td>Elementary</td>
<td>Principal</td>
</tr>
<tr>
<td>Mr. James Kaczor</td>
<td>High School</td>
<td>Principal</td>
</tr>
<tr>
<td>Mrs. Teri Smith</td>
<td>Elementary</td>
<td>Teacher</td>
</tr>
<tr>
<td>Mrs. Jennifer Meagrow</td>
<td>Elementary</td>
<td>Teacher</td>
</tr>
<tr>
<td>Mrs. Donna Elmlinger</td>
<td>High School</td>
<td>Teacher</td>
</tr>
<tr>
<td>Mrs. Laurie Repogle</td>
<td>High School</td>
<td>Teacher</td>
</tr>
<tr>
<td>Mrs. Mary Schaeffer</td>
<td>North Point ESC</td>
<td>Curriculum Consultant</td>
</tr>
</tbody>
</table>

Chairperson: Donna Elmlinger  
Secretary: Teri Smith
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**NOTE:** The LPDC Guidelines and forms can be downloaded from the Monroeville Local Schools website at: [www.monroevilleschools.org](http://www.monroevilleschools.org). Choose “sites” then “LPDC”.

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**COMMITTEE PURPOSE, MISSION, AND REPRESENTATION**

Adopted May ___ 2013

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PURPOSE
The purpose of the Monroeville Local Schools Local Professional Development Committee is to review educators’ coursework and other proposed professional development activities to determine if the requirements for the renewal of certificates or licenses have been met.

MISSION
The mission of the Monroeville Local Schools Local Professional Development Committee is to foster and encourage relevant professional staff development in order to facilitate improved student performance and to ensure a fair and equitable process for credential renewal.

REPRESENTATION
As established by the Collective Bargaining Agreement between the Monroeville Board of Education and the Monroeville Teachers Association (Article V-E)

COMPOSITION:
The Monroeville Local Schools Local Professional Development Committee shall include the following members:
1. Four (4) teachers selected by the Monroeville Teachers Association
2. Two (2) individuals selected by the superintendent.
3. One (1) individual may be an employee of the North Point (Huron County) ESC.
   In the event of a vacancy, the party making the original appointment shall select a replacement.

TERMS OF OFFICE:
The term of office for teacher members shall be two (2) years. Terms shall be staggered so that one-half (1/2) of the terms expire annually.

COMMITTEE OPERATION:
The Chairperson shall be selected by a majority vote of the Committee members. The Committee Chairperson shall be the official designee whose signature shall designate approval and completion of an Individual Professional Development Plan (IPDP).
   Decisions shall be made by a majority vote of the Committee members present and voting.

MEETING SCHEDULE:
The LPDC shall meet as often as the members deem necessary to complete their work. No later than September 10 annually, the Committee shall post its meeting schedule in each building. Additional meetings may be scheduled as necessary.

PROFESSIONAL DEVELOPMENT(Contractual):
The Local Professional Development Committee shall be responsible for the selection, planning, and implementation of professional development activities sponsored by the local school district for all certificated/licensed employees.
   This professional development shall be scheduled at least four (4) times during the school year with time provided through the early release or late arrival of students or one full day.
   The total staff shall be polled annually to assist in determining the in-service needs of the staff and district.

COMMITTEE SELECTION AND RESPONSIBILITIES:
The Monroeville Local Schools Local Professional Development Committee shall consist of the following roles and corresponding terms of office:

1. Chairperson
The Chairperson shall be selected by a majority vote of the Committee members. The duties of the Chairperson shall include:
   - Preside at all LPDC meetings;
   - Establish a meeting calendar, call all meetings, and set all agendas;
   - Ensure that LPDC and IPDP processes and procedures are followed;
   - Be the official designee whose signature shall designate approval and completion of an Individual Professional Development Plan (IPDP).
   - Serve as a liaison to other district professional development Committees;
   - Serve as the appeals process contact and liaison;
   - Serve as one of the LPDC reviewers of educator professional development plans used for license renewals;
   - Suggest training needs of LPDC members; and
   - Sign the necessary cover sheets for the license renewals as required by the Ohio Department of Education.
   - Sign (or initial) IPDP of teachers for tuition reimbursement purposes.

