

Teacher Certificate/License Renewal

Lakota Local School District

Local Professional Development Committee

Procedures and Guidelines

It is the responsibility of each certificated/licensed employee to monitor the expiration date(s) of his/her certificate(s) or license(s). The employee is reminded to review the requirements for renewal annually and to ask questions of the LPDC if unsure of the process.

Basis for LPDC

In 1996, Ohio's General Assembly authorized the establishment of Local Professional Development Committees (LPDCs) and mandated that such be established in every school district and chartered nonpublic school by September 1998 (Ohio Revised Code 3319.22). The purpose of the committees is to review the coursework and other professional development activities proposed and completed by educators within the district to determine if the requirements for renewal of licenses have been met, with the exception of professional pupil services licenses that require credentialing through related licensure boards. The LPDC's responsibility begins when an educator obtains a Professional License.

The Law

The Specifications of Ohio Revised Code Section 3319.22:

The requirements in law for Local Professional Development Committees (LPDCs) vary depending on the type of district or organizations include the following:

- Public school districts
- Public school districts with no bargaining units;
- Chartered nonpublic schools;
- Non-school entities

Regardless of the type of district or organization, all LPDCs will include at least five (5) total members and a majority of teacher members. For LPDCs, a teacher is someone working under a teaching certificate or license and employed under a teaching contract.

Governance

The Lakota Local School District Local Professional Development Committee (LPDC) procedures and guidelines shall not supersede the negotiated agreement between the Lakota Education Association (LEA) and the Lakota Board of Education. Individual Professional Development Plans (IPDP) submitted to the LPDC and approval of denials thereof shall not override the negotiated agreement between the Lakota Education Association and the Lakota Board of Education and/or policy of the Lakota Board of Education.

Purpose

The purpose of the committee is to determine whether course work and related professional growth activities a district licensed professional proposes to complete meets the license renewal standards promulgated by the State Board of Education.

Local Representation

The district LPDC Committee shall be appointed by the Executive Director of Human Resources with a recommendation of the LEA President (LEA contract agreement article 21.0604). Both the LPDC steering and the LPDC review committee will be comprised of administrators and LEA members representing as many grade levels as possible. Names of committee members and monthly dates of meetings will be posted on the district website. LEA members on both committees will be selected by the LPDC chairperson and LEA President subject to the approval of the Executive Director of Human Resources (LEA contract agreement article 21.0605).

Responsibilities of Committee Members

The responsibilities of the LPDC Committee are as follows:

- Establish operating procedures for the submission and review of Individual Professional Development Plans (IPDPs) by educators in the district
- Clearly establish the criteria by which the LPDC will review educators' IPDPs
- Develop the format for an Individual Professional Development Plan for use by educators as they renew their licenses
- Ensure that educators' course work and other professional activities meet the standards for renewal of all professional licenses for certified staff as identified by the Ohio Department of Education
- Approval of Verification Form for a previously approved IPDP from another school district
- Keep records of the LPDC's decisions regarding educators' IPDPs
- Operate under the Open Meetings Act (Sunshine Law)
- Establish a local appeal process for educators who wish to appeal the decision of the LPDC

LPDC Ethics

Members of the LPDC committees will agree to conduct all LPDC business so as to:

- Impartially and consistently apply the standards and guidelines
- Maintain confidentiality
- Communicate as a group through the committee chair

Failure of a member to follow these standards may be cause for removal from the committee.

Responsibilities of the Educator

Educators who are working under currently recognized Ohio Department of Education Professional licenses for certified staff such as Resident Educator, Professional, Senior or Lead Professional Licenses are responsible for meeting the requirements for renewal of those licenses.

Those renewing or advancing to Senior or Lead Professional Licenses as a result of having earned the Master Teacher or National Board designation are responsible for providing documentation of these designations.

Appeals

Written appeals of the decisions of a LPDC Review Committee shall be submitted to the Chair of the LPDC within 20 contract days. All written appeals will be reviewed at the next regularly scheduled or emergency meeting of the LPDC.

