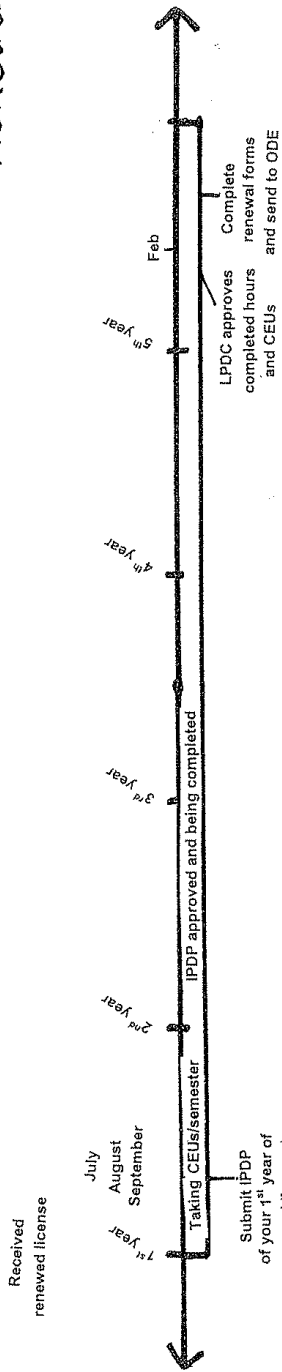


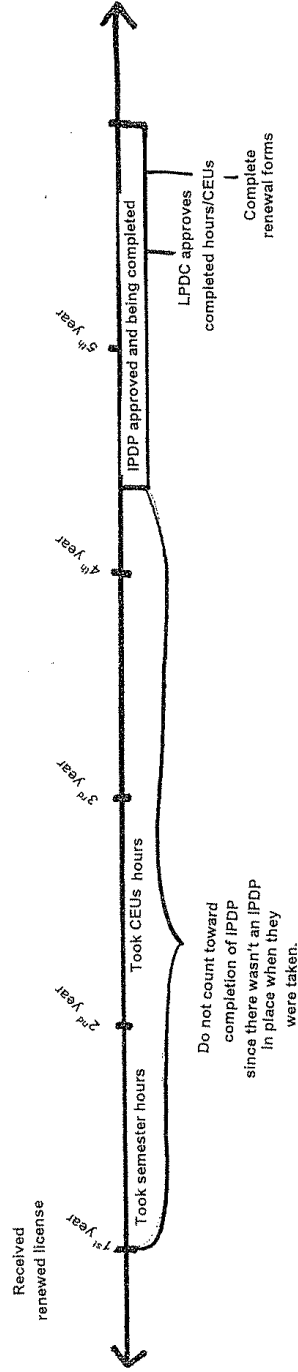
INSTRUCTIONS AND HELPFUL GUIDES

Revised 9/09

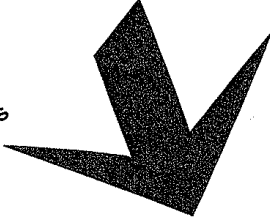
BEST PROCESS for License Renewal




OR...



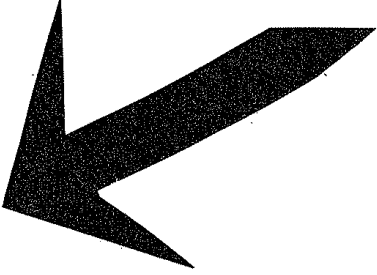
Flow Chart on License Renewal Process



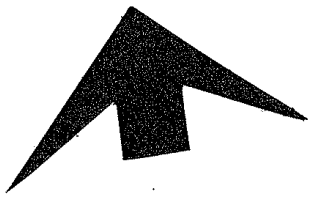
1. You have received your renewed license from the state which is good for five years.



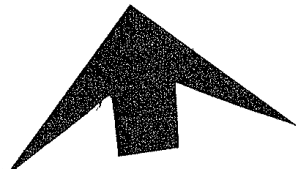
2. After effective date on license, **submit** electronic **IPDP** to LPDC at least 3 work days before the LPDC meeting for approval:



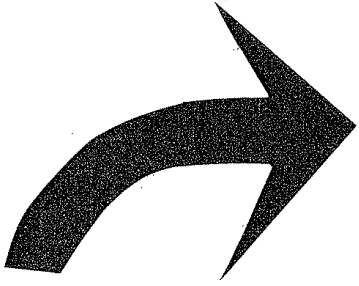
3. **Complete 6 semester hours or 18 CEUs or a combination** that align with your IPDP approved since your most recent license renewal.



4. **Submit verification of completed hours** no later than February of your next renewal year to LPDC for approval. This will allow you time to correct any problems.



5. Once all required hours are approved by LPDC, **complete ODE renewal application form** (available on-line at ODE web site), **send that form to LPDC for a signature.**



6. **Mail renewal application and check or money order to the ODE.** (Keep a copy of your paperwork for yourself and another copy may be sent to Central Office.)

You have received your renewal license!

Am I done for at least four more years? Not yet!

You can receive credit for those classes you want to take and receive credit for those in-services that are scheduled for you.

Submit electronic IPDP to LPDC after following the next steps:

1. Go to ipdp.rittman.k12.oh.us
2. Login (password same as email and dasl)
3. Go to Personal Profile; Edit Personal Profile.
 - A. Enter and save your Ohio Certification ID (found on your certificate/license) if one isn't already there, or use the [click here](#) link.
 - B. Save the change, wait overnight, and your certification data should show up the next day. (If it doesn't, contact Brett Lanz.)
4. After your profile is completed and recognized by the state, go to ipdp.rittman.k12.oh.us
5. Login (Password same as email and dasl)
6. Click on Create Plan
7. Name your plan (ex. License Renewal 2009-2014)
8. Click on Legacy Standards unless you are currently a principal.
9. You must highlight the certificate you are aligning with your IPDP.
10. Complete Focus Part 1: This section explains what you're

going to focus YOUR professional development on with in your current licensure cycle. This is NOT what your students are going to do.

11. Focus Part 2: Check at least one (1) domain and at least one (1) corresponding subcategory that reflects your areas of focus.
12. IPDP Goals: List at least two (2) goals that address your focus.
13. Print a copy of IPDP for your reference
14. Click on Save Plan to Work on Later (if you are not finished) OR Save and Submit Plan for LPDC Approval (if you want LPDC to act on your IPDP)
15. You will receive an email if your plan needs some revision(s) or you may receive an email that the plan was approved.
16. The IPDP approval date is used as the beginning date of your plan. The six (6) semester hours or 18 CEUs or combination that aligns with your focus and goals can be counted toward your total credits needed for your professional development to renew this license.

STEP-BY-STEP INSTRUCTIONS FOR COMPLETING AN IPDP ONLINE

<p>All new users:</p> <ol style="list-style-type: none"> 1) Go to ipdp.rittman.k12.oh.us; or, from the district web page rittmanschools.org: <ul style="list-style-type: none"> - Click on District Departments - Click on Technology Services - Click on IPDP Manager 2) Login/password same as e-mail and dasl 3) Go to Profile; Edit Personal Profile 4) Enter and save your State Certification ID (on your certificate/license) if one isn't already there, or use the click here link (which takes you to the ODE site to search and download). 5) Save the change, wait overnight, and your certification data should show up the next day. 6) Report any problems to the LPDC. 	
<p>For those who have an approved (paper) IPDP in place:</p> <ul style="list-style-type: none"> ▪ You will not need to re-write your IPDP. You will need the exact approval date for your paper IPDP. ▪ Go to SAMPLE TEMPLATE A (next two pages of this packet) 	<p>For those ready to develop a new IPDP:</p> <ul style="list-style-type: none"> ▪ Go to SAMPLE TEMPLATE B (last two pages of this packet)
<p>Once a plan has been developed and approved, you may submit professional development activities online. To be approved, you must provide a hard copy of certificates/transcripts to the LPDC.</p>	

Direct any questions to Brett (LPDC member) – on behalf of LPDC: Kathy Johnson, Paula Peroli, Joanna Shankland, Beth McNicholas



Individual Professional Development Plan Management Suite

SAMPLE
TEMPLATE
A

[[Home](#)] [[Profile](#)] [[Create Plan](#)] [[View Plan](#)] [[Submit Activity](#)] [[Activity Status](#)]
[[Archived Plans](#)] [[Help](#)] [[Log Out](#)]

Revise Approved Plan - Professional Development Plan

Your Name: **Brett Lanz**

Name of Plan:
* Example: Certificate Renewal 2010-2015

Building:

Teaching Assignment/Dept:

Select Certificate (s):

Principal (Principal Grades 4-9) Expires: 6/30/2009
High School Principal (7-12) () Expires: 6/30/2009
High School (7-12) (English) Expires: 6/30/2013

You must select a/the certificate here

Select Mission: or "Renewal of..." Other Mission:

Check Requirements

Focus - Part 1: Describe the area(s) of focus and state specifically what you plan to do to engage in professional learning in your current assignment.

Already approved

You have **584** allowable characters remaining for your focus.

Focus Part 2: Please check each domain and corresponding sub category that reflects your areas of focus.

You must select at least one

- Domain 1 Planning and Development
 - a. demonstrating knowledge of content and pedagogy
 - b. demonstrating knowledge of students
 - c. setting instructional goals
 - d. designing coherent instruction
 - e. assessing student learning

- Domain 2 The Classroom Environment
 - a. creating an environment of respect and rapport
 - b. establishing a culture of learning
 - c. managing classroom procedures
 - d. establishing and maintaining clear and consistent standards of classroom behaviors
 - e. organizing physical space

- Domain 3 Instruction
 - a. communicating clearly and accurately
 - b. using varied questioning and discussion techniques
 - c. engaging students in learning
 - d. providing feedback to students
 - e. demonstrating flexibility and responsiveness

- Domain 4 Professional Responsibility
 - a. reflecting on teaching
 - b. maintaining accurate records
 - c. communicating with families
 - d. contributing to the school and district

IPDP Goals: List two or three goals that will address your focus.

Goal One. *minimum*

Already approved

You have **584** allowable characters remaining for goal one.

Goal Two.

Already approved

You have **584** allowable characters remaining for goal one.

Goal Three.

You have **600** allowable characters remaining for goal one.



Individual Professional Development Plan Management Suite

SAMPLE
TEMPLATE
B

[[Home](#)] [[Profile](#)] [[Create Plan](#)] [[View Plan](#)] [[Submit Activity](#)] [[Activity Status](#)]
[[Archived Plans](#)] [[Help](#)] [[Log Out](#)]

Revise Approved Plan - Professional Development Plan

Your Name: **Brett Lanz**

Name of Plan:

* Example: Certificate Renewal 2010-2015

Building:

Teaching Assignment/Dept:

Select Certificate(s):
 Principal (Principal Grades 4-9) Expires: 6/30/2009
 High School Principal (7-12) () Expires: 6/30/2009
 High School (7-12) (English) Expires: 6/30/2013

You must select at the certificate here

Select Mission: or "Renewal of..."
Other Mission:

Check Requirements

Focus - Part 1: Describe the area(s) of focus and state specifically what you plan to do to engage in professional learning in your current assignment.

Just as the description states above, this section explains what you're going to focus YOUR professional development on over your current licensure cycle. It's NOT what your students are going to do.

You have **398** allowable characters remaining for your focus.

Focus Part 2: Please check each domain and corresponding sub category that reflects your areas of focus. *You must select at least one*

- Domain 1 Planning and Development
 - a. demonstrating knowledge of content and pedagogy
 - b. demonstrating knowledge of students
 - c. setting instructional goals
 - d. designing coherent instruction
 - e. assessing student learning

- Domain 2 The Classroom Environment
 - a. creating an environment of respect and rapport
 - b. establishing a culture of learning
 - c. managing classroom procedures
 - d. establishing and maintaining clear and consistent standards of classroom behaviors
 - e. organizing physical space
- Domain 3 Instruction
 - a. communicating clearly and accurately
 - b. using varied questioning and discussion techniques
 - c. engaging students in learning
 - d. providing feedback to students
 - e. demonstrating flexibility and responsiveness
- Domain 4 Professional Responsibility
 - a. reflecting on teaching
 - b. maintaining accurate records
 - c. communicating with families
 - d. contributing to the school and district

IPDP Goals: List two or three goals that will address your focus.

Goal One.

A goal should reflect your focus AND should fall into at least one of the domains selected above.

You have 503 allowable characters remaining for goal one.

Goal Two.

You must complete AT LEAST two goals.

