

# **Dayton Public Schools License Renewal Procedures**



Revised 2021

## **PURPOSE**

In 1996, the Ohio General Assembly authorized the creation of Local Professional Development Committees (LPDCs) and mandated they be established in every school district and chartered nonpublic school by September 1998 (Ohio Revised Code 3319.22). The purpose of each committee is to review the coursework and other professional development activities proposed and completed by educators in a district to determine if they have met the requirements for renewal of their licenses. **The Local Professional Development Committee's responsibility begins when an educator obtains a professional license.**

## **WHAT IS THE PROCESS FOR RENEWING A PROFESSIONAL LICENSE?**

**STEP 1-** Submit an IPDP immediately after your new Professional license has been issued by ODE

**STEP 2-** Begin to accrue Professional Development Hours

**STEP 3-** Upon completion of hours and prior to your license expiring, submit all documentation to the LPDC committee through the FMX system

**You can renew your license as early as Nov. 1 prior to your June 30 expiration date**

**STEP 4-** Check the ODE site to see if you need a background check for renewal

**STEP 5-** Apply to ODE through the ODE OH/ID site to renew and pay for your license

**STEP 6-** Wait to hear from LPDC that your documents have been approved and signed with ODE

**STEP 7-** ODE issues new license(s) and the cycle begins again with STEP 1

The information below will guide you through the entire LPDC/ODE license process.

## **WHAT DOCUMENTS MUST BE SUBMITTED TO RENEW?**

#1- Original IPDP (Paper Copy or FMX Request)

#2- Documentation of Professional Development Hours

(If using TeachPoint, it must be filtered to the start date of your submitted IPDP)

#3- Copy of License that is expiring

#4- Written Reflection- Explaining how the professional development supported your growth as an educator  
(A Minimum of 300 words)

## **WHO MUST RENEW THROUGH AN LPDC?**

### **Local Professional Development Committee (LPDC) Authorization**

#### **Who must work through an LPDC?**

- All teaching, non-teaching and associate personnel (including interpreters and treasurers) who:

Hold a certificate, professional or an associate 5-year license; and

Are employed full- or part-time in the school, school district, agency or institution the LPDC represents; and

Wish to fulfill the license renewal requirements.

#### **Which situations are managed by an LPDC?**

- Renewals of a 5-Year Professional License or a 5-Year Associate License;
- Transitions to the 5-Year License from an 8-Year Professional Certificate issued prior to July 2007.

## **WHO IS EXEMPT FROM WORKING THROUGH AN LPDC?**

School social workers, school speech-language pathologists, school nurses, school audiologists, occupational therapists, physical therapists, occupational therapy assistants and physical therapy assistants are required to maintain licensure through their respective Ohio professional licensure board. To renew five-year professional Ohio Department of Education pupil services licenses in these areas, educators must maintain their other board license. By doing so, they meet all Ohio Department of Education renewal requirements and therefore, ***do not need to work through the LPDC***. These educators renew their licenses by submitting a renewal application with proof of current professional board licensure directly to the Ohio Department of Education.

While ODE-licensed school counselors and school psychologists are not required to maintain concurrent professional licensure through the Ohio Counselor, Social Workers and Marriage and Family Therapy Board (counselors) or the Ohio State Board of Psychology (psychologists), some individuals do hold both the ODE license and a professional board license. Holders of five-year professional ODE pupil services licenses for school counselor or school psychologist *who also hold* a corresponding professional board license may renew the ODE license based on maintaining licensure through the respective professional licensure board, and do not need to work through an LPDC. *Holders of five-year professional ODE school counselor or school psychologist licenses who do not maintain a concurrent professional board license are required to work through the LPDC to renew their ODE licenses.*

Educators working under the **Four-Year Resident Educator** license do not work through the LPDC. These individuals apply directly to ODE Office of Educator Licensure to renew, extend or advance their licenses.

Educators holding **Two-Year Provisional Licenses** do not work through the LPDC. These individuals apply directly to ODE Office of Educator Licensure to transition to Resident Educator Licenses or advance to five-year professional license.