2. Secretary/Recorder
The Secretary/Recorder shall be selected by a majority vote of the Committee members. The duties of the Secretary/Recorder shall include:
   - Keep accurate minutes of the LPDC meetings;
   - Distribute and/or post minutes of LPDC meeting to staff.
   - Assist the Chairperson with necessary Committee correspondence;
   - Maintain a notebook OR easily accessible electronic record of all Committee activities and minutes.

3. Committee Members
The terms of office and duties of the members of the LPDC shall include:
   - Members’ term of office shall be two years and must be appointed by the Monroeville Teachers Association;
   - There is no limit to the number of terms a member may serve, but they must be reappointed every two years;
   - Elect one of the members to act in the absence of the Chairperson;
   - Serve as staff information contact people;
   - Serve as reviewers of educator professional development plans for license renewal;
   - Suggest necessary professional growth needs for Committee members.
   - Remain current with LPDC guidelines and ODE licensure standards.

COMMITTEE PROCEDURES

Adopted May ___ 2013
COMMUNICATION
1. Notices of LPDC meetings will be posted in the Elementary and High School Teachers’ Lounges, through the school’s e-mail program, and listed in the area newspaper(s) (Norwalk Reflector).
2. Meetings of the LPDC will operate under the Open Meeting Act (Sunshine Law) and will reflect the policy and procedures observed by the Monroeville Local Schools Board of Education.
3. Minutes and records of decisions made by the Committee shall be maintained by the LPDC secretary and kept on file in the LPDC file cabinet at Monroeville Local Schools.

MEETINGS
1. The LPDC shall meet as often as the members deem necessary to complete its work.
2. For normal operating procedures, the LPDC will meet monthly.
3. The Chairperson has the right to cancel a meeting if there is no business to be conducted during that month.
4. The Chairperson may call an emergency meeting of the LPDC with concurrence of a majority of the members.
5. All meetings of the LPDC will be conducted at Monroeville Local Schools.
6. Quorum – Four (4) out of seven (7) members constitute a quorum for the purpose of conducting LPDC business.
7. No later than September 10 annually, the Committee shall post its meeting schedule in each building. Additional meetings may be scheduled as necessary.

APPEALS
1. If the IPDP is rejected by the LPDC, the educator shall be given the reasons for the rejection.
2. The written appeals request shall be submitted to the LPDC Chairperson within 20 days of denial of an IPDP. All written appeals will be reviewed at the next regularly scheduled meeting of the LPDC.
3. An appeal may be presented in person at the next regularly scheduled LPDC meeting. A signed request for inclusion on the agenda must be given to the LPDC Chairperson no later than three (3) working days before that regularly scheduled LPDC meeting.
4. Written notification of the appeal decision shall be provided to the educator within ten (10) working days.

AMENDMENTS
1. The LPDC may recommend revision of this document by a majority vote of its members in favor of the amendment.
2. Amendments, which alter the requirements, for approved IPDP’s and/or approved course/activity proposals shall not negatively impact any individual who has already begun pursuit of a certificate or license.
3. Any certificated employee may suggest amendments.
4. Amendments are to be submitted in writing to the LPDC Chairperson, who shall make the LPDC aware of such suggestions at the next regularly scheduled LPDC meeting.

INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN (IPDP)
1. Every new employee of the Monroeville Local Schools, who holds an Ohio professional certificate or a five-year license, must have a current IPDP on file by September 30 or within 30 days of beginning employment.
2. Current employees must have an IPDP on file within 30 (school) days of renewal of a license.
3. The LPDC reserves the right to accept/decline proposals for any credit taken during which time an approved IPDP has not been on file.
4. Employees, who have multiple licenses/certificates listed on their IPDP, must update the IPDP after each renewal/transition of each certificate/license.
5. Professional development included in an IPDP should reflect the needs and goals of the district, program, and/or classroom. The professional development selected should be relevant to the field of education and/or subject area assignment.
6. Any submitted proposal deemed unreadable by the LPDC or not written on the proper form (Employee Kiosk of NOECA) shall be returned to the person submitting the proposal without review. The proposal shall be resubmitted in appropriate format for consideration at the next regularly scheduled LPDC meeting.
7. Reviewed IPDP’s are to be returned to the educator within ten (10) working days of the LPDC meeting.
8. IPDP’s, which are denied, must be resubmitted within 30 days with modifications, or they may be appealed within 20 days of the denial. The revised IPDP should be attached to the original IPDP.
9. An employee may not receive a renewal license if he/she cannot be fingerprinted – issues with print quality. In this case, the employee may submit a new IPDP for LPDC approval prior to receiving the renewal license from ODE. The LPDC will determine when this exception is appropriate for an employee.

