

FAIRVIEW PARK CITY SCHOOL DISTRICT

LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE

GUIDELINES

Board of Education Approval – 10/18/11

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FAIRVIEW PARK CITY SCHOOL DISTRICT

PROFESSIONAL DEVELOPMENT

GUIDELINES AND POLICIES

I. RESPONSIBILITIES OF THE LPDC

Ensure that educator's coursework and other professional development activities meet the standards for renewal of certificates or licenses.

II. RESPONSIBILITIES OF THE EDUCATOR

Educators who are working under professional (8 year) certificates or professional (5 year) licenses are responsible for meeting the requirements for transitioning to or renewing licenses. All educators employed by a school district must work with their Local Professional Development Committee to complete the renewal process.

III. CERTIFICATE TYPES

Permanent Certificate – Permanent certificates do not require renewal or conversion to licensure. Therefore, the only action that is required to maintain this certificate is to have BC&I and FBI fingerprints completed every five years.

Five Year License – Certified staff with 5-year licenses must meet the requirements in the Teacher and Education License Standards. That is, they must complete an Individual Professional Development Plan (IPDP) (found on HR KIOSK), have the plan approved by the Local Professional Development Committee, and meet the professional development requirements listed below:

- Six semester hours of college coursework or 180 contact hours
- Other professional development activities may be counted toward the renewal requirements if approved by the LPDC and converted to contact hours.
- BC&I and FBI fingerprints competed at each renewal when indicated.

Transition to License – Educators must transition to the 5-year license at the time their professional 8-year certificate(s) expire(s).

- When transitioning to the 5-year license, educators must meet the requirements in the ***Ohio Educator Standards***.

IV. IPDP POLICIES

Every educator employed by the Fairview Park Board of Education who holds or is transitioning an Ohio License, must have an approved Individual Professional Development Plan (IPDP) on file at least **two years** prior to expiration of the certificate(s)/license(s). The IPDP must be submitted through HR KIOSK on or before noon of the second Monday of May. However, every educator is encouraged to develop and submit a plan as soon as possible. This plan must be consistent with the guidelines of the LPDC and the district's long-range goals/objectives. The LPDC has been accepting Individual Professional Development Plans since September 1998.

An IPDP may consist of coursework, contact hour classes, workshops, and/or Equivalent Other Activities (EOA's—contact hours) which will be used to satisfy the Ohio Department of Education (ODE) renewal requirements and **MUST** be approved by the Fairview Park Professional Development Committee.

Reciprocity: The LPDC shall accept IPDP's approved by other districts for any educator hired by the Board of Education from another district. Modifications to an existing plan may need to be made to fulfill all necessary requirements of the districts' renewal process. Hours already accumulated in the district of previous employment shall be honored. All cases are subject to committee review. It is the responsibility of the educator to get the approved IPDP from their previous district to the LPDC Committee. The paperwork should be accompanied by all the supporting documentation.

V. IPDP PROCEDURES

HR KIOSK is an online IPDP process that we are currently using in the district. The forms that are located on the HR KIOSK are the IPDP form, the course proposal form and the LPDC guidelines.

Enter your IPDP in HR KIOSK two years before your license renewal . The IPDP is routed to the LPDC committee for their review online. We meet the second Monday of each month at 3:45 pm. Once the IPDP is approved, you can then submit any coursework proposals that you are going to take. An approved IPDP must be on file before you submit a course proposal.

The LPDC guidelines state that all certified staff has an approved IPDP on file two years prior to their renewal. If you are renewing your license in 2015, you will need to have an IPDP submitted through HR KIOSK to the LPDC committee on or before noon of the second Monday of May, 2013. The only exclusion to that rule is all staff that are renewing their license in 2012, 2013 and 2014 need to have the IPDP in by October 31, 2011. The committee has a spreadsheet with everyone's IPDP information listed for ease in looking up your IPDP deadline.

Anyone who had an IPDP approved in previous years through the committee (paper copy) will have to enter the approved IPDP into HR KIOSK when you want to send in a coursework approval form. The program will not let a coursework approval form be completed if there is not an approved IPDP in the system. We will immediately approve those when submitted so they will not have to go through the committee review again.

