

Certificate Renewal and Licensure Procedures



Revised June 2003

Mission Statement

The mission of the Dayton Public Schools is to guarantee a quality education for every student, every day.



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April 2006

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Dayton Public Schools Local Professional Development Committee

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The purpose of this booklet is to assist educators in meeting the requirements for the **renewal** of certificate(s)/license(s) by providing procedural information and necessary documents.

Procedural information will consist of timelines, guidelines, document samples, and certification/license information.

It is the responsibility of the educator to be knowledgeable of his/her current license/certificate status.

The Local Professional Development Committee does not retain application materials on file. It is the educator's responsibility to maintain copies of materials submitted to the Local Professional Development Committee.

Visit the ODE website at: www.ode.state.oh.us to:

- Check the issue and expiration dates of your certificates/licenses;
- Obtain your CEU history;
- Read about renewal and professional development requirements, and
- Check ODE deadlines and dates.

For educators who hold a professional eight-year certificate issued on or before September 1, 1998:

- Refer to page 4.

For educators who hold a certificate issued after September 1, 1998:

Educators who hold a certificate with an issue date of September 2, 1998, or later are required to transition to a five-year professional license before their certificate expires. The following rules apply:

- Transitioning to the license requires completion of six (6) semester hours, or nine (9) quarter hours, or 18 CEU/PDUs in any combination;
- An Individual Professional Development Plan (IPDP) approved by the LPDC **prior** to beginning accumulation of credits/units toward renewal.
- Teaching experience cannot be used to reduce the amount of required coursework.

For educators who hold expired certificates:

After September 1, 2002, educators who hold expired certificates must transition to licensure by meeting the following requirements:

- If the certificate has been expired for five years or less, the certificate holder must complete nine (9) semester hours of coursework relevant to classroom teaching or an area of certification/licensure.
- If the certificate has been expired for more than five years, the certificate holder must complete 12 semester hours of appropriate coursework and secure the recommendation of the dean or head of teacher education at an institution approved to prepare teachers.
- PDUs earned after the expiration date will not count toward renewal of that certificate.

Future Deadline Dates:

The Office of Certification and Licensure will continue to accept applications for *permanent* teaching certificates through September 1, 2003, for those who have professional eight-year certificates issued September 1, 1998, or before. Applications for one-time renewals of professional teaching certificates issued September 1, 1998, or before will be accepted until September 1, 2006.

State Licensure Requirements

Ohio's Teacher Education and Licensure Standards, adopted on September 1, 1998, represent two major changes in requirements for Ohio educators.

First, all Ohio educators – except a small number who hold permanent certificates – must eventually make the transition to a five-year cycle of license renewal. (One renewal of provisional and professional certificates is permitted during a transitional period.)

Second, the Ohio Department of Education no longer makes the decision to renew licenses for educators employed in the schools of Ohio. Before ODE approves a candidate's application to renew a license, a Local Professional Development Committee (LPDC) must verify that the candidate has completed the necessary requirements.

The process works as follows:

- At the beginning of the renewal cycle, the educator creates an Individual Professional Development Plan (IPDP). The plan must be submitted for approval **before** the activities in the plan are begun.
- Using established policies and procedures, the LPDC evaluates the plan to ensure that it meets established criteria.
- The educator uses the IPDP to guide decisions about coursework and professional development activities, making revisions, if needed, with the LPDC's approval. The educator keeps track of and documents all professional development activities.
- At the end of the renewal period, the educator provides documentation to the LPDC that the coursework and activities required by the standards and relevant to the IPDP have been completed.
- The LPDC reviews the documentation. If all requirements have been met, a designated LPDC member signs the approval for renewal and the application is submitted to ODE.

Key Dates for Transition from Certification to Licensure

September 1, 1998 [^] Effective date of new standards	September 1, 2002 [^] Last date 4-year provisional certificates will be issued or renewed	September 1, 2003 [^] Last date permanent certificates will be issued	September 1, 2006 Last date 8-year professional certificates will be renewed
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Certificate Renewal Under the 1987 Standards

To renew Professional Eight-Year Certificate(s) under the **1987 Standards**, follow the prescribed *Certification Renewal Guidelines for 1987*.

To Renew a Professional (8-year) Certificate Issued On or Before September 1, 1998

- Complete, in any combination, 12 semester hours or 18 quarter hours of college coursework, which must be at the graduate level for individuals with certification requiring a master's degree, or 36 CEUs/PDUs.

This requirement may be reduced by one semester hour of college coursework or by three CEUs for each year of successful experience under a standard certificate since the latest issuance of the certificate to be renewed. Coursework must be completed at a college or university.

Substitute teaching of at least 120 days in a school year also reduces this requirement by one (1) semester hour or three (3) CEUs.

As of January 1, 1999, educators renewing their certificates under the 1987 Standards must go through the Local Professional Development Committee.

The LPDC encourages educators to check each certificate's expiration date. It is important to submit your *Certificate Renewal Form* and supporting documentation to the LPDC by May 1 of the certificate/license renewal year.



REMEMBER: *PDUs are equivalent to CEUs issued by the Department of Education prior to July 1, 1998.*

The LPDC strongly suggests that you submit your *Certificate Renewal Form* and documentation to the LPDC early in the renewal year so that you do not run the risk of your documentation not reaching the Ohio Department of Education on time. The LPDC is not responsible for the timely renewal of applications submitted for review after the end of the school year.

The LPDC will not meet during the summer months. Notification of dates will be provided by September 30th of each school year.

