

# 2020 - 2021

## Individual Professional Development plan

### Meeting for 2020 - 2021

October 27, 2020

November 24, 2020

January 26, 2021

February 23, 2021

March 23, 2021

April 27, 2021

May 18, 2021



**Meetings will be  
held at  
Tiffin Middle  
School  
at  
3:00 PM**

**IPDP Pages:**

Complete your **Proposed IPDP**, Form A and **submit** to the Administration Building one week prior to the meeting date. The IPDP must be submitted with a general description of course(s) to be taken **prior** to the initiation of the course(s).

**License Renewal Pages:**

Complete Form C, attach required verification documents following the completion of all requirements for license renewal. Include a copy of your original IPDP and send to the Administration Building, **one week prior to the meeting date**.

**LPDC Members:**

LPDC questions may be addressed to any of the following members:

Chris Joyce, TMS Guidance Counselor

Joan Ledwedge, Krout 2-3 Elementary

Ann Reddy, Columbian HS

Paula Zirm, Gifted Education Supervisor

Robert Boes, Assistant Superintendent

## *LPDC Meetings for 2020 - 2021*

*Tuesday, October 27, 2020*

*Tuesday, November 24, 2020*

*Tuesday, January 26, 2021*

*Tuesday, February 23, 2021*

*Tuesday, March 23, 2021*

*Tuesday, April 27, 2021*

*Tuesday, May 18, 2021*

Meetings to be held at the Tiffin Middle School at  
3:00 pm

# Recommended License Renewal Procedures

The LPDC will meet seven times per year and additionally as needed to review IPDP's, pre-approve or revise activities and grant final approval of the IPDP's. Educators can expect to receive notification of approval, recommendations for revisions or rejection within 10 calendar days of the review meeting.

- Step One: Complete your Individual Professional Development Plan (**Form A**) and **email one copy** to Pat Smith at the Administration Building. This should be done one week before the meeting date to ensure it is added to the agenda.
- Step Two: Once your IPDP has been approved, begin completing activities that are relevant to the identified goal areas of your plan. Be sure to document the time and collect necessary verification of completion. Please note that some activities may need LPDC pre-approval to ensure that the activity will be granted credit.
- Step Three: Maintain a log of activities (**Form B**) in a file/portfolio along with your documentation. The LPDC will not maintain central records of your activities other than a copy of your pre-approved IPDP. The educator is solely responsible for collecting and storing documentation of completed activities.
- Step Four: **During years two, three and four of the renewal cycle** educators may need to make revisions to their IPDP's and seek approval by the LPDC. These revision proposals may be submitted prior to any of the seven annual meetings.
- Step Five: Prior to the LPDC meeting during the **fifth and final year of the renewal cycle**, complete Form C and add all necessary documentation and logs (IPDP Activities Log, Group 2 and Group 3 Activity Verification Log) to be submitted for final approval.
- Step Six: Once approved you will be sent information concerning applying on-line Via the ODE website.



# **General Guidelines About Individual Professional Development Plans (IPDP)**

## **1. What is an Individual Professional Development Plan?**

An Individual Professional Development Plan (IPDP) is created by the individual educator in accordance with the LPDC requirements (see item **4**) to plot the course of his/her professional growth. This plan is approved by the LPDC in accordance with the local and state requirements in order for the teacher to renew his/her teaching license.

## **2. Who must have an IPDP?**

An IPDP must be completed by any educator prior to renewing his/her license and for converting his/her certificate to a license. (If an educator currently possesses a permanent certificate, the educator will never need to file an IPDP.)

## **3. When must your IPDP be started/completed?**

**The Individual Professional Development Plan (IPDP) should be developed before taking any coursework or activities. This allows the LPDC to determine if the proposed plan meets the requirements of the educator licensing rules. (As stated in the "Frequently Asked Questions about Teacher Certification and Licensure" from the ODE.)**

## **4. What are the requirements to renew a license?**

In order to renew a license one of the following or a combination of the following are required:

1. six semester hours of coursework or 9 quarter hours from a state approved institution
2. eighteen Continuous Education Units (CEU's) approved by Tiffin City Schools LPDC
3. 180 clock hours of equivalent professional development activities

The professional development activities must take place **within** the life of the license you are renewing. The activities must be consistent with the Tiffin City Schools' or the individual building's Continuous Improvement Plan as related to your work assignment and as stated in your IPDP.