If you have an approved IPDP on file (paper copy) and all your coursework approved for your next license renewal, you do not have to submit an IPDP into HR KIOSK until it is needed for the subsequent license renewal.

When filling out the IPDP on HR KIOSK, there is an area where it asks your Approving Supervisor. **Please leave that blank (None).** If you put in your supervisor's name, it will route the IPDP to them and they are not on the approval process.

Proposals for coursework and/or activities shall be submitted at least sixty (60) days prior to the start of the coursework and/or activities if possible. Exceptions may be granted on an individual basis with an explanation of why the sixty-day deadline should be waived.

It is the educator's responsibility to submit all documentation pertaining to the completion or participation in the coursework and/or activity. Credit towards certification or licensure will be awarded upon receipt of this documentation.

All forms must be submitted to the LPDC through HR KIOSK
<https://dw.d3a2.esu.k12.oh.us/pls/apex31/f?p=185:101:1568389560626076>

PROFESSIONAL DEVELOPMENT: COURSEWORK AND EQUIVALENT OTHER ACTIVITIES (EOA)

Equivalent Other Activities are Professional Development Activities that go beyond traditional workshops and coursework to job-related activities.

The following is a list of activities which are considered legitimate learning experiences by the LPDC that can be used by educators to accomplish the goals of their Individual Professional Development Plan. If you wish to propose Professional Development beyond the scope of this list, see your LPDC representative. Educators shall anticipate that the end result of the activity should be a product that enhances the educator's skills and knowledge and **improves student learning**.

Please remember that the strategies/activities/college courses that you will engage in **must be pre-approved** by your LPDC, and your approved **IPDP must be on file prior to the approval**.

The options presented are those which are most commonly proposed. Note that all verification products (log, transcript, meeting agenda, workshop certifications, etc.) **must be attached** to a Course Proposal form submitted through HR KIOSK.

Equivalent Other Activities (EOA) Conversion Table

Note: 6 semester hours are required to renew a five-year professional license

10 Contact Hours = 1 CEU (Continuing Educational Unit)

3 CEU (30 Contact Hours) = 1 Semester Hour

PRE-APPROVED EQUIVALENT ACTIVITIES LIST

Option	CEU Value	Maximum CEU's	Verification	Criteria
Grant Writing	1 clock hour = .1 CEU	6 CEU's per license cycle Up to 3 CEU's per grant	Log of writing activities Professional Development Reflection form Copy of the grant proposal Project Log Copy of Course of Study	CEU's not dependent on awarding of grant Documented clock hours in planning and presentation Must be part of a formal district writing committee
Curriculum Development	1 clock hour = .1 CEU	6 CEU's per license cycle Up to 3 CEU's per course of study	Professional Development Reflection form Timeline/Log of hours	Approved by building principal Include summary of observations (Does not include mentoring)
Peer Observation for self-improvement	1 clock hour = .1 CEU	1 CEU per license cycle	Official Transcript (not a copy) Professional Development Reflection Form	Must be taken through an accredited college of other Post Secondary Institution approved by the Ohio Board of Regents Must be taken for credit with a grade of "C" or better or "P" in pass/fail course. Must relate to IPDP goals
College Course	4 quarter hours = 3 semester hours	No limit		