RECIROCITY
A previously employed new hire who holds a certificate/license issued by the ODE and who has coursework/activities approved by his/her prior LPDC during the current renewal cycle shall have said coursework/activities approved by the Monroeville Local Schools LPDC when accompanied by verifiable supporting documentation.

Upon employment, the educator will need to complete a Monroeville Local Schools IPDP following the procedures and criteria of the LPDC for approval of any remaining work needed before license renewal. This new IPDP must be on file with the LPDC by September 30 or within 30 days of hire.

PROFESSIONAL DEVELOPMENT ACTIVITY PROPOSALS AND CREDIT
1. Graduate coursework, classes/workshops, and/or equivalent professional development activities may be used to satisfy the Ohio Department of Education renewal requirements.
2. 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.
3. Please refer to the Contact Hour Options charts in the appendix to determine if your professional development activity is considered highly qualified and an option for license renewal.
4. For contact hour credit to be granted at the time of license renewal/transition, the Monroeville Local Schools LPDC “Summary of Contact Hour Options Completed for Licensure Renewal” form must be completed and submitted with appropriate documentation.
5. The LPDC reserves the right to accept/decline proposals for credit if an approved IPDP has not been on file.
6. Activities, which are part of one’s regular duties, will not be awarded contact hours.
7. Participants in workshops cannot simultaneously earn both contact hours and college credit for the same activity toward the renewal of their license.
CONTACT HOURS (Continuing Education Units or CEU’s)
1. Under the standards for license renewal, 180 contact hours are required.
2. Contact hours shall be assigned as deemed appropriate by Monroeville Local Schools Local Professional Development Committee.
   The following guidelines will be used:
   - 1 semester hour = 30 contact hours = 3 CEU’s
   - 1 quarter hour = 20 contact hours = 2 CEU’s
   - 10 contact hours = 1 CEU
3. These guidelines do not restrict the LPDC to awarding credit solely on contact-time basis. Justification must be provided for credit sought.
4. Once an LPDC Pre-Approval Professional Development Activity Proposal Form has been approved, it is the responsibility of the individual to fully complete the components of the proposal in a timely manner. If modifications to the professional development activity are to be made, these modifications should be submitted in writing to the LPDC Chairperson as soon as possible. Deviations from the original proposal may result in a change in the number of contact hours granted for the professional development activity. Contact hours will be awarded after the submission of the LPDC Evaluation of Activity Form.

THREE WAYS TO RENEW/TRANSITION

An approved IPDP must be on file prior to the beginning date of any professional development activity that is used for license renewal.

Please refer to the “Contact Hour Options For Professional Development” chart in the appendix. The chart lists the criteria and verification required for each professional development activity.

1. Accumulate 6 Semester Hours
2. Accumulate 180 Contact/Clock Hours
3. Accumulate 180 Contact/Clock Hours using a Combination

Example:
2 semester hours (2 @ 30 cont.hrs.) = 60 contact hours = 6 CEU’s
Accumulated workshops/seminars = 50 contact hours = 5 CEU’s
Other pre-approved activities = 70 contact hours = 7 CEU’s

Total = 180 contact hours = 18 CEU’s

!! Important!!

- Prior to the renewal of a teacher’s license, the teacher must attend a meeting of the LPDC to verify professional development hours. This meeting must take place in September prior to the expiration date of the license. Ex. September 2013 if the license expires in June of 2014.
- Please be mindful that failure on an employee’s part to have an approved IPDP on file with the Monroeville Local Schools LPDC may result in no credit for coursework/contact hours taken, thus potentially resulting in the non-renewal of the employee’s license and possibly impacting one’s employment status.

INSTRUCTIONS FOR RENEWING/TRANSITIONING CERTIFICATES/LICENSES

Adopted May ___ 2013
IPDP APPROVAL
1. Complete an Individual Professional Development Plan (IPDP) at the Employee Kiosk at NOECA. List all certificates/licenses held. One plan will cover multiple certificates/licenses.
   - New employees must have IPDP on file with the Monroeville Local Schools by September 30 or within 30 days of employment/hire date.
   - Current employees must have IPDP on file within 30 (school) days of renewing license.
2. Submit IPDP to the LPDC Chairperson. Do not send any other documentation at this time.
3. The Monroeville Local Schools LPDC is scheduled to meet once a month (excluding June, July and August) to review submitted IPDP’s.
4. If the IPDP has been approved one will receive a signed copy of the IPDP in one’s school mailbox and then professional development growth options may begin.
5. If revisions are necessary, the unsigned original IPDP will be returned. Please revise the IPDP and return it to the LPDC Chairperson within 30 days of the review.

