

Ohio Valley Educational Service Center

Local Professional Development Committee Revised By-Laws

August 2024

INTRODUCTION:

In accordance with ORC 3319.22, the Ohio Valley Educational Service Center has established a Local Professional Development Committee (LPDC) for the purpose of reviewing coursework and other professional development activities proposed and completed by educators in a district to determine if requirements are met for license renewal.

The LPDC review of professional development activities does not apply to personnel with professional pupil services licenses that require credentialing through related licensure boards.

The LPDC's responsibility begins when an educator obtains a professional license, associate license, or advanced career-technical workforce development license.

Specific to Educational Service Centers:

- The LPDC may serve licensed or certified individuals who are not employed as educators or are not currently employed by entities that operate LPDCs.
- The LPDC shall determine whether proposed coursework, continuing education units (CEUs) or other equivalent activities meet the requirements for licensure renewal.
- The ESC shall develop a plan for the structure, membership and operation of the committee in a manner comparable to committees established by public school districts with or without collective bargaining units.
- Membership in an institution, agency or professional organization cannot be required for educators to participate in the LPDC.
- The LPDC must establish a procedure by which an educator may appeal an LPDC decision.

Responsibilities of the LPDC:

- To be informed on district/ESC's goals/CCIP/strategic plan, current law and policies regarding licensure renewal
- To ensure that coursework and other professional development activities meet the standards for renewal of licensure
- To educate and assist educators on licensure standards, timelines, and processes of the LPDC
- To align to the Ohio Standards for Professional Development and promote High Quality Professional Development
- To establish and abide by operating procedures for the development, submission, and review of the Individualized Professional Development Plan (IPDP)

- To establish and abide by the operating procedures and timelines for submission, review, approval of coursework and other professional development activities
- To develop and use criteria for awarding CEUs based on contact hours
- To utilize the Verification Form for Educators Leaving the LPDC
- To establish an appeal process
- To periodically evaluate LPDC operations for effectiveness, timeliness, efficiency and professional courtesy
- To establish communication procedures to keep all constituents informed of LPDC matters in a regular and systematic way
- To keep records of LPDC matters according to statute and encourage educators to maintain their own records

The LPDC shall operate under the Open Meetings Act (Sunshine Law) and the Public Records Act. LPDCs may choose to follow the local board of education's policies and procedures on meetings, personnel records, and review or may wish to seek advice concerning these laws from local counsel.

Responsibilities of the Educator:

- Be informed on district/ESC's goals/CCIP/strategic plan
- Choose coursework and other professional development activities that align with the Ohio Educator Standards **or other professional development activities relevant to the position in which the individual is serving.**
- Know the professional development and renewal application requirements for educator licensure and meet licensure renewal requirements in a timely manner
- Follow LPDC procedures, criteria and timelines for reviews of the IPDP, including submitting the IPDP for LPDC approval soon after receiving a new or renewed license
- Be aware that professional development done either before or outside the scope of an approved IPDP and/or the educator's assignment will not be accepted for licensure renewal.
- Maintain records of all LPDC transactions including the IPDP, transcripts, and documentation for other professional development activities

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Plan of Operation

Philosophy:

The Ohio Valley Educational Service Center Local Professional Development Committee exists to support certified and licensed staff members in developing professional growth goals and selecting professional growth opportunities, and to assist with meeting state requirements for licensure.

Purpose:

- To encourage professional growth and development that will enhance student learning and achievement
- To ensure a fair and equitable review of the IPDP, coursework, and other professional development activities and a fair and equitable determination whether criteria for High Quality Professional Development (HQPD) and the improvement of educational practices are met.