Option	CEU Value	Maximum CEU's	Verification	Criteria
Mentoring	1 CEU for mentoring an experienced teacher 3 CEU's for mentoring an entry year teacher	6 CEU's per license cycle	Professional Development Reflection form Copy of mentoring log	Must be an approved mentor
Chairing any year-long school committee	1 clock hour = .1 CEU Up to 2 CEU's per committee	6 CEU's per license cycle	Log of committee activities for the year Meeting agendas with sign-in sheets	Chair must organize and plan meetings and committee activities
Membership on year-long school committees	1 clock hour = .1 CEU Up to 1 CEU per committee	3 CEU's per license cycle	Log of hours Meeting agenda with sign-in sheets	Must be a year-long committee that is designed to meet district goals
Publication of work	CEU's will vary depending on the published work	6 CEU's per license cycle	Copy of publication Professional Development Reflection form	Must contribute to the education profession or add to the body of knowledge to the individual's field
Attending a Professional Conference/Workshop/Institute/or In-service	1 clock hour = .1 CEU	Maximum of 2 times for the same conference within a renewal cycle	Certificate of Attendance Professional Development Reflection form	For a conference, highlight the conference program to show the sessions you attended Must meet building/district goals
Presentation at Local, State or National Conference or building/district level presentation	Preparation/Presentation 1 clock hour = .1 CEU	3 CEU's per license cycle	Handouts of presentation/Objectives Log of hours Professional Development Reflection form	Applies one time for a presentation
Supervision of University/College Field Experience students	10 student hours of Field Experience = 1 CEU	2 CEU's per license cycle	Log of hours Written summary of activities	Must be a semester long field experience

Option	CEU Value	Maximum CEU's	Verification	Criteria
Teaching a College Course, Adult, Vocational or Technical Course	3 CEU's	3 CEU's per license cycle	Copy of Syllabus with listed objectives Professional Development Reflection form	Must be related to the education profession or add to the body of knowledge of individual's specific field Applies to first instruction period only Must be an official assignment
Student Teaching Supervision	3 CEU's per student teacher	6 CEU's per license cycle	Copy of University/College student-teaching contract Written summary of activities	
Educational Project or Program Design/Documentation	1 clock hour = .1 CEU	9 CEU's per license cycle	Log of hours Final product Professional Development Reflection form	Must meet a building/district need
National Board Certification		3 CEU's for completing the process, but not certified 9 CEU's for receipt of NBPTS	Certification must be completed or participation as candidate must be certified by ODE Professional Development Reflection form	Credit granted only in the cycle of the final adjudication
Extended Educational Project	See Separate Evaluation Standards			

FAIRVIEW PARK CITY SCHOOLS CEU CREDIT FOR CURRENT ONLINE COURSES

Courses	Rated Minutes	CEU
C-100 Fairview Park City Board.	0	0.00
C-101 Ohio Ethics Law	10	0.02
M-207 HB276/1 Module 1 - Child Abuse Prevention	60	0.10
M-208 HB276/1 Module 2 - Depression and Self-Destructive Behavior	45	0.08
M-209 HB276/1 Module 3 - School Violence (ES)	45	0.08
M-210 HB276/1 Module 4 - Substance Abuse Prevention	45	0.08
M-211 HB276/1 Module 5 - Positive Youth Development	45	0.08
M-005 Safe Work Practices – Food Services	15	0.03
M-014 Hazard Communication	30	0.05
M-026 Bloodborne Pathogens	40	0.07
M-027 Asbestos Awareness	30	0.05
M-030 Chemical Safety	30	0.05
M-040 Laboratory Safety	30	0.05
M-100 Employee Accident & Exposure Reporting	10	0.02
M-105 Getting a MSDS	10	0.02
M-123 Heimlich Maneuver	15	0.03
M-134 Ohio Ethical Use of Tests	10	0.02
M-154 Mastectomy and Breast Re	5	0.01
M-214 Asbestos 2-Hour Training (Confirmation)	5	0.01
M-224 Teen Dating Violence	30	0.05
M-242 Administering Medication to Students	25	0.04
M-163 Homeless Education - An Introduction	25	0.04

To print your transcripts on Public School Works for submission to the LPDC committee:
<https://www.publicschoolworks.com/LMS/login.php?url=http%3A%2F%2Fwww.publicschoolworks.com%2FLMS%2FflmsPersonCourses.php&di=207>

GENERAL INSTRUCTIONS FOR LPDC RENEWALS

Fees: A check or money order payable to “Treasurer, State of Ohio” covering the application fee(s) specified for the license(s) requested must accompany each application.

Note: For an individual with multiple certificates/licenses due for renewal in a given year, the individual will pay a fee of \$200.00 for the first license to be renewed. An additional fee of \$20.00 per certificate/license renewed for the same effective year will be assessed.