Written notification of the appeal decision shall be provided to the applicant within five contract days of the meeting at which a decision is reached. Written notification shall be provided to the applicant within five contract days of the committee's decision to continue discussion of an appeal at the subsequent meeting, and such notification shall include the date on which the discussion will continue.

If an appeal is denied, the applicant may request a terminal opinion, a binding decision rendered by a three-person mediation team chosen as follows: one person chosen by the applicant, one person appointed by the Superintendent, and one person appointed by the President of the LEA. Each member of the mediation team must hold a current Ohio Department of Education certificate or license; however, no mediation member may currently serve on any LPDC committee.

Bylaws

The LPDC Steering & Review Committee shall hold meetings as needed but generally once per month. Dates for regular monthly meetings shall be posted on the district website. The Chair of the committee may cancel or reschedule meetings provided notice is given to the staff.

The LPDC Committee gives Sharon Mays, the LPDC Chair and Rob Kramer, the Human Resources Executive Director authority to approve any renewal requests received after the teacher school year ends if the committee is unable to convene.

A quorum necessary to conduct LPDC business shall be 3 (3) members of a committee with the majority being LEA members.

LPDC committee members shall agree by consensus upon any proposal or plan for it to be considered approved. A time limit of 15 minutes per proposal, plan, or course/activity review will be adhered to by all LPDC members.

Copies of Committee meeting minutes, actions, records shall be provided as requested to the Superintendent and to the LEA President by the Committee Recorder.

All copies of IPDPs shall be kept by the LPDC Committee Chair in a locked file.

Guideline 1 – Individual Professional Development Plan

Professional development included within an Individual Professional Development Plan (IPDP) should reflect the needs of the individual, classroom, building, district, or community. The majority of the professional development indicated should be relevant to the current working assignment(s). An exception may be made for the individual who is participating in a graduate level program designed by the college or university to meet the certification/licensure requirements for one or more additional areas.

All employees of the Lakota Local School District who hold an Ohio professional Ohio 5-year license must have an approved IPDP on file with the LPDC in order for any professional development activities to be approved.

Any proposal submitted deemed unreadable by the LPDC Review Committee shall be returned to the applicant. The proposal may be resubmitted in appropriate form for consideration at a subsequent regularly scheduled meeting.

All license related forms shall be available on the district website.

Approved IPDPs will be posted on the individual's PD Express account.

IPDPs which are not approved will be returned to the individual and may be resubmitted to the same review committee with modifications.

All LPDC discussions about IPDP reviews, evaluations, and appeals shall be kept confidential.

No IPDP shall be used as an example without written permission of the applicant (owner of the proposal) involved.

Guideline 2 – Course Work/Activity Proposals

Course Work/Workshops

All Lakota Course Work aligns with district and building plans and will be approved for credit towards renewal as long as it falls under an approved IPDP.

The Lakota LPDC shall consider and, as appropriate, approve Continuing Education Unit (CEU) credit for out of district classes, workshops and/or equivalent other activities for use in meeting license renewal requirements. Course work must be from a state, regionally, or nationally accredited provider.

CEU providers must be approved by the LPDC Committee.

All PD and credit hours must be earned during the current certification/license renewal period and must meet previously established ODE guidelines for acceptability toward certification renewal.

An IPDP already approved by another Ohio school district will be accepted by the Lakota LPDC when accompanied by verifiable supporting documentation.

University Credit toward Certification/Licensure Renewal

Course work must be relevant to an approved IPDP. An applicant enrolled in an approved graduate program leading to additional certification will have his/her program considered “relevant” by the LPDC. Credit for course work begun prior to proposal approval is not guaranteed.

PROFESSIONAL DEVELOPMENT

It is the responsibility of each certificated/licensed employee to monitor the expiration date(s) of his/her certificate(s) or license(s). The employee is reminded to review the requirements for renewal annually and to ask questions of the LPDC if unsure of the process.

Criteria for Certificate/License Renewal

Total of 180 contact hours are required to renew

1 semester hour	= 30 contact hours
1 quarter hour	= 20 contact hours
1 continuing education unit	= 10 contact hours
Lakota PD (1 contact hours)	= 1 contact hour

Semester hours, quarter hours, and CEUs may be used in any combination for license renewal.