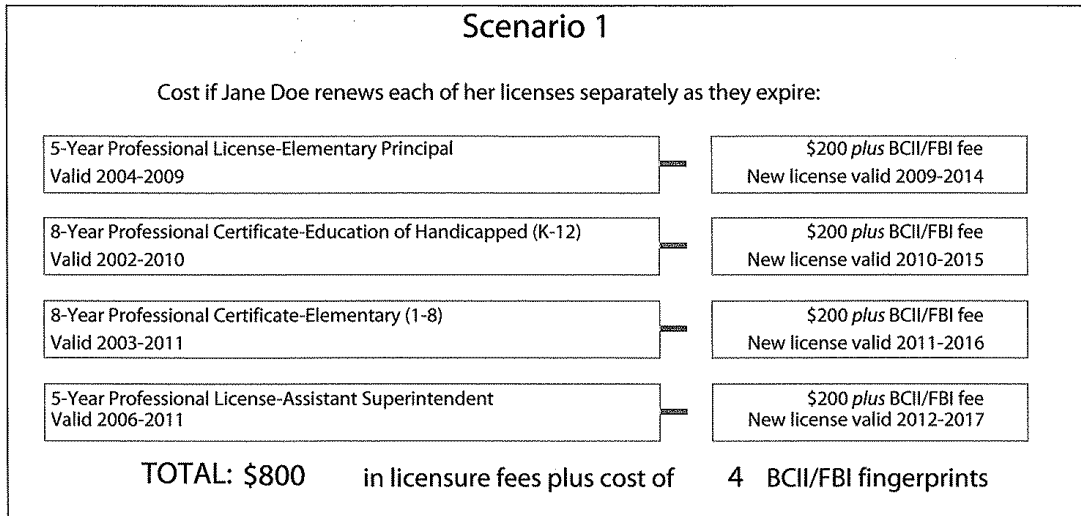
You have 561 allowable characters remaining for goal one.

Goal Three.

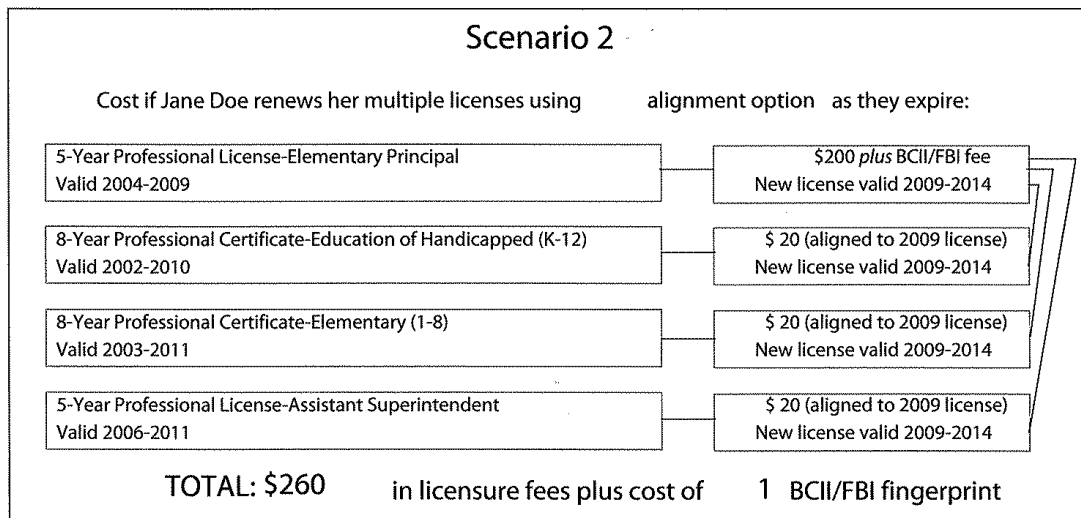
You have 600 allowable characters remaining for goal one.

Aligning Licenses to Reduce Fees for Multiple License Holders

Example provided to demonstrate the most cost-effective method to renew multiple educator licenses.



- O R -



Under scenario 2, all of Ms. Doe's licenses will be renewable at the same time in 2014, and every five years thereafter, requiring *only one* application, *one* \$260 licensure fee and *one* BCII and FBI fingerprint.

Scenario 2 provides substantial cost savings to the multiple license holder.

Go to education.ohio.gov search for keywords *alignment option*

Information courtesy of Ohio Department of Education, Office of Educator Licensure