Submitting your application: Submit your application to the LPDC Committee by the noon on the second Monday of the month for signing along with your check for the designated fee.

Fingerprints: Both BCI&I and FBI fingerprints must be done and electronically submitted to the ODE prior to the submission of your application. These can be done in the Human Resources Department at a cost of \$52.00 for both.

Effective Date of License: The effective date for Ohio Teaching Licenses is July 1, of the year issued regardless of the date of the application.

Note: The State Department of Education processes license renewal in approximately 4 – 5 weeks.

VI. TUITION REIMBURSEMENT

Effective July 1, 2010, bargaining unit members are able to receive reimbursement for 75% of the cost of his/her tuition, not to exceed \$1,500 per year. The total pool of money available for all FPEA members will not exceed \$15,000 per fiscal year.

Tuition reimbursement for eligible bargaining unit members will be on a first come first served basis. Once the cap is met for the fiscal year, any bargaining unit members who did not receive the reimbursement for that year, will be placed at the beginning of the list for the next fiscal year's pool and his/her already completed courses will be reimbursed from the next fiscal year's budget.

How to receive Tuition Reimbursement:

Submit a coursework proposal form through HR KIOSK to the LPDC preferably prior to taking/paying for the course(s). The LPDC meets monthly on the second Monday of the month at 3:45 p.m. at the Board of Education Offices. Please remember that you must have an approved IPDP on file with LPDC and in HR KIOSK before you submit the coursework proposal.

Once you get the approval from LPDC, submit a Tuition Reimbursement Form through eSchool Mall and attach a copy of the bill showing that you paid for the course. Human Resources will then put in the purchase order.

When the coursework is completed, order an original transcript from the accredited college and have it sent to Human Resources.

They will keep the original transcript for your personnel file for any salary level increases that are applicable and will use a copy of the transcript and process the purchase order for the amount of the tuition reimbursement.

Payment will be made to the bargaining unit member no later than the second pay after the above information is received by the Treasurer's Office.

All Tuition Reimbursement forms must be submitted through eSchool Mall
<https://www.eschoolmall.com/App/JumpPage/Login.aspx?ecode=3904397>

MISSION STATEMENT, PHILOSOPHY AND GOALS OF THE FAIRVIEW PARK CITY SCHOOL DISTRICT

MISSION STATEMENT

The Fairview Park City Schools are committed to provide superior services and academic programs that challenge the mind and instill the joy of lifelong learning and responsible citizenship.

PHILOSOPHY

Education in the Fairview Park City Schools is concerned with providing meaningful learning experiences for each student as an individual. These experiences should stimulate the learner to develop and use his capabilities, to have a respect for and understanding of himself and others, and to live happily in a changing world. As a result, each individual will grow in ability to assume responsibility in a free society and to use his rights, privileges, and talents in a wise and positive manner.

GOALS

- To develop the ability to listen, speak, read, and write effectively
- To develop an understanding of and ability to use fundamental mathematical concepts and processes
- To develop an understanding of social processes and institutions
- To develop an understanding of scientific concepts and processes and a concern for man's natural environment
- To nurture sensitivity and appreciation of the arts
- To develop an understanding of basic concepts of mental and physical health
- To encourage the development of a value system and an understanding of its consequences
- To encourage the development of economic self-sufficiency

OHIO EDUCATOR STANDARDS LINKS

Ohio Standards Book Introduction

<http://www.ode.state.oh.us/GD/DocumentManagement/DocumentDownload.aspx?DocumentID=36766>

Ohio Standards for the Teaching Profession

<http://www.ode.state.oh.us/GD/DocumentManagement/DocumentDownload.aspx?DocumentID=90026>

Ohio Standards for Principals

<http://www.ode.state.oh.us/GD/DocumentManagement/DocumentDownload.aspx?DocumentID=36765>

Ohio Standards for Professional Development

<http://www.ode.state.oh.us/GD/DocumentManagement/DocumentDownload.aspx?DocumentID=36764>

Understanding and Using the Standards

<http://www.ode.state.oh.us/GD/DocumentManagement/DocumentDownload.aspx?DocumentID=36767>

VII. COMMITTEE PROCEDURES

Meeting Times: The LPDC will review Individual Professional Development Plans (IPDP's) between September and May of each school year. Proposed IPDP's, coursework/workshops/EOA's (contact hours) must be submitted to the committee by noon on the second Monday of the month. The committee will meet at least once a month, as needed to review proposed plans, coursework/EOA's (contact hours) and workshops. The committee may schedule additional meetings.