PROFESSIONAL GROWTH GUIDELINES
1. Prior to any professional growth activities, preapproval must be obtained.
2. After obtaining the pre-approval, attend the workshop, inservice, or class that support the approved IPDP. Keep appropriate documentation (contact hour sheets, time log and program/agendas, grade sheets, etc).
3. Complete and submit the evaluation portion of the professional development sheet along with your documentation sheets and have the activity approved by the LPDC.
   1. Attend workshops, in-services and/or classes that support an approved IPDP. Keep all certificates of attendance or transcripts. These are vital documents for renewal.
   2. Refer to the Contact Hour Options charts in the appendix.
   3. Effective May 2009, Contact Hours will NOT be considered for approval retroactively if the hours are applied for more than ninety days after the date that the professional development option begins. The student teacher option MUST receive prior approval (no exceptions).

INSTRUCTIONS FOR RENEWING/TRANSITIONING CERTIFICATES/LICENSES

RENEWAL PROCESS
1. The renewal process may begin after January 1 of the year the employee’s certificate/license expires.
2. Compile the following:
   - LPDC Tracking of PD for License Renewal Form
   - Official Transcripts for all graduate level classes along with the Preapproval/Evaluation sheet for each class
   - Packet of Preapproval/Evaluation sheets and contact hour sheets for EVERY professional development activity you wish to use for license renewal. PLEASE:
     i. List each activity on the tracking sheet in chronological order.
     ii. Have the Preapproval/Evaluation sheets as well as the accompanying contact hour sheets in the same order as the activities listed on the tracking sheet
iii. Make a photocopy of the tracking sheet and each preapproval/evaluation sheet and contact hour sheet and have this packet in the same order as described above.

3. Complete the ODE application on-line (or the paper copy if the on-line version is not available). This application is available from both the ODE website (www.ode.state.oh.us) and via a link on the Monroeville Local Schools website (http://www.monroevilleschools.org).

4. Pay on-line with a credit card (if necessary to use paper form, include a check).

**CRIMINAL BACKGROUND CHECK REQUIREMENT**

Effective Jan. 1, 2010, to comply with House Bill 1, the Ohio Department of Education (ODE) will require initial applicants for any license or permit that it issues to complete both an Ohio criminal background check and an FBI criminal background check, conducted by the Bureau of Criminal Identification and Investigation (BCII). These checks need to be less than 365 days old to be considered valid for licensing purposes.

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. Currently, they must complete both BCI and FBI checks whenever they renew.

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.

Further, educators with multiple licenses only need to submit the required background checks when they are applying for the renewal of the license or permit that is of the longest duration. 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.

Those affected are:
- Applicants seeking to transition, renew, or advance their licenses;
- Applicants seeking new licenses; and
- Applicants seeking new and renewal adult education and pupil activity permits.

*For the most complete and up-to-date information*, please refer to the ODE website (http://www.ode.state.oh.us/GD/Templates/Pages/ODE/ODEPrimary.aspx?page=2&TopicID=513&TopicRelationID=513)
GLOSSARY

Administrator - An individual working under the following certificate or license: Principal License, Administrative Specialist License, Superintendent License, Principal Certificate, Educational Administrative Specialist Certificate, Assistant Superintendent Certificate, Superintendent Certificate.

Appeal Process - The process by which an educator can have the decision of a LPDC reviewed.

Approved Institution - A college or university which been approved for the preparation of teachers, administrators and school employees in pupil personnel services by the State Board of Education.

CEU (Continuing Education Unit) - Ten (10) contact hours approved by a Local Professional Development Committee equals one CEU.

Contact/Clock Hours - The direct clock hours spent engaged in a professional development activity.

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 coursework to job-related activities.

HQPD (High Quality Professional Development) – Effective professional development meets the needs of educators by responding to the needs of students. It must align with personal, building, district, state and national goals.

HQT (Highly Qualified Teacher) – The federal No Child Left Behind Act (NCLB) requires that all teachers are highly qualified in the core academic content area(s) they teach. NCLB places major emphasis upon teacher quality as a factor in improving achievement for all students.

