

Teaching License

Teachers holding a 2 year license will follow guidelines set by the state and works with the DPS Entry Year Program to obtain a 5 year license.

Once a teacher obtains a 5 year license, the teacher works with the Local Professional Development Committee for future renewals.

Step 1. Once a 5 year license is obtained a copy is turned in to Human Resources.

Step 2. An Individual Professional Development Plan is written and is submitted to the LPDC committee along with a copy of the current license.

Step 3. The committee reviews the plan and approves or denies the plan. If the plan is denied the submitter needs to revise the plan and resubmit in a timely manner.

Once a plan is submitted- course work begins to count towards renewal. Course work does not count prior to submitting a plan. It is in your best interest to submit a plan immediately upon receiving a 5 year license or entering the district as an employee with a 5 year license.

Step 4. Follow your IPDP, obtaining the required professional development to renew your license. Keep a portfolio of the certificates of attendance, PDU's , transcripts and other documentation of the professional development that you have taken. Periodically review your plan and coursework to make sure are on track for renewal. Make sure a background check is obtained prior to submitting a renewal application.

Step 5. The January prior to renewal review your IPDP plan making sure you have met requirements of license renewal. Make sure you have proper documentation of professional development. Complete the reflection on your IPDP and complete your license renewal application. Submit your completed IPDP, license renewal form and a copy of the license you are renewing. This can be submitted after January 1 of your renewal year and prior to the May meeting of the LPDC committee.

Your application will be returned to you with the signature of the head of the LPDC committee for you to mail to ODE with your payment.

Reciprocity

The Dayton Public Schools LPDC accepts 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 are honored. Remaining units shall be accrued by attending professional growth opportunities approved by Dayton Public Schools Local Professional Development Committee.