The Application for Renewal Process

The educator must:

- Complete the ***Certificate Renewal Form*** (*complete one form for each certificate*)
 1. Complete the *Certificate Renewal Form* in its entirety. Attach to the *Renewal Form* a copy of your approved CEUs given by the Ohio Department of Education. Use CEU certificates or download your CEU history from the Ohio Department of Education at www.ode.state.oh.us.
 2. If you received PDUs from Dayton Public Schools, from a Local Professional Development Committee, or from an outside provider, attach your **original** PDU verifications to the renewal form.
 3. For university coursework attach an **original** transcript. (Original grade reports and other documents may be accepted by the LPDC, however an original transcript is preferred.)
- Complete the Ohio Department of Education's ***Certificate Application Form***. Complete one form for each certificate to be renewed. Attach the appropriate fee in the form of a money order or check made out to "Ohio TEC."
- Attach a copy of certificate(s) to be renewed.
- Submit the above information, **in person**, to the Office of Employee Education and Development, Jackson Center, 329 Abbey Avenue, between the hours of 7:30 a.m. – 9:00 a.m. and 2:00 p.m. – 4:30 p.m. daily. The LPDC may be contacted by phone at 542-4162.

All paperwork will be forwarded to the LPDC. All information will be reviewed and verified by the Local Professional Development Committee. The LPDC will keep a record of the paperwork submitted but will not keep hard copies.

The Office of Employee Education and Development will send your application for renewal along with the required paperwork to the Ohio Department of Education, Division of Professional Development and Licensure. The educator will receive a copy of the *Certificate Renewal Form* verified by the LPDC and notification that their application has been sent to the Ohio Department of Education.

Educators are encouraged to submit their Individual Professional Development Plans as early as possible in the renewal cycle so no earned coursework and/or PDUs will be lost.

The next renewal requires an Individual Professional Development Plan.

Ohio Department of Education
Office of Certification/Licensure

**LPDC VERIFICATION FORM
FOR
8-YEAR PROFESSIONAL
CERTIFICATE RENEWAL**

Return this form with completed application

Print Name of LPDC: Dayton Public Schools Local Professional Development Committee

Print Name of Applicant: _____ Social Security Number _____

First – Enter issue date from the certificate to be renewed or transitioned _____ The issue date is located in the upper right hand corner of the certificate. You can access certificate information on the Ohio Department of Education home page at www.ode.state.oh.us	____/____/____.
Step 1. Enter semester hours <u>taken since issue date</u> of the certificate to be renewed or transitioned _____	_____
Step 2. Enter quarter hours <u>taken since issue date</u> of the certificate to be renewed or transitioned _____	_____
Step 3. (a) Enter ODE approved continuing education units (CEUs) earned since issue date, and prior to _____ July 1, 1998. Check ODE home page for ODE approved CEUs www.ode.state.oh.us	_____
(b) Enter Local Professional Development Committee approved CEUs <u>earned since July 1, 1998.</u> _____	_____

LPDC Verifying Signature _____ DATE: _____

(This verifies that the information stated on this form is correct and that the named educator is an employee of the district(s) or school the LPDC serves.)

Applicant's Signature _____ DATE: _____

Certificate Renewal Under the 1998 Standards

Educators must renew under the 1998 Standards if:

1. The issue date on their certificate is September 2, 1998, or after.
2. They used their one time only grace renewal under the 1987 Standards.
3. They elect to transition to a license and not to take advantage of the grace renewal under the 1987 Standards.
4. They are renewing a license.

Application for Renewal under 1998 Standards

All educators must submit an Individual Professional Development Plan (IPDP) to the Local Professional Development Committee prior to beginning any work counted toward renewal. (Electronic submission available July 2003.)

Licensure Requirements

1. Submit Individual Professional Development Plan (IPDP).
 - The Ohio Department of Education recommends two goals, but no more than four per renewal cycle. The Dayton Public Schools' Local Professional Development Committee supports this recommendation.
 - The Plan should be submitted immediately after the receipt of the newly issued license. This ensures that all professional growth credits can be used toward renewal.
2. Complete professional development
 - 6 semester hours, or 9 quarter hours related to classroom teaching in area of certification/licensure;
 - 18 CEUs/PDUs (180 contact hours); or
 - Equivalent Activities related to classroom teaching and/or area of licensure if approved by the LPDC and converted to CEUs/PDUs.

Educators can combine the three types of activities if total activities equal 18 CEUs/PDUs. Refer to conversion chart.

3. Submit your completed IPDP and appropriate documentation to the LPDC for final approval no sooner than January 1 and no later than May 1 of the year in which your certificate/license expires. This will allow timely review of documentation.

Appropriate Documentation

Educators must provide evidence to the LPDC that they have completed the requirements for licensure or certification. The LPDC must determine that:

- All course work, CEUs/PDUs, and other professional development activities are completed after the latest issue date of the certificate to be renewed.
- Coursework has been completed at a college or university approved by the Ohio Board of Regents to grant the baccalaureate degree or the equivalent if completed out of state (official college or university transcript).
- Professional development activities participated in after July 1, 1998, meet the requirements established by the LPDC.

Actual Outcome

- Provide evidence/documentation as described in the ‘**Anticipated Outcome**’ of your IPDP.

Verifying Completion

The Local Professional Development Committee (LPDC) is responsible for approving licensure renewals for educators in the district before those educators submit their applications to the Ohio Department of Education. The signature of a designated LPDC member demonstrates that an educator has met all requirements.



Individual Professional Development Plan (IPDP) COVER SHEET

DATE SUBMITTED TO LPDC: _____

NAME: _____

ADDRESS: _____

HOME PHONE: _____

CELL PHONE: _____

JOB TITLE: _____

DAYTIME

LOCATION: _____

WORK PHONE: _____

Please indicate the certificate/license to which this IPDP applies:

Certificate/License Number	Certificate Type	Certificate Area	Certificate Expiration Date

**Please attach copy of certificate/license.*

Do Not Write Below (Committee Use Only)

Criteria for IPDP Approval

The following criteria will be used to evaluate your IPDP for pre-approval and final recommendation for re-certification/licensure:

The IPDP Personal/Professional Goals are:

Tied to DPS/building(s) goals

Related to student learning

TOTAL GOALS _____

The IPDP Professional Development Activities are:

Consistent with established personal/professional goals

Relevant to the work assignment

Compatible with other practices that are currently or will be in use

Related to student learning

The scope of the IPDP appears relevant to the educator's assignment, professional role and/or responsibilities

Anticipated outcomes are identified/outlined for each activity

Pre-Approval	Final Approval

Reviewed by LPDC: _____/_____

Pre-Approval Review Date: _____

Approved

Revision Required

(See Attached)

Request by Educator for Final Approval

I certify that I have completed the requirements of my IPDP. All IPDP forms and appropriate documentation are attached. Please consider approval for renewal application.