Educators holding Alternative Resident Educator licenses, including Career-Technical Workforce Development teachers, do not work through the LPDC. These individuals apply directly to ODE Office of Educator Licensure to renew, extend or advance their licenses.

Educators holding an Alternative Principal license, Alternative Administrative specialist license, or Alternative Superintendent license do not work through the LPDC. These individuals apply directly to ODE Office of Educator Licensure to renew, extend or advance their licenses.

Educators holding a one-year temporary pupil services license or one-year supplemental teaching license do not work through the LPDC to renew the temporary or supplemental license or to advance to the standard license in the area in which the temporary or supplemental license was held. Once a professional license has been obtained in the area, regular LPDC procedures apply to the renewal of the professional license.

Educators holding Permanent teaching certificates or permanent non-tax certificates are required by state law to update their FBI criminal background checks every five years through the Ohio Bureau of Criminal Investigation (BCI).

### **OH/ID ACCOUNT**

Each licensed staff member is to have an OH/ID account (previously called the Safe Account) set up through the Ohio Department of Education.

To set up an account:

- Go to ODE website - <http://education.ohio.gov>
- Click on *Login* (top bar)
- Click on *OH/ID Portal* to create your account and/or to access your account
- Once your account is created click on *Educator Profile* then click the “I Agree” box to install applications. (**CORE**) - Click on CORE to access your license information.
- When applying for a license one of the sections asks for the Superintendent Signature. In this space put in the District IRN # 043844, for Teachers it is #014056. You can also type “Dayton City” and click from there.
- You must use a credit card to pay.

### **INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN (IPDP)**

Ohio Administrative Code Rule 3301-24-08 states, “Each educator wishing to fulfill the license renewal requirements is responsible for the design of an individual professional development plan, subject to the approval of the local professional development committee.”

The IPDP should be written and submitted to the LPDC for approval as soon as possible after the issuance of the new license. After an IPDP is approved, the LPDC can grant credit for professional development activities in accordance with the LPDC’s Plan of Operation. IPDPs are *time stamped* in the FMX system upon submission. Once the IPDP is *submitted in FMX* the educator can begin to earn credit towards renewal.

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

**The LPDC does not retain application materials on file. It is the educator’s responsibility to maintain copies of materials submitted to the LPDC.**

**DEA CONTRACT** – (refer to contract for more information)

**31.01 Professional Development Committee**

- A. This committee shall consist of at least five (5) members appointed by the ASSOCIATION President and at least five (5) members appointed by the Superintendent. One of the Superintendents appointees will be a principal employed by the district. The parties agree that the committee membership may be enlarged, by mutual consent of both parties to include, but not limited to, external individuals with the expertise in staff development, building performance and continuing contracts.
- B. Appointments to the LPDC shall be made annually on or before May 1<sup>st</sup>. The term of office for members serving on the committee shall be three (3) years commencing July 1<sup>st</sup>. One third of the committee shall be appointed each year. When an appointee removes herself/himself from the committee during the year, a replacement appointment will be made by the ASSOCIATION President or the Superintendent.

**31.02 Approval of Plans**

This committee will be responsible for monitoring its recommendations regarding staff development, building performance and continuing contracts; and for approving and reviewing personal development plans for course work, continuing education units and/or other equivalent activities. This committee will be responsible for keeping records of all applications for licensure and the disposition thereof.

- 31.03 Renewal of License** – Teachers who have a license expiring on June 30 of any year will have a deadline of May 30 of the same calendar year to be completely and unconditionally approved by the LPDC for renewal. Failure to obtain license renewal by this date may result in the position held by the teacher being filled by an appropriately licensed teacher.

**Educators MUST have a submitted IPDP before engaging in Professional Development for licensure renewal; Professional Development done either before or outside the scope of a submitted IPDP will NOT be accepted for licensure renewal.**

**PROFESSIONAL DEVELOPMENT REQUIREMENTS**

Educators should select coursework and professional development related to classroom teaching or area of licensure. To qualify for licensure renewal, the educator must complete *one or a combination of the following*:

- **180 PD Contact Hours**
- **Six (6) semester hours** of coursework related to classroom teaching or the area of licensure from an approved college or university – certified by the Ohio Board of Education.
- **Eighteen (18) continuing education units (CEUs)**, which represent **180 contact**

**hours** of professional development OR engagement in equivalent other activities related to classroom teaching or the area of licensure as approved by the LPDC of the employing school, district or agency since the issuance of the license to be renewed.

