



LPDC PROCEDURES

Completing the Certificate of Professional Development Credit Form

- ❖ Attend professional activity and obtain agenda, certificate of attendance, transcript and any other relevant documents to turn in to the LPDC for credit.
- ❖ Complete the ESC Certificate of Professional Development form and attach agenda, certificate of attendance, grades, transcripts, etc as appropriate. Proof of attendance and completed coursework are required for credit.
- ❖ The Certificate of Professional Development form must be turned in within 60 days after the date of participation. If more time is needed, contact Penny Boggs, LPDC Chair at penny.boggs@ovesc.org.
- ❖ Submissions may be emailed to lpdc@ovesc.org or sent to the Cambridge office.
- ❖ Submissions must be received by 4:00 on the Thursday prior to the meeting to be included in the meeting agenda.
- ❖ The LPDC committee will review submissions and approve or reject with rationale and return to the educator for his/her records. Any submissions that have been rejected may be corrected and resubmitted. Submissions must reflect the educator's IPDP.
- ❖ NOTE: An approved Certificate of Professional Development Credit will have an embossed seal stamped at the bottom and the LPDC Chair's signature verifying approval.
- ❖ IMPORTANT: The LPDC committee keeps records of all approved credit; however, it is the educator's responsibility to keep track of all approved credits for renewal purposes.