Educator's Signature: _____

Date: _____

Recommendation for Recertification/Licensure

Approved

Disapproved

Denied (Reason: _____)

Reviewed by: _____/_____



**Individual Professional Development Plan (IPDP)
PROFESSIONAL GOAL & STRATEGY SHEET**

(Complete one sheet for each goal.)

NAME: _____ DATE: _____

Professional Goal # _____ (refer to district and/or building goals):

Professional Development Strategies *(refer to Equivalent Activity Proposals in Procedural Booklet):*

Anticipated Outcome: *(needs to relate to district goals/student learning in observable and/or measurable terms/tangible)*

Final Outcome *(to be completed at final approval):*

(Committee Use Only)

PRE-APPROVAL	FINAL APPROVAL
Date: _____	Date: _____
Reviewer: _____	Reviewer: _____
Reviewer: _____	Reviewer: _____
___ APPROVED ___ REVISION REQUIRED	___ APPROVED ___ DENIED

Directions for Revising Individual Professional Development Plans (IPDP)

LPDC Required Revision

If the LPDC does not approve an IPDP as submitted, the educator must revise the plan using a new goal sheet. Attach the new goal sheet to the original IPDP and resubmit for approval within 45 days.

Educator Initiated Revision

If the educator wants to revise an approved IPDP, the educator must complete a revision form, attach to the original IPDP, and resubmit to the Local Professional Development Committee.

Conversion Information

CEUs/PDUs and Coursework May Be Mixed

Renewal Under the 1987 Standards	CEUs PDUs	Semester Hrs.	Quarter Hrs.
8 Year Professional Certificate			
Required	36	12	18
Credit for 8 Years Worked Under Current Certificate	-24	-8	-12
<i>You Need to Earn</i>	<i>12</i>	<i>4</i>	<i>6</i>
Renewal Under the 1998 Standards			
Required	18	6	9
<i>No Work Experience Credit</i>			

Conversions

CEUs/PDUs	Semester Hours	Quarter Hours
1		
2		1
3	1	1.5
4	1 1/3	2
5	1 2/3	2.5
6	2	3
7	2 1/3	3.5
8	2 2/3	4
9	3	4.5
10	3 1/3	5
11	3 2/3	5.5
12	4	6
13	4 1/3	6.5
14	4 2/3	7
15	5	7.5
16	5 1/3	8
17	5 2/3	8.5
18	6	9
10 Clock Hours = 1 PDU		

How to Obtain Continuing Education Activities for the Renewal Process

CEUs ⇔ PDUs

Prior to July 1, 1998, the Ohio Department of Education issued Continuing Education Units (CEUs). These CEUs could be used to renew certificates.

Beginning July 1, 1998, school districts along with their Local Professional Development Committee were to establish procedures for issuing verification for continuing education activities for educators in their district.

The Dayton Public Schools Local Professional Development Committee, in conjunction with the Department of Employee Education and Development, has established the Professional Development Unit (PDU) as the official unit of verification for awarding credit for continuing education activities.

Educators can use coursework, Ohio Department of Education CEUs and/or organization approved PDUs, or a combination to renew certificates during the grace renewal cycle. This section will explain PDUs.

PROFESSIONAL DEVELOPMENT UNITS

A Professional Development Unit (PDU) is earned by participating in continuing education activities. For each approved activity, the participant will receive one tenth (.1) PDU for each contact hour.

How to Earn Professional Development Units

An educator can obtain Professional Development Units (PDUs) in the following ways:

- Dayton Public Schools approved staff development opportunities
- Local Professional Development Committee approved activities
- Outside Provider Approved activities
- Equivalent Activities Pre-Approved by the LPDC

Note: A nominal fee will be charged for PDUs. Make checks payable to “DPS/Employee Education and Development.”

Dayton Public Schools Approved Staff Development Opportunities

The district provides numerous professional development and growth opportunities. When appropriate, program planners have the option of applying to the Department of Employee Education and Development to become an approved provider. Specific criteria have been identified and must be met in order to offer PDUs. At the conclusion of the program, the provider sends the appropriate documentation to Employee Education and Development and the official district-sponsored PDU certificate will be issued to each participant. The processing fee for the PDU certificate is absorbed by the provider or passed on to the educator.

The program planner is responsible for providing PDU certificates to participants. Questions about PDU certificates should be directed to the program planner.

Educators cannot apply for PDU's for district-sponsored activities if the planner/provider does not request them.

Local Professional Development Committee Approved PDUs

An educator might decide to engage in activities that fall under the “equivalent activity” category. Equivalent activities are explained in this section under Professional Development Unit options. Equivalent activities include many non-traditional forms of professional development.

When the approval has been received and the activity is completed, all required documentation must be submitted to the LPDC for final evaluation and PDU value approval. The Dayton Public Schools LPDC will then issue a PDU certificate.

The LPDC will award PDUs for:

- All educational conferences/seminars that generate an official certificate of attendance.
- Any national/international conference/seminar of a professional educational organization.
- The number of PDU’s awarded is dependent on time spent in learning activities and utilization of knowledge. (Submit program agenda, etc., for credits.)

Outside Provider Approved Activities

An outside approved provider can issue continuing education units after registering the activity with the Dayton Public Schools’ Department of Employee Education and Development or producing appropriate documentation from the Ohio Department of Education. Educators participating in professional growth opportunities provided by an organization or group other than Dayton Public Schools, a college or university, State Department of Education, or the Local Professional Development Committee should check with that provider to find out if they have been approved by Dayton Public Schools or the Ohio Department of Education as a provider.

Educators can call the Department of Employee Education and Development with questions.