**5. Can you combine semester hours, CEU's and clock hours?**

Yes, however all Tiffin City Schools educators are to convert their activities into CEU's as the standard unit of measurement. Even though the educator will be participating in a variety of activities while completing his/her paperwork for the LPDC Review, semester/quarter hours and clock hours will be converted into CEU's.

**6. How do you convert your clock hours and semester hours to CEU's?**

For details refer to the Group Activity Guideline and under the column "CEU Value."

**1 CEU = 10 clock hours .1 = 1 clock hour**

**2 CEU = 1 quarter hour of college credit**

**3 CEU = 1 semester hour of college credit**

**\*In regards to licensure, contact hours are equivalent to clock hours.**

**7. When must I renew my license?**

Every license has an expiration date found in the upper right hand corner. Please check your license. All proof of work required for CEUs must be submitted to an LPDC member prior to the last LPDC meeting of the year.

**9. What if I am new to the district and have an approved IPDP from previous district?**

Approved IPDPs from other districts are typically accepted. Please submit previously approved IPDPs to the LPDC as early as possible within the first year of employment in the TCS.

**10. How many IPDP's must you have?**

Educators will have only one individual plan during one **five-year** cycle. Educators will need only one IPDP to renew their license no matter the number of licenses or endorsements.

**11. What if your work assignment changes?**

If a significant change in your work assignment requires a different certificate/license, you **must** revise and resubmit your IPDP to the LPDC. Check with an LPDC member to review your IPDP. All activities accumulated prior to the revision of the IPDP will be applied to the required 18 CEUs..

**12. How much will the license cost?**

The five-year license will cost \$200. As certificates expire and are added to an existing license, there will be a \$20 fee each time areas are added to the license.

**13. What licensure/certification services does the LPDC not provide?**

The LPDC does not renew or approve temporary certificates, licenses or validations; or add new areas to a certificate or license.

The LPDC does not renew the certificates or licenses of some Ohio Department of Education certificate holders who also hold licenses from their respective State of Ohio licensing boards. (ie. school audiologist, school social workers, school speech-language pathologist, school nurses.)

**14. What is the Local Professional Development Committee?**

This is a group of five Tiffin City Schools educators (three educators approved by the TEA and two administrators appointed by the superintendent) who will be reviewing and approving an individual educator's IPDP. This group will encourage and support the individual teacher in the pursuit of Highly Qualified Professional Development.



# Appeals Procedure

Should an educator wish to appeal a decision of the LPDC, the appeal should be resolved as follows:

**Step One:** The educator should first discuss the concern with at least two members of the LPDC at an informal hearing within ten working days of receipt of the committee's decision.

**Step Two:** If after the informal hearing, the educator is not satisfied, he/she should Submit a written request for a formal appeals hearing within fifteen calendar days of the receipt of the rejection notification. Within 15 working days of the receipt of the written request, the LPDC shall schedule the appeals hearing. The hearing shall take place within thirty calendar days of the scheduling. The educator shall be notified in writing of the time, date and location of the hearing.

The formal hearing shall be conducted by:

1. A representative selected from the LPDC; and
2. A representative selected by the educator; and
3. A certificated employee of the Tiffin City Schools who is mutually agreed upon by both the LPDC and the educator.

The decision shall be by majority vote. The educator shall be notified in Writing of the decision within seven calendar days of the hearing.

Tiffin City Schools LPDC  
Proposed Individual Professional Development Plan  
Form A

**Section I**

Name \_\_\_\_\_ Building \_\_\_\_\_

Home Address \_\_\_\_\_ CSZ \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

E-mail address \_\_\_\_\_

Check one - Initial Proposal \_\_\_\_\_ Submission Date \_\_\_\_\_

Revised Proposal \_\_\_\_\_

Check here if substitute teacher \_\_\_\_\_ Building \_\_\_\_\_

Assignment \_\_\_\_\_

**Section II**

List all Certificates by Certificate Number	Provisional	Professional	Areas	Issue Date	Expiration Date

**Section III** Please complete page 2

Educator's Signature \_\_\_\_\_ Date \_\_\_\_\_

LPDC \_\_\_\_\_ Date \_\_\_\_\_

Submit to: Local Professional Development Committee  
c/o Tiffin City Schools, 244 South Monroe Street  
Tiffin, Ohio 44883



## Individual Professional Development Plan Form A (continued)

### Section III

List your professional development goals as they relate to your Building CIP, District CIP, and teaching assignment:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Briefly explain how these goals relate your IPDP to the needs of the district, school and students.

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List proposed activities:

Group#	Activity/College/Date completed or anticipated completion.	CEU's
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Remember:**

# Your total must equal 18 CEUs

# Your IPDP needs to be reviewed by the LPDC.

# Plan ahead. Know your time line and due dates.

# Tiffin City Schools LPDC Group Activities Comparison

GROUP	1	2	3
Type	College courses or workshops	Local committee work	Independent projects
Maximum Hours Permitted	6 semester hours 18 CEU's 0-180 clock hours	0-130 clock hours	0-130 clock hours
Description	General description college coursework or workshops where CEU's or certificates of attendance are issued	Building, district level committees or other educational work that enhances professional practices	Independent projects developed with the purpose of enhancing or increasing an individual's educational skills
Preapproval Of Activities	<b>REQUIRED</b>	<b>STRONGLY RECOMMENDED</b>	<b>REQUIRED</b>
Documentation	CEU, transcript, certificate of attendance	Group 2 Activity Verification Form	Group 3 Activity Verification Form
Sample Activities	Building-level, district wide, county, out-of-county workshops, coursework	Mentoring, advisory teams, curriculum or grant writing	Peer observations, research externships, presentations, teaching college courses, National Board Certification, educational projects, travel, cooperating teacher
Within Group Activity Maximums	No limitations	See group activity guidelines	See group activity guidelines

All activities must relate to IPDP goal areas.

Further information about activities is available under Group 1, 2 OR 3 Activity Guidelines.

Educators are encouraged to use a variety of activities to meet the 180 clock hour requirements.

Substitute teachers may choose from Group 1 or if they are meeting the 90 required days, may choose from Groups 2 or 3.

Group 1 activities must be offered by state or county approved providers.

All CEU's, hours and certificates must be earned **within** the renewal cycle.

Revised 8/29/05

## Tiffin City Schools LPDC Group 1-3 Activity Guidelines

Group	Activity	Max. CEU's	CEU Value	Verification	Criteria
1	college courses	no limit	1 sem. hr =3 CEU's 1 qt. hr =2 CEU's	Transcript	Must relate to IPDP goals
1	workshops	no limit	1 clock hr =0.1 CEU	CEU certificate of attendance	Must relate to IPDP goals
2	mentoring	6 CEU's	1 clock hr =0.1 CEU	Group 2 Activity Verification Form	Mentor a teacher or administrator and complete mentoring training
2	curriculum development	no limit	1 clock hr =0.1 CEU	Group 2 Activity Verification Form	Serve on local, county, state or national formal committees
2	professional committee	no limit	1 clock hr =0.1 CEU	Group 2 Activity Verification Form	Serve on local, county, state or national formal committees
2	grant writing	6 CEU's per licensing cycle	1 clock hr =0.1 CEU	Group 2 Activity Verification Form	Not dependent on award of grant planning and preparation for grant not management of grant
3	publication	no limit	determined by LPDC	Group 3 Activity Verification Form and copy of publication	Must contribute to education profession and be commercially published
3	peer observation	1 CEU per licensing cycle	1 clock hr =0.1 CEU	Group 3 Activity Verification Form	Not part of mentoring program
3	National Board of Professional Teaching Standards	36 CEU's per licensing cycle	36 CEU's for completion and testing center	National Board Certificate or Activity Verification	Must relate to IPDP goals
3	Professional Vocational Board Certification	6 CEU's per licensing cycle	1 clock hr =0.1 CEU	Certificate of Completion	Time in coursework/workshops for test preparation purposes only



3	cooperating teacher for student teacher/counselor/administrator intern	6 CEU's per licensing cycle	3 CEU's per sem. (part-time teacher – proportional to teaching assignment)	Documentation	LPDC will accept CEU's only for this activity
3	cooperating teacher for sophomore or junior block students	3 CEU's per licensing cycle	1 CEU per semester	Documentation	
3	teaching a college course	6 CEU's per licensing cycle	1.5 CEU's for sem. 1 CEU for quarter	Syllabus and Documentation	Must relate to educational goals
3	professional presentation	1 CEU per licensing cycle	1 clock hr = 0.1 CEU	Syllabus and Documentation	Applies to the first presentation of a topic each licensing cycle
3	educational project/research	no limit	1 clock hr = 0.1 CEU	Group 3 Activity Verification Form	Must apply education skills and knowledge toward the development of a project. Hours for planning preparation only.
3	self-directed educational activities	3 CEU's per licensing cycle	1 clock hr = 0.1 CEU	Group 3 Activity Verification Form	May include professional reading research, travel. Must enhance educator's work in the profession or contribute to educator's specialization
3	externship	6 CEU's per licensing cycle	1 clock hr = 0.1 CEU	Group 3 Activity Verification Form	Must enhance educator's work in the profession or specialization

18 CEU's/180 clock hours are required for license renewal/initial issuance.

Preapproval is strongly recommended for Group 2 Activities and required for Group 3 Activities.

Substitute teachers may choose from Group 1 or if teaching 90 days per year for TCS may choose from Groups 1, 2 or 3.

adopted 11/4/98 revised 3/3/99 revised 8/29/05

# Tiffin City Schools LPDC

## Group 2 Activity Verification Form

Name \_\_\_\_\_

Type of Activity \_\_\_\_\_

Completion Date \_\_\_\_\_

Educator's Signature \_\_\_\_\_

Describe the impact this activity will have on your professional development and how it helps meet your professional development goals.

Date	Hours	Description of Activities
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total Hours \_\_\_\_\_

(complete a new form for each activity)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Phone Number of Coordinator

# Tiffin City Schools LPDC

## Group 3 Activity Verification Form

Name \_\_\_\_\_

Type of Activity \_\_\_\_\_

Completion Date \_\_\_\_\_

Educator's Signature \_\_\_\_\_

### Outline of Project

Objective/Purpose:

Method:

Materials:

Time Lines:

Date	Hours	Activity
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Evaluation of Outcome:

Reflection: Describe what you have learned through this activity and explain how it impacts your professional development.



# Tiffin City Schools LPDC IPDP Activities Log Form B

Name \_\_\_\_\_ Date submitted \_\_\_\_\_

[illegible]

adopted 1 1/4/98      revised 3/3/99

Total 18 CEUs

# Tiffin City Schools LPDC Final Requirement Form C

Please submit this form with required verification documents and fees following the completion of all requirements for license renewal. Include a copy of your original IPDP.

Name \_\_\_\_\_ Building \_\_\_\_\_ Date Submitted \_\_\_\_\_

Home Address \_\_\_\_\_ CSZ \_\_\_\_\_

License/Certificate Number Renewing \_\_\_\_\_ Area \_\_\_\_\_

Expiration Date \_\_\_\_\_

Group Activity	Hours Permitted	Semester Hours	Clock Hours Completed	CEU's	Documentation
1	0-180			=	official transcripts, CEU's or attendance certificates
2	0-130			=	Group 2 Activity Verification Form
3	0-130			=	Group 3 Activity Verification Form
		Total Hours		=	Must total 180 clock hours = 18 CEU's

Educator's Signature \_\_\_\_\_ Date \_\_\_\_\_

Submit to: Local Professional Development Committee  
c/o Tiffin City Schools,  
244 South Monroe Street  
Tiffin, Ohio 44883

LPDC Signature \_\_\_\_\_ Date \_\_\_\_\_