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, coursework, 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.

Reciprocity - A policy, which acknowledges and accepts credentials awarded by another authority.
APPENDIX
### MONROEVILLE LOCAL LPDC

**Contact Hour Options**

ALL Professional Development Activities REQUIRE Submission of LPDC Pre-approval and Evaluation of Professional Development Forms

<table>
<thead>
<tr>
<th>Option</th>
<th>Maximum Contact Hours</th>
<th>Contact Hour Conversions</th>
<th>Verification Forms to submit with license application</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Class taken at College or University</td>
<td>Unlimited</td>
<td>1 semester hour = 30 contact hours</td>
<td>Official Transcripts</td>
<td>Must be taken through an accredited college or other approved post secondary institution listed in Higher Education Directory.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 quarter hour = 20 contact hours</td>
<td>Preapproval/Evaluation Form</td>
<td>Must be taken for credit with a grade of “C” or better or a “P” in a pass/fail course.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>LPDC Tracking of PD for License Renewal Form</td>
<td>Coursework must be in education or in a content area directly related to the individual’s teaching assignment or working with students.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>** Contact Hour certificate must have name of conference, name of issuing agency, date and hours of conference completely filled in by the sponsoring agency. If any of above are blank – you must complete a log and provide a copy of the agenda. **</td>
</tr>
<tr>
<td>2 Professional Conference OR Single Workshop</td>
<td>Unlimited</td>
<td>See criteria column</td>
<td>Preapproval/Evaluation Form</td>
<td>Must include only time spent in those portions of the conference program that contribute to the participant’s knowledge, competence, performance, or effectiveness in education.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>LPDC Tracking of PD for License Renewal Form</td>
<td>Must be related to field of education, areas of licensure, or technology.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>** ** Contact Hour certificate must have name of conference, name of issuing agency, date and hours of conference completely filled in by the sponsoring agency. If any of above are blank – you must complete a log and provide a copy of the agenda. **</td>
</tr>
<tr>
<td>3 Peer Observation</td>
<td>30 contact hours per license cycle</td>
<td></td>
<td>Written summary of pre-conference, observation, and post-conference</td>
<td>Must include a statement of authorization from a supervisor along with a summarization of pre-conference and post-conference meetings.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Log &amp; Signature of Supervisor</td>
<td>Must be a “Teacher in Need”</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Preapproval/Evaluation Form</td>
<td>Must be preapproved by supervisor and LPDC.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>LPDC Tracking of PD for License Renewal Form</td>
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**Effective May 2009, Contact Hours will NOT be considered for approval retroactively if the hours are applied for more than ninety days after the date that the professional development option begins. The student teacher option MUST receive prior approval (no exceptions).**
**MONROEVILLE LOCAL LPDC**

**Contact Hour Options**

**ALL Professional Development Activities REQUIRE Submission of LPDC Pre-approval and Evaluation of Professional Development Forms**

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<tbody>
<tr>
<td>4</td>
<td>National Board of Professional Teaching Standards Certification OR Master Teacher Certification</td>
<td>180 contact hours per license cycle for candidate completing the process but not getting the NBPT certification.</td>
<td>Preapproval/Evaluation Form, LPDC Tracking of PD for License Renewal Form, Valid copy of the National Board or Master Teacher Certificate, Or if not awarded: Log &amp; Summary of Contact Hours Form</td>
<td>Must be in the subject area of the individual’s assignment. Certificate must be completed or participation as candidate must be verified by the expiration date of the Ohio license.</td>
</tr>
<tr>
<td>5</td>
<td>Mentoring</td>
<td>90 contact hours per license cycle</td>
<td>Full year = 30 contact hours, Half year = 15 contact hours</td>
<td>Preapproval/Evaluation Form, Log of collaborative time, LPDC Tracking of PD for License Renewal Form, Signature of lead mentor or Letter/Certificate from College to verify successful completion of contract</td>
</tr>
<tr>
<td>6</td>
<td>Teaching a College Course within School District Or to Adult Students</td>
<td>90 contact hours per license cycle</td>
<td>Syllabus, Name of School, Date/Times for course, Signature of Supervisor, Log, Summary of Contact Hours Form</td>
<td>First time teaching course = 30 contact hours maximum, Successive years teaching the course = 15 contact hours maximum</td>
</tr>
</tbody>
</table>