Equivalent Activities
Professional Development Unit Options
 (Requires LPDC Approval)
 (Not Limited To Those Listed.)

TRAINING				
Option	PDU Value	Maximum PDU (during renewal cycle)	Criteria	Verification
Professional Development Presenter <ul style="list-style-type: none"> • teaching a course • teaching a seminar • teaching an adult vocational or technical course • professional presentation 	Varies depending on time spent Up to 3.0	3.0	May be used two times teaching the same course each license/certification cycle	<ul style="list-style-type: none"> • Course announcement and course syllabus • Letter of verification from department head on department or university/college stationery • Professional organization's program and verification letter <p style="text-align: center;"><i>(One of the above)</i></p>
Professional Conference <ul style="list-style-type: none"> • Workshop • Inservice • Distance Learning <i>(Cannot be Dayton Public Schools Sponsored)</i> 	Varies depending on time spent Up to 3.0	12	Must include only time spent in those portions of the conference program that contribute to the participant's knowledge, competence, performance or effectiveness as it relates to certificate/licensure area	<ul style="list-style-type: none"> • Conference program/agenda • District documentation • Written summary of how knowledge gained will be used in educational setting • TERR Form, receipt, cancelled check <p style="text-align: center;"><i>(Whatever is appropriate)</i></p>



**Equivalent Activities
Professional Development Unit Options
(Requires LPDC Approval)**

(Not Limited To Those Listed.)

OBSERVATION/ASSESSMENT

Option	PDU Value	Maximum PDU (during renewal cycle)	Criteria	Verification
Cooperating teacher for student teachers, interns	3.0 per term	6	Formal college program	<ul style="list-style-type: none"> • Letter from university including duration of experience
National Board for Professional Teaching Standards <ul style="list-style-type: none"> • certification program 	18 PDUs	18 PDUs for NBPTS Certificate (PDUs may be adjusted for noncertificated individuals)	Must be in the subject area of the individual's assignment. Certification must be completed or participation as a candidate must be verified by the expiration date of the certificate or license.	Valid copy of the National Certificate or documentation for candidate not completing the certificate
Publication of original work <ul style="list-style-type: none"> • book • journal article • software • research • curriculum unit 	Variable depending on the product Up to 4.0	6	Production of a tangible product that enhances teaching and learning	Synopsis of book, article, software package, report, reflection on learning, and copy of copyright information



Equivalent Activities
Professional Development Unit Options
(Not Limited To Those Listed.)

INQUIRY – SELF-DIRECTED

Option	PDU Value	Maximum PDU (during renewal cycle)	Criteria	Verification
Grant Writing	Varies depending on the product Up to 2.0	3	Copy of grant proposal	Copy of grant proposal, documentation of clock hours for planning and preparation, reflection on learning
Action research or educational project	Varies depending on the product and time spent Up to 6.0	6	Must meet the components of action research	<ul style="list-style-type: none"> • Copy of final product or report of the project, reflection on learning
Professional committee	Varies depending on time spent Up to 3.0 per year	3	<ul style="list-style-type: none"> • Must be an active member on a formal committee organized by an educational institution or organization outside the district. • Must contribute to the education profession or add to the body of knowledge in the individual's specific field 	<ul style="list-style-type: none"> • Documentation of hours served verified by the president or chair of the committee • Project/Plan



Equivalent Activities
Professional Development Unit Options
(Not Limited To Those Listed.)

INVOLVEMENT IN IMPROVEMENT PROJECT

Option	PDU Value	Maximum PDU (during renewal cycle)	Criteria	Verification
Professional Reading/Study Group	Varies depending on time spent and product	3	Subject area must be related to individual's area of specialization	<ul style="list-style-type: none"> • Reflective journal, action plan, video, or curriculum development
*Curriculum development	Varies depending on the product Up to 3.0	6	Must be serving on a <i>formal committee</i> organized by an educational agency or organization	Copy of the final document demonstrating a reflection on learning/letter from educational agency
Educational Travel	Varies depending on the product Up to 6.0	6	Directly related to educational area	<ul style="list-style-type: none"> • Implementation Plan including goals, objectives, action plan, etc. • Reflective journal

*PDUs for district sponsored Curriculum Committees must be requested by Academic Services

Completing the *Equivalent Activity Proposal*

Complete the top of form. *Note:* One clock hour equals .1 PDU. Time for meals, breaks, etc., is not included to determine PDU value.

Attach copies of material; e.g., brochure, program, syllabus, or other documentation describing or supporting the request.

Prior to engaging in the activity, submit the *Proposal* to the LPDC for approval; submit as far in advance as possible, six weeks is recommended. Timely approval cannot be guaranteed for proposals submitted within 14 days of an activity.

Complete an Equivalent Activity Proposal even if the professional development activity is listed in your IPDP. The *Proposal* provides the paperwork needed to generate a PDU certificate.



Equivalent Activity Proposal

(NOTE: Submit a separate activity proposal page for EACH proposed activity.)

(Please Print or Type)

DATE SUBMITTED TO LPDC: _____

NAME: _____

ADDRESS: _____

HOME PHONE: _____

CELL PHONE: _____

JOB TITLE: _____

DAYTIME _____

LOCATION: _____

WORK PHONE: _____

Category of Activity (Refer to your Procedural Packet): _____

Title of Activity: _____

Number of professional development units requested: _____

PDU's Awarded: _____

(TBD at final approval)

NOTE: Evidence of time spent as well as the quality of any product/project produced will be considered to determine PDU value.

Explain the basis for choosing this activity.

Describe the planned activity.

Anticipated Outcomes. Describe the desired result of your participation in the activity. The result must be stated in measurable/observable terms.

Final Outcome. Describe the actual result. (Attach documentation, when applicable.)

LPDC Use Only

Pre-Approval Date: _____	Final Approval Date: _____
Reviewer 1 _____	Reviewer 1 _____
Reviewer 2 _____	Reviewer 2 _____
Approved <input type="checkbox"/>	Denied <input type="checkbox"/>
Revision Required <input type="checkbox"/>	

The Appeal Procedure

If an educator disagrees with the LPDC's decision, the educator will be given the opportunity to meet with the LPDC in person to discuss the committee's decision. This discussion will provide the educator with an understanding of the perspective of the LPDC.