Criteria for coursework or professional development activities:

- A. Individual Professional Development Plan (IPDP)
 - a. An IPDP must be submitted by every certified employee upon employment by or transfer to the Ohio Valley Educational Service Center (OVESC).
 - b. Every certified employee of the OVESC will maintain a self-developed IPDP that describes activities that align with the stated 5 (five) year professional goals.
 - c. The IPDP is submitted to the LPDC for review. If approved, the employee will receive a copy signed by the LPDC committee chair. If revisions are needed, the employee will receive a copy with specific areas for revisions noted. After revisions are completed the employee will resubmit the IPDP for review.
 - d. IPDPs may be revised or updated at any time during the licensure period.
 - e. No professional development activities will be approved prior to approval of the IPDP.
- B. Criteria
 - a. All professional development must align with the mission and vision of the OVESC.
 - b. All professional development must align with the Ohio Standards for the Teaching Profession and Ohio's Learning Standards.
 - c. All professional development must align with the employee's IPDP.
 - d. All professional development must align with the employee's job assignment.
 - e. Employees must use the OVESC forms for all IPDP and professional development submissions.
 - f. All professional development submissions must include the OVESC Professional Development Verification form, a certificate signed by the provider/facilitator/agency and the employee, original transcripts for coursework, or an agenda signed by the presenter or direct supervisor.

Composition of membership, selection of members, and term of office:

- A. Composition of members
 - a. The LPDC committee shall be composed of the chair appointed by the OVESC superintendent/administrator, one administrator member, and a majority of at least three (3) teachers.
 - b. The membership of the committee, with the exception of the chair, shall be on a voluntary basis.
- B. The membership of the committee is for a single academic year from August 1st- June 30th.

Operating procedures:

- A. Committee members
 - a. The committee chair shall be appointed by the Superintendent.
 - b. A minimum of one (1) administrator will be appointed by the Superintendent, chair, or serve on a volunteer basis.
 - c. A minimum of three (3) teachers will serve on a volunteer basis. A majority of teachers on the committee shall be ensured.
- B. Responsibilities
 - a. The committee chair will:
 - i. Ensure that all submissions are entered electronically and prepared for each meeting, as part of regular responsibilities or with assistance from an OVESC administrative assistant
 - ii. Schedule all meetings and email notifications to all OVESC employees
 - iii. Conduct each meeting
 - iv. Work with an OVESC administrative assistant to ensure that all data is recorded accurately
 - v. Be a point of contact for employees
 - vi. Report to the Superintendent
 - b. The committee members will:
 - i. Attend all scheduled meetings unless extenuating circumstances have been communicated to the chair
 - ii. Join scheduled meetings promptly and remain for the entirety of the meeting unless extenuating circumstances have been communicated to the chair
 - iii. Act impartially and professionally when reviewing submissions
 - iv. Submit a timesheet (if applicable) to the chair within 5 days of each meeting.
- C. Meetings
 - a. Meetings will be held one (1) time per month, typically on the last Tuesday of the month except the November, December, and June meetings. Meeting dates shall be published on the OVESC website.
 - b. Meetings will be held virtually unless advertised otherwise and will begin and end at a time determined by the chair.
 - c. The chair shall schedule all meetings on a virtual platform and inform all OVESC employees of the meeting dates, times.
 - d. Any OVESC employee may attend the meetings but shall not participate in any voting.

D. Review Process

a. Individual Professional Development Plan (IPDP)

- i. The IPDP must be completed using the OVESC form and submitted for approval before other professional development activities can be approved.
- ii. A new IPDP must be submitted after obtaining a new license or license renewal.
- iii. New employees must submit a new IPDP to the OVESC LPDC.
- iv. The IPDP may be rejected for any of the following reasons:
 1. The plan is incomplete
 2. The plan is not aligned with the educator's current assignment
 3. The goals are not related to the educator's, school's, or district's needs
 4. Expected outcomes and measurements are not clear
 5. The plan does not align with Ohio Educator Standards

b. Professional Development Activity Approval

- i. All submissions must be received by the date and time as set by the chair and communicated to all employees.
- ii. Employees must submit all professional development activities for approval on the OVESC Professional Development Verification Form.
- iii. Accompanying documentation including a signed certificate, agenda and/or slide presentation, or an original/electronic transcript for coursework must be submitted with the OVESC Professional Development Verification Form.
- iv. The committee will review and discuss each submission individually and will take one (1) of three (3) actions: 1) approve, 2) reject, or 3) return for revision(s). If submissions are rejected or returned for revision(s) the chair will clearly state the rationale. Submissions that have been returned for revision(s) may be resubmitted up to two (2) additional times.
- v. The committee will come to a consensus decision on each submission.
- vi. All original submissions will be filed at the Cambridge OVESC office and an email will be sent to employees alerting them to the result of their submission(s).

c. Record Keeping

- i. All submissions will be saved in a file in the Cambridge OVESC Office.
- ii. Two google spreadsheets will be maintained to record 1) all actions and 2) all approved credits.
- iii. Meeting minutes- Meeting minutes will be recorded by the chair or designee.

