

Local Professional Development Committee (LPDC)

IPDP accrual process:

1. Complete [LPDC IPDP HR form](#) (check “*new IPDP*” box)
2. Attach [cover sheet](#) (complete top portion and attach a copy of current license)
3. Attach [goal sheet](#) (add professional goal, check all the boxes under ‘professional strategies’, check written reflection under ‘evidence of learning’)

Sample Goals for Teachers:

- *To increase my knowledge of Best Practice Strategies and implement these techniques in my classroom instruction.*
- *I will investigate teaching strategies following Common Core Standards to improve student learning.*

Sample Goal for Administrators:

To increase my knowledge of Best Practice Strategies and techniques in the areas of educational leadership and classroom instruction.

4. Submit above documentation to HR who will submit to the LPDC committee for approval.
 - a. HR will **time stamp** your documents and give you a copy and send a copy to the LPDC committee. Once approved LPDC will send you the “approved” copy in the district mail.
5. Keep approval and documentation from steps 1-4 in records.

License renewal process:

1. Complete [LPDC IPDP HR form](#) (check “*renewal of current license*” box)
2. Write and attach written reflection (5 paragraph, single page document) OR complete Portfolio.
3. Attach [cover sheet](#) (use copy from IPDP accrual process)
4. Attach [goal sheet](#) (use copy from IPDP accrual process)
5. Request and pay license for renewal on ODE’s website (**OH/ID Account**)
6. Submit step 1-4 documentation to HR by the first of January for LPDC committee review on January 15, 2020.
 - a. Once LPDC approves the renewal, the co-chairs will electronically approve the license, which is then sent to ODE for approval. Once ODE approves the license, the license holder will receive an email to go into their OH/ID account and print off their new license.
7. Begin the IPDP accrual process.