Complete the Appeal Form. Attach all materials from the original Individual Professional Development Plan or Equivalent Activity Proposal. The appeal hearing will be scheduled as soon as possible within thirty working days. The LPDC will respond to the educator within ten working days of the appeal hearing.

If the reconsideration process has taken place and the LPDC renders a decision to reject the submission of the educator, the educator may request a hearing with the Appeal Board. The Appeal Board will function as a panel to review the LPDC decision.

The Appeal Board shall consist of three (3) Ad Hoc members not currently serving on the LPDC. One representative shall be selected by the Superintendent, one representative will be selected by the DEA President, and a third person selected by the educator. The Appeals Board will request the appearance of a member of the LPDC to present the perspective of the LPDC. The representative from the LPDC will have no vote in the final decision of the Appeals Board.

Within fifteen (15) days of the written request for appeal, the Appeal Board will convene to respond. A majority of the Appeal Board will determine the decision. The written decision of the Appeal Board will be shared with the educator and the chair(s) of the LPDC within 48 hours of the decision.

The decision of the Appeal Board is final.



Local Professional Development Committee

APPEALS APPLICATION

DATE SUBMITTED TO LPDC: _____

NAME: _____

ADDRESS: _____

HOME PHONE: _____

CELL PHONE: _____

JOB TITLE: _____

DAYTIME _____

LOCATION: _____

WORK PHONE: _____

Submission Date: ____/____/____

LPDC Review Date: ____/____/____

***All pertinent information needs to be attached.**

REASON FOR APPEAL:

SIGNATURE: _____ **DATE:** _____

To be completed by the LPDC

RESPONSE TO EDUCATOR:

Expired Certificates

Expired licenses require increased amounts of coursework to renew. A license expired for up to five years will require nine semester hours to renew. A certificate that has been expired for more than five years will require 12 semester hours and the recommendation of a dean of a college of education.

The stakes are higher in the future so educators must keep track of their licenses and their expiration dates.

After September 1, 2002, educators who hold expired certificates must transition to licensure by meeting the following requirements:

- The certificate holder must complete an Individual Professional Development Plan (IPDP) approved by The Local Professional Development Committee (LPDC). (This IPDP must be submitted prior to any coursework taken unless an approved IPDP already exists and the certificate holder was unable to complete the requirements within the allotted time frame of the renewal.)
- If the certificate has been expired for more than five years, the certificate holder must complete 12 semester hours of appropriate coursework and secure the recommendation of the dean or head of teacher education at an institution approved to prepare teachers.

Reciprocity

The Dayton Public Schools LPDC shall accept outside district-approved Individual Professional Development Plans for any educator hired by the Dayton Public Schools Board of Education as fulfilling all necessary requirements of the Dayton Public Schools renewal process. Participation units already accumulated in the district of previous employment shall be honored. Remaining units shall be accrued by attending professional growth opportunities approved by Dayton Public Schools Local Professional Development Committee.

The educator's approved Individual Professional Development Plan will be required as part of the application submission process and will be reviewed within 60 days of employment by the LPDC.

If the new employee's IPDP is within one year of completion, the plan will remain intact.

If the new employee's IPDP has longer than one year to completion, the employee must submit his approved plan to the LPDC for review. If revisions are recommended, the LPDC will allow a three month grace period for accumulation of renewal credits.

Glossary

Administrator An individual working under the following certificate or license: Principal License, Administrative Specialist License, Superintendent License, Principal Certificate, Educational Administrative Specialist Certificate, Assistant Superintendent Certificate, Superintendent Certificate.

Approved Institution A college or university which has been approved for the preparation of teachers, administrators, and school employees in pupil personnel services by the State Board of Education.

Appeal Process The process by which an educator can have the decision of a LPDC reviewed.

CEU Continuing Education Credit is ten (10) professional development contact hours approved by a Local Professional Development Committee.

Certificate A document issued by the State Board of Education to an individual who is deemed to be qualified, under the *1987 Teacher Education and Certification Standards*, to teach or practice in Ohio Schools.

Consortium Two or more school districts or educational agencies joined together to establish a LPDC and share responsibilities for the LPDC work.

Contact Hours The direct clock hours spent engaged in a professional development activity.

Chartered Nonpublic School A nonpublic school which operates under applicable State Board of Education rules and is chartered by the State Board of Education.

Educator An individual who has been certified or licensed by the State Board of Education to teach or practice in Ohio schools.

Equivalent Activity Professional development activities that go beyond traditional workshops and course work to job-related activities.

Grace Renewal The one-time renewal under the *1987 Teacher Education and Certification Standards*.

IPDP An individual plan that defines and directs an educator's professional development and links the professional development to the needs of the district, the school, the students, and the educator.

Issuing Agency For purposes of certification and licensure, the Ohio Department of Education serves on behalf of the State Board of Education as the agency responsible for issuing licenses and certificates.

LPDC Committees established by local school districts and nonpublic chartered schools to oversee and review professional development plans, course work, continuing education units, and equivalent activities for the purpose of renewal of certificates and licenses.

License A document issued by the State Board of Education to an individual who is deemed to be qualified, under the *1998 Teacher Education and Licensure Standards*, to teach or practice in Ohio schools.

PDU Term identified by the Dayton Public Schools LPDC to represent a continuing education unit, which is ten (10) professional development contact hours approved by a Local Professional Development Committee or the Department of Employee Education and Development.

Permanent Certificate A certificate that is good for the tenure of an educator's career and does not require further work for certification nor conversion to a license.

Professional Development Portfolio A collection/documentation of an individual's professional development activities.

Professional Development An ongoing, job-related process to enhance, maintain, and refine the competencies of all staff to ensure quality outcomes for students.

Reciprocity A policy which acknowledges and accepts credentials awarded by another authority.