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Adopted May ___ 2013
MONROEVILLE LOCAL LPDC
Contact Hour Options
ALL Professional Development Activities REQUIRE Submission of LPDC Pre-approval and Evaluation of Professional Development Forms

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<tbody>
<tr>
<td>7 Professional Presentation</td>
<td>90 contact hours per license cycle</td>
<td>1 clock hour of presentation = 5 contact hours</td>
<td>Copy of PowerPoint and presentation handouts Copy of Meeting Agenda with times indicated and your name listed as a presenter or signature of person validating that you assisted in presentation. Log of preparation time. Summary of Contact Hours Form</td>
<td>May be used for the first presentation each license cycle. May be used for each new, unique presentation.</td>
</tr>
<tr>
<td>OR Assisting in a Professional Presentation</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8 Curriculum / Course of Study Development</td>
<td>90 contact hours per license cycle</td>
<td>1 clock hour = 1 contact hour</td>
<td>Preapproval/Evaluation Form LPDC Tracking of PD for License Renewal Form Copy of Curriculum produced. Log</td>
<td>Must be service on formal Committee organized by local, state, national, or international education agency or organization. This would include college course development.</td>
</tr>
<tr>
<td>9 Professional Educational Organization Activities</td>
<td>90 contact hours per license cycle</td>
<td>1 clock hour = 1 contact hour</td>
<td>Preapproval/Evaluation Form LPDC Tracking of PD for License Renewal Form Log of time spent Written summary of goals of Committee</td>
<td>Must be service on formal Committee organized by a local, state, national, or international education organization. Must contribute to the education profession or add to the body of knowledge in the individual’s specific field. Does not include Committees within Monroeville Local Schools or be considered part of job description. Documented clock hours of Committee work. Ex. Science Education of Ohio, ELA Council of Ohio</td>
</tr>
</tbody>
</table>

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Adopted May ___ 2013
**MONROEVILLE LOCAL LPDC**  
**Contact Hour Options**  
**ALL Professional Development Activities REQUIRE Submission of LPDC Pre-approval and Evaluation of Professional Development Forms**

<table>
<thead>
<tr>
<th>Option</th>
<th>Maximum Contact Hours</th>
<th>Contact Hour Conversions</th>
<th>Verification forms to submit with license application</th>
<th>Criteria</th>
</tr>
</thead>
</table>
| 10     | Grant Writing         | 90 contact hours per license cycle | 1 clock hour = 1 contact hour | Copy of Grant Application  
Log  
Summary of Contact Hours Form | Contact hours are not dependent on awarding of the grant.  
Documented clock hours in planning and preparing. |
| 11     | Field Experience for Students  
Ex. Taking students to Environmental Camp or Physics Day at Cedar Point | 45 contact hours per license cycle | 1 clock hour – 1 contact hour | Summary of goals of Committee  
Experience agenda  
Copy of the meeting agenda(s)  
Log  
Summary of Contact Hours Form | Must be related directly to the teacher’s curriculum.  
Field trips for extracurricular activities are NOT included.  
Must be used for the first time conducting the field trip each license cycle.  
Documented clock hours in planning and preparing (for field trip (total time with students and classroom instruction time are not included). |
| 12     | Independent Study OR Action Research  
Examples: Biography Day  
Wax Museum  
Family Literacy Night  
Family Fun in Science Night | 90 contact hours per license cycle | 1 clock hour = 1 contact hour | Preapproval/Evaluation Form  
LPDC Tracking of PD for License Renewal Form  
Log of time spent  
Summary of objectives and goals and experience agenda | Must enhance individual’s work in the profession or contribute to teacher’s specialization.  
Cannot be part of licensure requirements.  
Must benefit both the educational community and school.  
The content should be usable by other teachers within and outside of the district.  
Must be approved by the LPDC.  
Principal must sign that this is a part of the curriculum in the school building.  
Log of hours must be for the development of the project spent in research and development.  
Logged hours cannot be time spent supervising students during or after the school day, at extracurricular activities or community activities.  
Project must be presented to the LPDC and/or at a staff meeting to be determined by the LPDC. |

**Effective May 2009, Contact Hours will NOT be considered for approval retroactively if the hours are applied for more than ninety days after the date that the professional development option begins. The student teacher option MUST receive prior approval (no exceptions).**
### MONROEVILLE LOCAL LPDC

**Contact Hour Options**

**ALL Professional Development Activities REQUIRE Submission of LPDC Pre-approval and Evaluation of Professional Development Forms**

<table>
<thead>
<tr>
<th>13</th>
<th>Professional Learning Team OR Community Involvement</th>
<th>90 contact hours per license cycle</th>
<th>1 clock hour = 1 contact hour</th>
<th>Preapproval/Evaluation Form</th>
<th>LPDC Tracking of PD for License Renewal Form</th>
<th>Log of time spent</th>
<th>Goals of PLT or Community Project</th>
<th>Activities must be related to teaching assignment.</th>
<th>Examples of Community Involvement: Make a Difference Day Project Leadership</th>
</tr>
</thead>
<tbody>
<tr>
<td>14</td>
<td>Local School Committees or Activities</td>
<td>90 contact hours per license cycle</td>
<td>1 clock hour = 1 contact hour</td>
<td>Preapproval/Evaluation Form</td>
<td>LPDC Tracking of PD for License Renewal Form</td>
<td>Log of time spent and accomplishments</td>
<td>Goals of Committee or Activity</td>
<td>Examples: -District Leadership Team -RttT -Curriculum Development -School Improvement</td>
<td></td>
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</tbody>
</table>

*Effective May 2009, Contact Hours will NOT be considered for approval retroactively if the hours are applied for more than ninety days after the date that the professional development option begins. The student teacher option MUST receive prior approval (no exceptions).*
Insert Preapproval/Eval Form
Insert Preapproval/Eval Form
Insert  Summary of Professional Development for License Renewal
Insert Summary of Professional Development for License Renewal
Log of Professional Development Contact Hours For an Individual Workshop

Name: ________________________________________________________________

Name of Professional Development Activity: ______________________________

Dates Attending: _______________________________________________________

<table>
<thead>
<tr>
<th>Date</th>
<th>Time (Start – End for example 9:00 – 10:00)</th>
<th>Activity (list each session or person observed individually)</th>
<th>Contact Time in Hours</th>
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</table>

Total Time: _______________________________________________________

Total Number of Contact Hours Approved by LPDC: _______________________

Signature of LPDC Chairperson: _______________________________________

Date: _________________

Adopted May ___ 2013
Tuition Reimbursement PO
Tuition Reimbursement
Tuition Reimbursement
License Renewal Checklist
This checklist does not need to be submitted with your renewal; it is merely for assistance......

| **Approved IPDP:** | Verify that your IPDP is approved and up to date.  
| | IPDP Approval Date: _____________________________ |

| **“Summary of Contact Hour Options Completed For License Renewal” Form:** | Calculate all contact hours and semester/quarter hours earned since the license Issue Date and submit completed form along with all certificates, OFFICIAL transcripts, LPDC Pre- and Post-Approval Forms, etc. Forms can be downloaded at www.monroeville.k12.oh.us  
| | A) Verify License Issue Date: ______________________________  
| | B) Total your contact hours and semester/quarter hours. (Only professional development taken after ISSUE date of license is eligible towards renewal.)  
| | Semester hours: _________  
| | Quarter hours: _________  
| | Contact hours: _________ |

| **BCI and FBI Background Check:** | Have a background check completed:  
| | • If the individual then resides continuously in Ohio, he or she must obtain an updated FBI check once every five years.  
| | • If an individual lives outside Ohio at any time after obtaining a BCI check, then both the BCI and FBI background checks will need to be updated.  
| | These are available at:  
| | Huron County Sheriff’s Dept.  
| | EHOVE  
| | Norwalk City Schools  
| | Willard City Schools  
| | Remind the person to code it for “Teacher Licensure” |

| **ODE Renewal Application:** | Go to the ODE website (http://www.ode.state.oh.us/GD/Templates/Pages/ODE/ODEDefaultPage.aspx?page=1)  
| | • Log into your SAFE account at top of page – left side.  
| | • Go to “ODE Core”.  
| | • Follow instructions in ODE Online Application Users Manual (attached below). |

| **LPDC Approval:** | Please send the following:  
| | • “Summary of Contact Hours Options Completed for Licensure Renewal” form with all requested documents  
| | • your ODE renewal application and  
| | • pay online with credit card  
| | to Donna Elminger, Chairperson Monroeville LPDC prior to the LPDC meeting. The LPDC will review these items and approve the renewal if all requirements are met. The forms will then be forwarded to Nancy at North Point ESC for transmittal to ODE. |