Forms:

- A. All required forms are housed on the OVESC website at ovesc.org
- B. Forms include:
 - a. Individual Professional Development Plan editable form
 - b. Individual Professional Development Plan alternative form
 - c. Professional Development Verification form editable
 - d. Chart of LPDC credit options
 - e. LPDC Committee meeting calendar
 - f. CEU conversion chart
- C. The OVESC does not require pre-approval for professional development opportunities.

Reciprocity:

When leaving employment with the OVESC, certified employees must submit a request to the LPDC chair for verification of the approval of the educator's IPDP and any coursework and professional development completed by the educator and accepted by the OVESC LPDC. The LPDC Chair will provide the new district/ESC with the Verification Form for Educators Leaving an Ohio LPDC form.

New employees with the OVESC must contact the previous LPDC to have the Verification Form for Educators Leaving an Ohio LPDC form completed and returned to the OVESC LPDC Chair. The OVESC LPDC shall honor the coursework and/or other professional development activities completed under an approved IPDP by a previous LPDC.

New certified employees must submit a new IPDP to the LPDC in accordance with the operating procedures of the OVESC LPDC. No coursework and/or professional development activities shall be approved without an approved IPDP on file.

Appeal Process:

Ohio Revised Code requires LPDCs to provide every educator served with the opportunity to appeal decisions regarding 1) IPDP approval, and 2) pre-approval or approval of coursework and professional development activities. The LPDC is responsible for developing and implementing the appeal process.

The OVESC LPDC will follow a two (2) step review process:

- A. Reconsideration- The employee will be given the opportunity to meet with the LPDC to present his/her case. The discussion should be open with the intent to provide both the educator and the LPDC the opportunity to understand each other's perspective while seeking a mutually acceptable resolution.
- B. Third Party Review- If the educator and the LPDC cannot reach a mutually acceptable resolution, the LPDC may provide for a local third-party review and decision. In this case, three licensed educators will be selected to make the final decision. The panel will consist of one (1) educator selected by the LPDC, one (1) educator selected by the educator making the appeal, and one (1) educator approved by both the LPDC and the educator.

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APPENDIX 1¹

Individualized Professional Development Plan (IPDP)

According to Ohio Administrative Code 3301-24-08, “Each educator wishing to fulfill the license renewal requirements is responsible for the design of an individual professional development plan, subject to the approval of the local professional development committee.”

To ensure all appropriate professional development activities may be considered to meet renewal requirements, the IPDP should be written and submitted to the LPDC for approval as soon as possible after the issuance of the license to be renewed. After an approved IPDP is on file, the LPDC can grant credit for professional development activities in accordance with the LPDC’s Plan of Operation. A license has an effective year always beginning on July 1 and an issuance date indicating when the Ohio Department of Education issues the license, which may precede the effective date.

The IPDP identifies an educator’s goals for learning. The process of preparing and submitting an IPDP requires educators to:

- Examine and reflect on their practice
- Determine individual priorities and goals
- Complete the IPDP according to LPDC policy
- Obtain pre-approval from the LPDC per district policy

The educator should:

- Be aware of the LPDC meeting schedule posted on the OVESC website.
- Submit documentation for consideration by established deadlines
- Maintain their own copies and records of actions by the LPDC
- Ensure that any coursework or professional development activities align with their job assignment and IPDP

The IPDP must be submitted and approved prior to beginning the coursework or activities for which the educator seeks approval.

To qualify for licensure renewal, the educator must complete one or a combination of the following:

- Six semester hours of coursework related to classroom teaching or the area of licensure;
- Eighteen continuing education units (CEUs) which represent 180 contact hours of professional development OR engagement in equivalent other activities (EOAs) related to classroom teaching or the area of licensure as approved by the LPDC of the employing school, district, or agency since the issuance of the license to be renewed.