APPENDIX A: Administrator Competency Areas

(Passed by the State Board of Education on January 13, 1998 – Effective January 2000)

Administrators in Ohio are required to demonstrate success in the following six competency areas. Local Professional Development Committees and administrators may choose to consider these areas during the development of criteria and administrators' Individual Professional Development Plans.

1. Facilitating the Vision

- A school administrator is an educational leader who promotes the success of all students by facilitating the development, articulation, implementation and stewardship of a vision of learning that is shared and supported by the school community.
- The administrator demonstrates abilities in the following areas: developing and implementing strategic plans; systems theory; data collection and analysis strategies; effective communication; and consensus-building and negotiation skills.

2. School Culture and Instructional Program

- A school administrator is an educational leader who promotes the success of all students by advocating, nurturing, and sustaining school culture and instructional programs conducive to student learning and staff professional growth.
- The administrator demonstrates abilities in the following areas: learning theories; motivational theories; curriculum design and evaluation; effective instruction; measurement, evaluation and assessment; diversity and its meaning for educational programs; adult learning and professional development; the change process for systems, organizations, and individuals; and the role of technology in promoting student learning and professional growth.

3. Managing the Organization

- A school administrator is an educational leader who promotes the success of all students by ensuring management of the organization, operations, and resources for a safe, efficient, and effective learning environment.
- The administrator demonstrates abilities in the following areas: theories and models of organizations and the principles of organizational development; operational procedures at the school and district level; school safety and security; human resources management and development; fiscal operations of school management; budget development and preparation; school facilities and use of space; legal issues impacting school operations; and current technologies that support management functions.

4. Collaboration and Community Engagement

- A school administrator is an educational leader who promotes the success of all students by facilitating and engaging in collaboration with families and community members, responding to diverse community interests and needs and mobilizing community resources.
- The administrator demonstrates abilities in the following areas: issues and trends that impact the school community; the conditions and dynamics of the diverse school community; community resources; public relations and marketing strategies and processes; and successful models of partnerships.

5. Ethics and Integrity

- A school administrator is an educational leader who promotes the success of all students by acting with integrity, fairness, and in an ethical manner.
- The administrator demonstrates abilities in the following areas: the purpose of education and the role of leadership in modern society; ethical frameworks and perspectives on ethics; the values of the diverse school community; professional codes of ethics; and the philosophy and history of education.

6. Understanding Publics

- A school administrator is an educational leader who promotes the success of all students by understanding, responding to, and influencing the larger political, social, economic, legal, and cultural context.
- The administrator demonstrates abilities in the following areas: principles of representative governance that undergird the system of American schools; the role of public education; the law as related to education and schooling; models of change and conflict resolution; global issues affecting teaching and learning; policy development; and diversity and equity.

**Ohio Department of Education
Office of Certification/Licensure**

**LPDC VERIFICATION FORM
FOR
8-YEAR PROFESSIONAL
CERTIFICATE RENEWAL**

Return this form with completed application

Print Name of LPDC: Dayton Public Schools Local Professional Development Committee

Print Name of Applicant: _____ Social Security Number _____

<p>First – Enter issue date from the certificate to be renewed or transitioned _____ →</p> <p>The issue date is located in the upper right hand corner of the certificate. You can access certificate information on the Ohio Department of Education home page at www.ode.state.oh.us</p>	<p>____ / ____ / ____</p>
<p>Step 1. Enter semester hours <u>taken since issue date</u> of the certificate to be renewed or transitioned _____ →</p>	<p>_____</p>
<p>Step 2. Enter quarter hours <u>taken since issue date</u> of the certificate to be renewed or transitioned _____ →</p>	<p>_____</p>
<p>Step 3. (a) Enter ODE approved continuing education units (CEUs) earned since issue date, and prior to _____ → July 1, 1998. Check ODE home page for ODE approved CEUs www.ode.state.oh.us</p> <p>(c) Enter Local Professional Development Committee approved CEUs <u>earned since July 1, 1998.</u> _____ →</p>	<p>_____</p> <p>_____</p>

LPDC Verifying Signature _____ DATE: _____
(This verifies that the information stated on this form is correct and that the named educator is an employee of the district(s) or school the LPDC serves.)

Applicant's Signature _____ DATE: _____



Equivalent Activity Proposal

(NOTE: Submit a separate activity proposal page for EACH proposed activity.)

(Please Print or Type)

DATE SUBMITTED TO LPDC: _____

NAME: _____

JOB TITLE: _____

ADDRESS: _____

DAYTIME _____

LOCATION: _____

HOME PHONE: _____

WORK PHONE: _____

CELL PHONE: _____

Category of Activity (Refer to your *Procedural Packet*): _____

Title of Activity: _____

Number of professional development units requested: _____

PDU's Awarded: _____

(TBD at final approval)

NOTE: Evidence of time spent as well as the quality of any product/project produced will be considered to determine PDU value.

Explain the basis for choosing this activity.

Describe the planned activity.

Anticipated Outcomes. Describe the desired result of your participation in the activity. The result must be stated in measurable/observable terms.

Final Outcome. Describe the actual result. (*Attach documentation, when applicable.*)

LPDC Use Only

Pre-Approval Date: _____		Final Approval Date: _____	
Reviewer 1 _____	Reviewer 2 _____	Reviewer 1 _____	Reviewer 2 _____
Approved <input type="checkbox"/>	Revision Needed <input type="checkbox"/>	Approved <input type="checkbox"/>	Denied <input type="checkbox"/>

Revised 6/03



Individual Professional Development Plan (IPDP) COVER SHEET

DATE SUBMITTED TO LPDC: _____

NAME: _____

ADDRESS: _____

HOME PHONE: _____

CELL PHONE: _____

JOB TITLE: _____

DAYTIME _____

LOCATION: _____

WORK PHONE: _____

Please indicate the certificate/license to which this IPDP applies:

Certificate/License Number	Certificate Type	Certificate Area	Certificate Expiration Date

**Please attach copy of certificate/license.*

Do Not Write Below (Committee Use Only)

Criteria for IPDP Approval

The following criteria will be used to evaluate your IPDP for pre-approval and final recommendation for re-certification/licensure:

The IPDP Personal/Professional Goals are:

Tied to DPS/building(s) goals

Related to student learning

TOTAL GOALS _____

The IPDP Professional Development Activities are:

Consistent with established personal/professional goals

Relevant to the work assignment

Compatible with other practices that are currently or will be in use

Related to student learning

The scope of the IPDP appears relevant to the educator's assignment, professional role and/or responsibilities

Anticipated outcomes are identified/outlined for each activity

Pre-Approval	Final Approval

Reviewed by LPDC: _____

Pre-Approval Review Date: _____

Approved
(See Attached)

Revision Required

Request by Educator for Final Approval

I certify that I have completed the requirements of my IPDP. All IPDP forms and appropriate documentation are attached. Please consider approval for renewal application.