Return of Plans: The LPDC shall inform the educator of actions taken on IPDP's through HR KIOSK **within 60 days**. If revisions are required, the plan must be resubmitted to the LPDC upon completion of revisions. In the areas of proposals for coursework/workshops/EOA's (contact hours), the LPDC shall notify the educator of acceptance/denial within 10 working days after the review date. If revisions are required, the proposal must be resubmitted to the LPDC prior to the next meeting date.

Appeals: Appeals shall be submitted in writing to the LPDC within 10 working days after receiving notification of the denial. All appeals will be heard at a specially scheduled meeting of the LPDC and will require the educator to be present. The educator will receive written notification of the appeal decision within 10 working days after the decision of the committee.

Reasons for Appeal:

- 1) Rejection of the IPDP
 - Plan lacks relevance to current assignment
 - Goals unrelated to the individual, assignment, and district
 - Insufficient activities and corresponding timeline
 - Lack of appropriate evaluation procedures
- 2) Recommendation of non-renewal of certificate/license
- 3) Rejection of an individual component of the IPDP

Process to be used for Appeal:

Level I Appeal

- 1) Complete LPDC Appeal Form (page 20)
- 2) Meet with the LPDC
- 3) Receive written response from the LPDC
- 4) Accept (appeals process ends) or reject (option to proceed to Level II)

Level II Appeal

- 1) Complete LPDC Appeal Form (page 21)
- 2) Committee make-up:
 - a) Certified/licensed educator chosen by employee
 - b) Certified/licensed educator chosen by LPDC
 - c) Certified/licensed educator chosen by (a) and (b)
- 3) Committee hears appeal and renders decision
- 4) Accept (appeals process ends) or reject (option to proceed to Level III)

Level III Appeal

- 1) Complete LPDC Appeal Form (page 22)
- 2) Committee made up of Superintendent or designee, President of FPEA or designee, and mutually agreed upon third person
- 3) Committee hears appeal and renders decision (decision is final)

FAIRVIEW PARK CITY SCHOOLS DISTRICT
CEU'S AND/OR EQUIVALENT OTHER ACTIVITY PROPOSAL REVIEW FORM
(LPDC USE ONLY)

Name _____ Building _____

1. Individual is seeking Professional Development through the following:

College Coursework Workshop Equivalent Other Activity (EOA)

2. Credit Requested for the work:

Semester Hours _____ Contact Hours _____ CEU's _____

3. Proposal clearly describes activity to be completed.

Yes No N/A

4. Rationale for choosing activity is explained.

Yes No N/A

5. Reference to IPDP goals is clearly stated. Research cited.

Yes No N/A

6. Evidence of plan for in-process or post-activity collaboration is given.

Yes No N/A

7. Plan to assess short- and long-term impact on practice and student learning is given.

Yes No N/A

8. Timeline and/or agenda are provided.

Yes No N/A

9. Plan for appropriate evidence of impact on professional and/or classroom is provided.

Yes No N/A

Credit Activity Proposal is: APPROVED REJECTED REVISIONS NEEDED

Comments:

Reviewed by LPDC Members: Date: _____

Signature _____

FAIRVIEW PARK CITY SCHOOL DISTRICT
Alternative Renewal Option Proposal Form

Educator's Name: _____ Date Submitted: _____

Brief description of activity:

This activity is proposed to be equivalent to _____ Contact Hours.

Educator's Signature: _____

Date acted on: _____ Approved: _____
LPDC Chair

Resubmit with revisions by: _____
LPDC Chair

**FAIRVIEW PARK CITY SCHOOL DISTRICT
LPDC CONTACT HOURS
ACTIVITY JOURNAL**

I certify that the above information in this Contract Hours Activity Journal is true and accurate to the best of my knowledge.

