

INTRODUCTION and PROCEDURES

Revised 9/09

INTRODUCTION

The Professional or Associate License Renewal Law (SB230; ORC 3301-24-08), effective September 1998, changes the credential renewal process for all Ohio teachers. The intent of the law is to professionalize the renewal process itself and to require a much closer connection between renewal activities and classroom practice. Therefore, the new law establishes a local licensure board and expands the definition of acceptable credits toward license/certificate renewal, making it possible to receive credit for professional development activities that are designed and conducted within the working collegial environment of the school district.

The Local Professional Development Committee (LPDC)

The Rittman Exempted Village Schools Local Professional Development Committee (LPDC), operating under the requirements of SB230 and policies established by the REVS Board of Education, must review all certificate/license renewal applications for all certified employees. This includes reviewing semester hours, Continuing Education Units (CEU), and “other approved activities” that are submitted for credit toward license renewal. The LPDC bases recommendations for renewal on a teacher’s Individual Professional Development Plan’s compliance with the guidelines of the law and the REVS Standards for Professional Development.

The Rittman LPDC has five members: three (3) teachers and two (2) administrators.

The Individual Professional Development Plan (IPDP)

Every certificated/licensed employee of the Rittman Exempted Village Schools will maintain a self developed Individual Professional Development Plan which describes activities that align their personal professional growth objectives with district, building, and student learning goals. That plan must be submitted for review to the LPDC. The IPDP may contain semester credits, CEUs, and/or “other approved activities” designed by the applicant. With appropriate verification of completion, the LPDC will recommend final approval and forward notice of renewal to the Ohio Department of Education. If the plan needs revision, the reasons will be forwarded by the LPDC to the applicant. The plan may be modified and resubmitted.

The Standards

The REVS Standards for Professional Development represent core expectations for content quality and apply to all professional development activities planned by any REVS individual or committee, whether for license renewal or other objectives.

CEUs

In addition to IPDP review, the LPDC may assign Continuing Education Units (CEUs) to proposed individual professional activities. The State Department will no longer be a CEU provider. This has become a function of the LPDC.

CEU Endorsement by the LPDC

One CEU = 10 contact hours of LPDC endorsed seminar or workshop participation. The LPDC will meet to receive proposals for CEU activities and assign the number of CEU credits each activity is worth.

Revised 9/09

CEU endorsement will be based upon:

1. The information submitted to the LPDC in a CEU proposal prepared by building or district staff development committees, curriculum committees, ad hoc committees, or outside agencies.
2. Individual educators may propose CEU credit for activities not included in the descriptions above by submitting documentation describing the activity provider, content, and contact time (i.e.: flyer, course catalog, etc.)

Thirty days before the proposed activity

Proposals for CEU events and “other approved activities” must be submitted at least 30 days prior to the LPDC meeting dated preceding the event for which approval is sought. Activities started without prior approval stand the risk of not being approved.

Revised 9/09

**RITTMAN EXEMPTED VILLAGE SCHOOLS
PROFESSIONAL DEVELOPMENT STANDARDS FOR LICENSE RENEWAL**

The following statements are to be interpreted in reference to the area of certification/license for which you are seeking renewal.

Definition

Professional learning is a purposeful activity that increases capacity to create the results REVSD want for students.

Professional development shall be required for continued licensure for all educators. It shall be guided by the learning needs of all students and the axiom that all students can learn. It shall include theory on the learning needs of educators and shall incorporate a planned progression for improvement on a continuing basis. (3301-24-06)

Criteria

1. The Staff Development Plan/IPDP must have a plan focus.
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.

2. The scope of the plan must be directly relevant to the subject area content, instructional practices, and/or learners.
Focus – Part 2: Check at least one domain and corresponding subcategory that reflects your areas of focus.

3. The plan must list at least two (2) goals that will address your focus.

Revised 9/09

FOUR WAYS TO RENEW

To be completed within the five year renewal cycle

1. Accumulate 6 Semester Hours

Requirements

- Course work for semester hours must meet the REVS Professional Development Standards and Guidelines
- Course work must be taken at an NCATE or ODE accredited college or university

Verification of completion

- Transcript indicating successful completion

2. Accumulate 18 CEUs

Requirements

- CEU activities must meet the REVS Professional Development Standards and Guidelines
- CEU activities must have been endorsed by the LPDC Verification of Completion

Verification of Completion

- Certificate of completed participation signed by presenter or provider representative

3. Accumulate 18 CEU credits of “Other Approved Activities”

Requirements

- Other Approved Activities must meet the REVS Professional Development Standards and Guidelines
- Individual designing “other activities” must prepare a proposal outline of the planned activities and the number of CEU hours requested. The project must be organized following the descriptions listed in the “Other Approved Activities” sections of this booklet.

Verification of Completion

- A log of relevant activities having the signature of an LPDC member or a sponsoring administrative representative or a completed product and/or summary of conclusions report

4. Accumulate 18 CEU credits using a Combination of the First 3 Ways

Requirements

- Requirements and verifications for each type of activity included in a combination proposal must follow the previous descriptions
- The parts of the project must total to the equivalent of 18 CEUs. The ratios 1 CEU = 10 contact hours and 3 CEUs = 1 semester hour will apply.

A sample Combination Project might include:

2 semester hours	=	6 CEUs
Accumulated CEU workshop/seminars	=	5 CEUs
“Other Approved Activities”	=	<u>7 CEUs</u>
Total	=	18 CEUs

OTHER APPROVED ACTIVITIES

The “Other Approved Activities” category exists to encourage initiative, exploration, and professional leadership. In keeping with that, CEU amounts should be proposed accordingly. In general, 1 CEU = 10 hours of activity.

Training: Participation as a trainer where new teaching techniques are identified and taught to a large group of teachers for implementation in the classroom. Credit will be given for initial training activity.

Inquiry/Action Research: Conducting a focused in-depth study of a concept, a theory, or approach within a content field over time. Individuals or groups of teachers identify a problem of interest; explore ways of collecting data that may range from examining theoretical and research literature to gathering original classroom or school data, analyzing and interpreting data. Changes are made and new data are gathered and analyzed to determine the effects of the intervention. Credit is awarded to individuals based upon their contribution to the activity.

Grant Writing: Individuals or groups who write grant proposals will be awarded licensure credit on the amount of time and effort utilized on the writing. Credit will not be dependent upon success in being awarded funding.

District, State, and National Committee Service: Commissions, task forces, and working groups, etc., of professional educational organizations such as ODE, RPDC, Strategic Planning, SERRC, and others.

Presenting at Local, State, and National Events/Conferences: To recognize professional contribution in the form of an academic presentation to educational organizations, credit will be given for initial presentation to these groups.

Publishing (books or articles): Publishing books, articles for professional journals, or articles in the community newspaper.

LPDC Service: Participation as a member of the district LPDC.

Tri-County Educational Service Center and Wayne County Career Center Activities

University Credit

Course of Study and Curriculum Review Committees

Technology Applications and Projects

Site-Based Planning Committees: As defined by the district

SUBMISSION PROCESS

When you receive your NEW CERTIFICATION/LICENSE, you should begin a NEW IPDP.

1. Submit an electronic IPDP to the LPDC at least three (3) work days in advance of the LPDC meeting. Keep a hard copy to retain for your own records.
2. The IPDP will be reviewed at the LPDC meeting. You will receive an e-mail notification on the plan approval status. If the plan is approved, you may begin completing the plan. If the plan needs revision, you will receive a status reason that notes the areas of concern. You may revise and resubmit your plan.
3. If pending, you'll be able to edit and re-submit electronically. The procedure will, again, be followed.
4. Once approved plan is in place, you need to submit verifications of completion to the LPDC on-line and your IPDP record will be updated. (NOTE: You are responsible to keep copies of all verification items until the renewal process is completed.)
5. When you have successfully completed your IPDP, you will need to complete the renewal application form, send it to the LPDC for a signature, and forward it with your check or money order for the renewal fee, to the Ohio Department of Education. Renewal application forms are available on-line from ODE. All fees and applications are the responsibility of the renewal applicant. You are encouraged to send a copy of your paperwork to Central Office.

The Local Professional Development Committee will accept Individual Professional Plans in September of each school year.

Please be aware that **ALL ACTIVITIES, INSERVICE HOURS, AND CREDIT HOURS MUST BE RELEVANT TO YOUR IPDP.** The LPDC will not approve contact hours for CEUs, if they are not relevant to the IPDP.

Revised 9/09