

LPDC Procedures

Completing The Certificate of Professional Development Credit Form

1. Go to professional activity. Be sure to obtain all agendas, certificate of attendance, etc. to turn in to the LPDC for credit.
2. Complete the ESC Certificate of Professional Development form and attach all agendas and certificates of attendance, grade card and transcripts. A certificate of attendance, grade card and transcripts **MUST** be turned in for completed coursework.
3. Professional Development must be turned in 60 days after the date of attendance. If you need more than 60 days to turn in Professional Development to LPDC, you must contact your local LPDC chairperson and explain your circumstances for LPDC to approve extension of deadline.
4. Turn in to LPDC chairperson. There is a tray at the Ohio Valley ESC Cambridge office (in the mail/work room) or mail to:

Ohio Valley ESC Attn: Traci Mitchell, LPDC chairperson
128 East 8th St. Cambridge, OH 43725

OR

Email completed forms to: lpdc@ovesc.org

5. The LPDC committee will review your forms and approve (or disapprove with reason) and return to you to keep for your records. An approved Certificate of Professional Development Credit will have an embossed seal stamped at the bottom and LPDC chairperson's signature to verify its approval.

*** The LPDC committee keeps records of all approved credit; however, it is very important for you to keep all of your approved forms for comparison at the time of renewal. This is your responsibility!

If you have any questions, we are here to help. Please feel free to contact Traci Mitchell at traci.mitchell@ovesc.org or Lisa Minosky at Ohio Valley ESC (740-439-3558) lisa.minosky@ovesc.org. It is important to understand these rules and regulations to ensure a smooth and complete transition to state licensure and renewal.

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