Educator's Signature _____ Date _____

FAIRVIEW PARK CITY SCHOOL DISTRICT

**Appeal Form (Level I)
(Initiated by Staff member)**

Name _____ Building _____

I formally request an appeal to the Local Professional Development Committee based on the following:

_____ 1. Rejection of the IPDP

- _____ Plan lacks relevance to current assignment
- _____ Goals unrelated to the individual, assignment, and district
- _____ Insufficient activities and corresponding timeline
- _____ Lack of appropriate evaluation procedures

_____ 2. Recommendation of non-renewal of certificate/license

_____ 3. Rejection of an individual component of the IPDP

.....

For LPDC Use: To be completed and copy sent to individual requesting appeal.

Appeal form received on _____ by the FPPDC.

The appeal hearing will take place on _____ (Date) at _____ (Time).
The location of the hearing is _____.

PLEASE BE PREPARED WITH SUPPORTIVE DOCUMENTATION.

Confirmation of the meeting is to be made within five (5) business days by phoning _____ at _____.

.....

LPDC Use:

Notification of Appeal Hearing Sent on: _____.

Confirmation of Employee's Intent to Attend Appeal Received On: _____.

Comments:

FAIRVIEW PARK CITY SCHOOL DISTRICT

**Appeal Form (Level II)
(Initiated by Staff member)**

Name _____ Building _____

I formally request an appeal to the Fairview Park Professional Development Committee based on the following:

_____ 1. Rejection of the IPDP

- _____ Plan lacks relevance to current assignment
- _____ Goals unrelated to the individual, assignment, and district
- _____ Insufficient activities and corresponding timeline
- _____ Lack of appropriate evaluation procedures

_____ 2. Recommendation of non-renewal of certificate/license

_____ 3. Rejection of an individual component of the IPDP

.....
For LPDC Use: To be completed and copy sent to individual requesting appeal.

Appeal form received on _____ by the FPPDC.

Notification of Appeal sent on _____ (Date) to:

FPPDC Representative _____

Educator's Representative _____

Mutually selected Representative _____

Confirmation of Educator's Representative is to be made within five (5) business days by phoning _____ at _____.

The appeal hearing will take place on _____ (Date) at _____ (Time). The location of the hearing is _____.

PLEASE BE PREPARED WITH SUPPORTIVE DOCUMENTATION.

Confirmation of Meeting is to be made within five (5) business days by phoning _____ at _____.

.....
LPDC USE:

Notification of Appeal Hearing Sent on: _____

Confirmation of Employee's Intent to Attend Appeal Received on _____

Comments:

FAIRVIEW PARK CITY SCHOOL DISTRICT

Appeal Form (Level III)

(Initiated by Staff member)

Name _____ Building _____

I formally request an appeal to the Local Professional Development Committee based on the following:

_____ 1. Rejection of the IPDP

- _____ Plan lacks relevance to current assignment
- _____ Goals unrelated to the individual, assignment, and district
- _____ Insufficient activities and corresponding timeline
- _____ Lack of appropriate evaluation procedures

_____ 2. Recommendation of non-renewal of certificate/license

_____ 3. Rejection of an individual component of the IPDP

.....
For LPDC Use: To be completed and copy sent to individual requesting appeal.

Appeal form received on _____ by the FPPDC.

Notification of Appeal sent on _____ (Date) to:

Superintendent of Schools/Designee _____

President of FPEA/Designee _____

Mutually selected Representative _____

Confirmation of Educator's Representative is to be made within five (5) business days by phoning _____ at _____.

The appeal hearing will take place on _____ (Date) at _____ (Time). The location of the hearing is _____.

PLEASE BE PREPARED WITH SUPPORTIVE DOCUMENTATION.

Confirmation of Meeting is to be made within five (5) business days by phoning _____ at _____.

.....
LPDC USE:

Notification of Appeal Hearing Sent on: _____

Confirmation of Employee's Intent to Attend Appeal Received on _____

Comments: