

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.

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 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 question

Equivalent Activities (Requires LPDC Approval)

Professional Development Unit Options

(Requires LPDC Approval)

(Not Limited To Those Listed.)

Training

Option	PDU Value	Maximum PDU(during renewal cycle)	Criteria	Verification
<p>Professional Development Presenter</p> <ul style="list-style-type: none"> • teaching a course • teaching a seminar • teaching an adult vocational or technical course • professional presentation 	<p>Varies depending on time spent Up to 3.0</p>	<p align="center">3.0</p>	<p>May be used two times teaching the same course each license/certification cycle</p>	<p>Course announcement and course syllabus</p> <ul style="list-style-type: none"> • Letter of verification from department head on department or university/college stationery • Professional organization's program and verification letter <p align="center"><i>(One of the above)</i></p>
<p>Professional Conference</p> <ul style="list-style-type: none"> • Workshop • Inservice • Distance Learning <p><i>(Cannot be Dayton Public Schools Sponsored)</i></p>	<p>Varies depending on time spent Up to 3.0</p>	<p align="center">12</p>	<p>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</p>	

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

Option	PDU Value	Maximum PDU (during renewal cycle)	Criteria	Verification
Cooperating teacher for student teachers, interns	3.0 per term	6	Formal college program	Letter from university including duration
National Board for Professional Teaching Standards • 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 • 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
 (Requires LPDC Approval)
 (Not Limited To Those Listed.)

INQUIRY - SELF-DIRECTED

Option	PDU Value	MaximumPDU (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	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	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	Documentation of hours served verified by the president or chair of the committee • Project/Plan

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