¹ Ohio Department of Education Resource Guide for Local Professional Development Committee January 2023

The primary responsibility of the LPDC is to review educators' IPDPs and ensure the identified goals and strategies are relevant to the needs of the district, school, students and educator. These decisions should be based on the committee's local criteria and be aligned to the Ohio Standards for Professional Development.

In addition to college courses or workshops, the following equivalent other activities (EOAs) may be acceptable forms of professional development:

- Conferences
- Single workshops
- Professional learning team/community involvement
- Independent study/action research
- Professional educational organization activities
- District leadership team, LPDC, curriculum development, school improvement committees
- Coaching/mentoring students teachers, new teachers, or teacher in need of support
- Activities leading to Master Teacher/National Board certification

Resources for completing the IPDP

- The OVESC Individual Professional Development Plan template is located in the employees' documents section of the website.
- The LPDC Chair is available to provide assistance to educators completing the IPDP.

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APPENDIX 2²

Professional or Associate License Renewal and Certificate Transition

The following requirements are only for those educators who currently are working through a school, school district, or an agency or institution registered with the Ohio Department of Education that has established an LPDC.

Licensed or certified educators who are not working through an established LPDC must apply for renewal or transition directly through the Ohio Department of Education's Office of Educator Licensure. In this situation educators are able to use only college or university coursework toward renewal since there is no LPDC approval of other professional development activities toward CEUs.

Local Professional Development Committee Authorization

- A. The LPDC manages the following situations:
 - a. Renewals of 5-year Professional Licenses or 5-year Associate Licenses, or 5-year Advanced Career Technical Workforce Development Licenses
 - b. Transitions to 5-year Licenses from 8-year Professional Certificates issued prior to July 2007
 - c. Alignments of multiple 5-year Professional Licenses
- B. All educators (teaching, non-teaching, and associate personnel, including interpreters and treasurers) who meet the following **must** work through an LPDC:
 - a. Hold a certificate, professional or an associate or career technical workforce development 5-year license; **and**
 - b. Are employed full or part time in the school, school district, agency or institution the LPDC represents; **and**
 - c. Wish to fulfill the license renewal requirements
- C. The following **may** work through an LPDC:
 - a. Educators who hold certificates or 5-year licenses who are not currently employed as educators or not currently employed by entities that operate LPDCs. These individuals may work through an LPDC established by an educational service center to fulfill license renewal requirements.

² Ohio Department of Education Resource Guide for Local Professional Development Committee
January 2023

- b. Educators who hold certificates or 5-year licenses who substitute teach or interpret on a regular basis in the school or district the LPDC represents may work with the LPDC if its operational procedures include that provision. LPDC bylaws may permit licensed individuals not directly employed by the organization to be served by the LPDC. If there is no such operational procedure, substitute teachers must work directly with the Ohio Department of Education to fulfill renewal requirements.
 - c. Individuals who hold a **school psychologist** or **school counselor** license will renew with renewal coursework or professional development (as approved by their local professional development committees) **OR** a valid license issued by the respective professional Ohio board. School psychologists or school counselors who hold both the Department of Education license and a professional board license may renew the Department license based on maintaining licensure through the respective professional licensure board and do not need to work through an LPDC. School psychologists or school counselors who hold 5-year professional school counselor or school licenses are required to work through the LPDC to renew their Department licenses.
- D. The following are **exempt** from working through an LPDC:
- a. **School social workers, school speech-language pathologists, school nurses, school audiologists, occupational therapists, physical therapists, occupational therapy assistants and physical therapy assistants** are required to maintain licensure through their respective Ohio professional licensure boards. To renew five-year professional pupil services licenses issued by the Ohio Department of Education in these areas, educators must maintain their respective professional board licenses. By doing so, they meet all Ohio Department of Education renewal requirements and, therefore, do not need to work through an LPDC. These educators renew their licenses by submitting a renewal application with proof of current professional board licensure directly to the Ohio Department of Education.
 - b. Educators who hold a standard or alternative **Resident Educator** license apply directly to the Ohio Department of Education's Office of Educator Licensure to transition to Resident Educator Licenses or advance to five-year professional licenses.
 - c. Educators holding a provisional **CTWD** license transition to an Advanced CTWD license upon completion of their programs.
 - d. Educators holding **alternative principal licenses, alternative administrative specialist licenses, or alternative superintendent** licenses apply directly to the Ohio Department of Education's Office of Educator Licensure to renew, extend, or advance their licenses.
 - e. Educators holding one-year temporary **pupil services** licenses apply directly to the Ohio Department of Education's Office of Educator Licensure to renew their supplemental licenses or to advance to the standard licenses in the areas in which their supplemental licenses were held.
 - f. Educators holding one-year **supplemental teaching licenses** apply directly to the Ohio Department of Educator Licensure to renew their supplemental licenses or to advance to the standard licenses in the areas in which their supplemental licenses were held.

- g. Educators holding **permanent teaching certificates or permanent non-tax certificates** are required by state law to update their FBI criminal background checks every five years through the Ohio Bureau of Criminal Investigation. Updated BCI checks are required if certificate holders have lived outside Ohio within the past five years.

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APPENDIX 3³

Licensure

Timely Submission of Applications

Upon determination by the LPDC that all requirements for renewal have been met, applicants must apply for renewal through their OHID accounts. Applicants must indicate the LPDC's IRN or name within the online application.

Educators may submit their online licensure renewal applications as early as November 1st of the school year in which their licenses expire.

Administrators, School Treasurers, School Business Managers, Supervisors

When an administrator's coursework plan is being discussed or voted upon, the LPDC shall, at the request of one of its administrative members, cause a majority of the committee to consist of administrative members by reducing the number of teacher members voting on the plan.

Renewal or Transition After Retirement or Termination of Employment

When an educator retires or leaves the district, the former district will provide verification of the IPDP approval, including coursework and continuing education that is completed and accepted. It is the educator's responsibility to request and retain the approved and signed Verification Form for Educators Leaving an LPDC and submit it to the new LPDC at the time of employment in the new district. If the educator is no longer working through an LPDC, the educator should submit it to the Ohio Department of Education at the time of application for renewal.

Completed professional development activities approved by an LPDC must be honored by other LPDCs and by the Ohio Department of Education. If the plan was not completed in total, a new plan to address the period remaining in the renewal cycle must be written and approved by the new LPDC. If the educator is not working through an LPDC, the remaining credits must be completed by taking coursework at a college or university prior to application to the Ohio Department of Education.

Renewal requirements for Expired Licenses and Certificates

Professional and associate licenses or certificates that have lapsed due to not meeting professional development requirements may be renewed upon completion of nine semester hours of coursework relevant to classroom teaching or the area of licensure since the issuance of the license to be renewed. Educators who completed CEUs in accordance with their IPDP and approved by their LPDC since the last issue date of their licenses may be required to complete only three additional semester hours of renewal coursework instead of nine if they met their renewal requirements but did not renew their licenses by October 1st of the expiration year of the licenses.

³ Ohio Department of Education Resource Guide for Local Professional Development Committee January 2023

Reinstatement Licenses

Educators, whose associate or professional licenses or certificates including 4-year provisional and 8-year professional certificates have lapsed for at least one year may work under a Reinstatement license while meeting renewal requirements through their employing Ohio LPDC. Educators are responsible for the design of their IPDP, subject to the approval of their LPDC. Additionally, they must complete the renewal requirements before their 1-Year reinstatement license expires. Educators working under a Reinstatement license will complete either of the following or a combination thereof:

- Nine semester hours of coursework related to classroom teaching or the area of licensure OR
- Twenty-seven continuing education units (CEUs) or 270 contact hours or other equivalent activities (OEA) related to classroom teaching or area of licensure.

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APPENDIX 4

Resources

[Ohio Valley ESC website](#)

[OVESC Professional Development Verification form](#)

[OVESC Individual Professional Development form](#)

[OVESC Alternative IPDP form](#)

[OVESC Professional Development Verification Guidance](#)

[LPDC Options](#)

[CEU Conversion Chart](#)

[Ohio Standards for the Teaching Profession](#)

[Ohio Standards for Professional Development](#)

[Ohio Properly Certified or Licensed Toolkit](#)