Educator's Signature: _____

Date: _____

Recommendation for Recertification/Licensure

Approved Disapproved Denied (Reason: _____)

Reviewed by: _____/_____



Individual Professional Development Plan (IPDP) PROFESSIONAL GOAL & STRATEGY SHEET

(Complete one sheet for each goal.)

NAME: _____

DATE: _____

Professional Goal # _____ (refer to district and/or building goals):

Professional Development Strategies *(refer to Equivalent Activity Proposals in Procedural Booklet):*

Anticipated Outcome: *(needs to relate to district goals/student learning in observable and/or measurable terms/tangible)*

Final Outcome *(to be completed at final approval):*

(Committee Use Only)

PRE-APPROVAL	FINAL APPROVAL
Date: _____	Date: _____
Reviewer: _____	Reviewer: _____
Reviewer: _____	Reviewer: _____
<input type="checkbox"/> APPROVED <input type="checkbox"/> REVISION REQUIRED	<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED



**Individual Professional
Development Plan (IPDP)
Revision Form**
(Complete one form per revised goal)

DATE SUBMITTED TO LPDC: _____

NAME: _____

JOB TITLE: _____

ADDRESS: _____

DAYTIME _____

HOME PHONE: _____

LOCATION: _____

CELL PHONE: _____

WORK PHONE: _____

1. State the reason(s) for the revision.

2. Describe the revision. *(check one)*

Revise

Add

Delete

Goal # _____

Strategies: _____

Outcome: _____

Signature of Educator: _____

(Committee Use Only)

Pre-Approval		Final Approval	
Date: _____	Date: _____	Date: _____	Date: _____
Reviewer: _____	Reviewer: _____	Reviewer: _____	Reviewer: _____
π Approved	π Revision Required	π Approved	π Denied

Please attach this revision to your original IPDP.



Local Professional Development Committee

APPEALS APPLICATION

DATE SUBMITTED TO LPDC: _____

NAME: _____

ADDRESS: _____

HOME PHONE: _____

CELL PHONE: _____

JOB TITLE: _____

DAYTIME _____

LOCATION: _____

WORK PHONE: _____

Submission Date: ___/___/___

LPDC Review Date: ___/___/___

***All pertinent information needs to be attached.**

REASON FOR APPEAL:

SIGNATURE: _____

DATE: _____

To be completed by the LPDC

RESPONSE TO EDUCATOR:

1987 vs. 1998 Standards: Which Can I Use?

Issue Date

Issue date identifies for the educator when the certificate was processed by the Department of Education. The issue date determines whether or not educators have used their grace renewal under 1987 Standards. The issue date, which appears in the upper right corner of the certificate, usually differs from the effective date.

Issue Date Prior to September 1, 1998

These certificates may be renewed one last time under 1987 Standards. Educators may elect to renew under 1998 Standards, which will result in a license valid for five years.

Issue Date On or After September 1, 1998

These certificates must be renewed under 1998 Standards. Under 1998 Standards, educators must submit an Individual Professional Development Plan to the LPDC. **The LPDC must approve the plan before the educator begins activities toward renewal.** The 1998 Standards require the completion of 9 quarter hours or 6 semester hours or 18 PDUs in any combination. **Experience credit will not apply.**

Note: Coursework or PDUs must be earned on or after the issue date of a certificate to apply toward renewal.

Educators apply directly to the Ohio Department of Education to convert certificates. The LPDC is not involved in the upgrade of certificates.

**TO CONVERT TO A PROFESSIONAL (8 YEAR) CERTIFICATE
(No Longer Available)**

Requirements	Notes
Must be employed full-time in Ohio schools at time of application.	The thirty (30) semester hours required to convert the Ohio certificate will be limited to course work in the following areas:
Evidence of three years satisfactory experience in Ohio under the provisional certificate to be converted.	A. Specific course work in any area/subject in which the individual is certificated, or
Completion of thirty (30) semester hours of third or fourth year undergraduate or graduate course work leading to mastery in the teaching field, classroom teaching, or other field for which certification is held since the issuance of the initial Ohio provisional certificate,	B. Course work taught by the education department at an approved teacher education institution, or
OR	C. Course work demonstrating a clear relationship to improving a person's teaching skills.
Evidence that an individual who holds a master's degree in the teaching field, classroom teaching, or other field for which certification is held has satisfactorily completed six (6) semester hours of graduate course work in the field of certification or related disciplines since the issuance of the certificate to be converted.	

**TO CONVERT TO A PERMANENT CERTIFICATE
Until September 1, 2003**

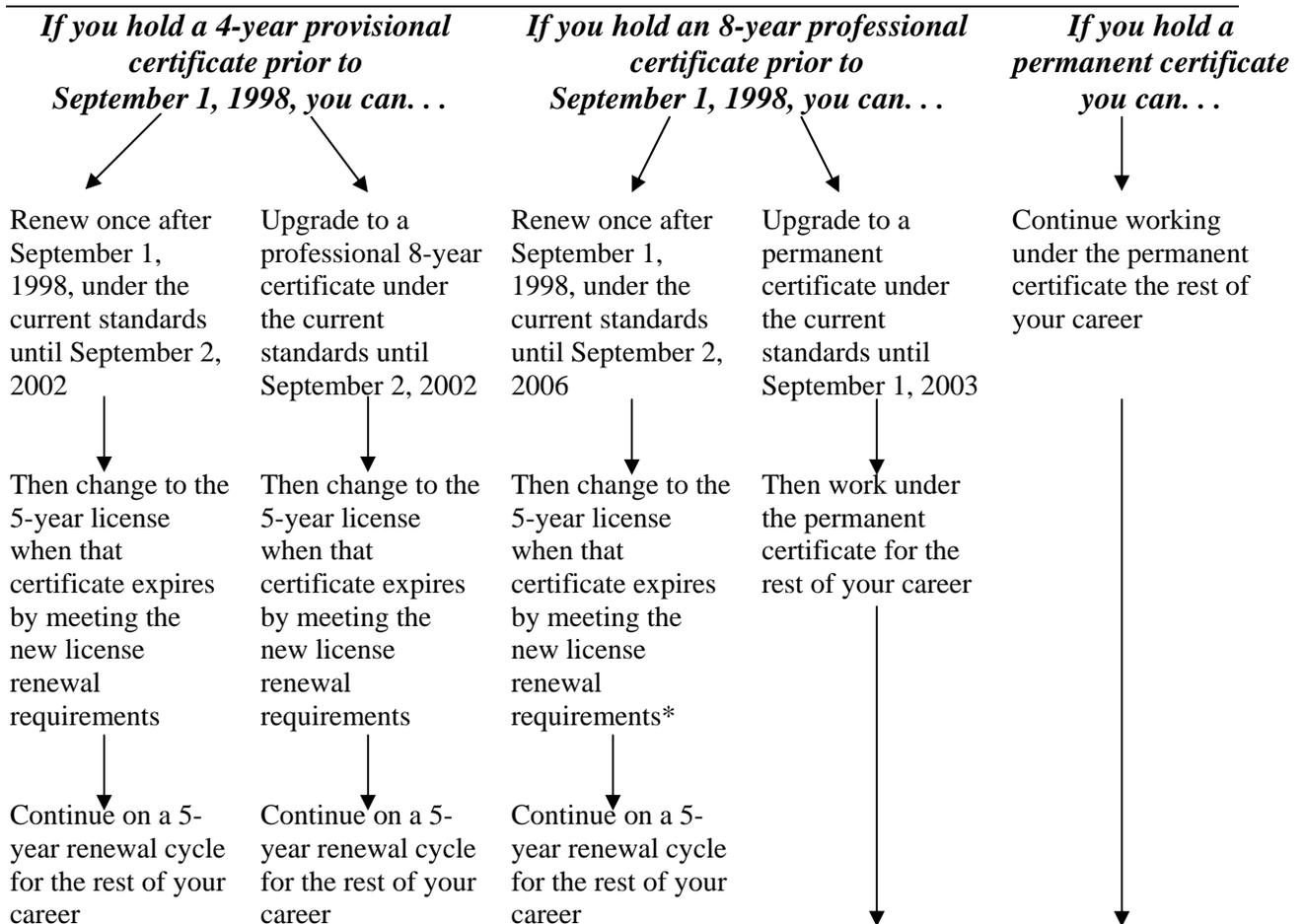
Requirements	Notes
An individual who is employed full-time in the schools of Ohio at the time of application may convert a professional certificate to a permanent certificate on evidence of five (5) years of satisfactory experience under the certificate to be converted and evidence of a master's degree leading to mastery in the teaching field, classroom teaching, or other field for which certification is held with completion of at least twelve (12) semester hours or graduate course work leading to mastery in the teaching field, classroom teaching, or other field for which certification is held since the issuance of the initial professional certificate to be converted.	The twelve semester hours must be: A. Specific course work in any area/subject in which the individual is certificated, or B. Course work taught by the education department at an approved teacher education institution, or C. Course work demonstrating a clear relationship to improving a person's teaching skills.

The holder of a professional certificate in vocational education who initially obtained the provision certificate with less than a baccalaureate degree may obtain a permanent certificate on evidence of an earned baccalaureate degree since the issuance of the initial Ohio professional certificate to be converted.

Transition from Certification to Licensure

Key Dates

September 1, 1998 Effective date of new standards	September 2, 2002 Last date 4-year provisional certificates will be issued or renewed	September 1, 2003 Last date permanent certificates will be issued	September 2, 2006 Last date 8-year provisional certificates will be renewed
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Note: The requirement of a master's degree or thirty semester hours shall pertain to any individual who is admitted to a licensure program at an approved college or university after July 1, 1998, and to any individual who is admitted to a licensure program prior to January 1, 1998, and who completes said program after July 1, 2002.

*For example, if an 8-year professional certificate is renewed in 2006, it will be valid until 2014, and then would be converted to a 5-year professional license.

Educators Who Are Licensed by Other Professional Boards

Educators who are licensed by other professional boards must maintain their other board license. To renew under 1987 Standards or to convert to licensure, complete the appropriate certificate application form, attach evidence of current other board licensure, and mail directly to the Ohio Department of Education. The LPDC is not involved in the renewal of certificates and licenses for the following groups of educators: audiologists, occupational therapists, occupational therapist assistants, physical therapists, physical therapist assistants, speech/language pathologists, school nurses, school social workers.

Sign Language Interpreters are required to work through the LPDC for renewal of licensure. Full credit can be given for coursework taken at a community college if the interpreter holds an associate degree.

Important Dates

Issue Date – the date when a certificate has been issued. Only activities occurring after the issue date count for renewal.

May 1 of the renewal year. The recommended deadline date for submitting a completed IPDP to the LPDC for final approval and request for licensure from the Ohio Department of Education. (1998 Standards)

May 1 of the renewal year. Recommended deadline date for submitting an application for certification renewal to the LPDC. (1987 Standards)

June 30 – Date all certificates/licenses expire.

**Fourth week of June through first week of August –
LPDC does not meet.**