**The IPDP must be submitted prior to beginning the coursework or activities for which the educator seeks approval.**

- Educators can use university coursework, Ohio Department of Education CEUs, DPS PD Hours, approved equivalent activities, or a combination of the above to renew a license.

### **ONLINE COURSEWORK**

- Please note that only online coursework from an accredited college or university is automatically accepted by the LPDC for License Renewal. To verify accreditation on the ODE site, [click here](#).
- If you would like to take coursework from an organization that is not listed on the ODE accreditation site, you must have an equivalent activity proposal **approved prior** to beginning the class.

### **RENEWAL REQUIREMENTS FOR EXPIRED LICENSES**

Professional and associate licenses that have lapsed for *up to five years* due to not meeting professional development requirements may be reinstated upon completion of nine (9) semester hours of coursework relevant to classroom or the area of licensure since the issuance of the license to be renewed.

Professional and associate licenses that have lapsed for *more than five years* due to not meeting professional development requirements may be reinstated upon completion of 12 semester hours of coursework relevant to the classroom or the area of licensure since the issuance of the license to be renewed.

- **Per ODE:** *Professional, Senior and Lead license RENEWAL requires 6 semester hours/18 CEUs, as approved by the LPDC of the employing school or district, to be completed after the issue date of license being renewed and **before September 1 of license expiration year.***
  - All licenses expire on June 30, but ODE is giving a two-month grace period to meet renewal requirements. If an educator does not meet requirements to renew their license by September 1, the above semester hour requirements will apply.

## CONVERSION CHART

1 Contact Hour = .1 PDU 10 Contact Hours = 1 PDU

SEMESTER HOURS	QUARTER HOURS	PDU/CEU EQUIVALENT	CONTACT HOURS
		1	10
	1	2	20
1	1.5	3	30
1 1/3	2	4	40
1 2/3	2.5	5	50
2	3	6	60
2 1/3	3.5	7	70
2 2/3	4	8	80
3	4.5	9	90
3 1/3	5	10	100
3 2/3	5.5	11	110
4	6	12	120
4 1/3	6.5	13	130
4 2/3	7	14	140
5	7.5	15	150
5 1/3	8	16	160
5 2/3	8.5	17	170
6	9	18	180

## **BACKGROUND CHECKS**

Staff members holding an ODE License are required by state law to update their FBI criminal background checks every five (5) years through the Ohio Bureau of Criminal Investigation (BCI). Dayton Public School employees must complete their background checks through the District's Safety & Security Office. Status of your Background Check can be found on your OH/ID account. [Click here](#) to schedule your background check.

## **EDUCATOR RETIRES OR LEAVES THE DISTRICT**

When an educator retires or leaves the district, the former district will provide verification of the IPDP approval, including coursework and continuing education that is completed and accepted. It is the educator's responsibility to request and retain the approved and signed Verification Form for Educators Leaving an Ohio LPDC (see form in appendix) and submit it to the new LPDC at the time of employment in the new district. If the educator is no longer working through an LPDC, the educator should submit it to the Ohio Department of Education at the time of application for renewal.

**RECIPROCITY** – Completed professional development activities approved by an LPDC must be honored by other LPDCs and by the Ohio Department of Education. If the plan was not completed in total, a new plan to address the period remaining in the renewal cycle must be written and approved by the new LPDC. If the educator is not working through an LPDC, the remaining credits must be completed by taking coursework at a college or university prior to application to the Ohio Department of Education.

## **PATH OF A LICENSE RENEWAL – ODE Office of Educator Licensure 614-466-3593**

1. Educator submits all necessary paperwork to the LPDC and *applies to renew his/her license through their OH/ID account.*
2. LPDC co-chair electronically approves license, which then goes back to ODE for final approval
3. ODE acts on educator license through:
  - a. **PENDING** Status – reviewing educator license
  - b. **ON HOLD** Status – educator needs to contact ODE to see what is missing  
Examples: educator needs to get a current Background Check, upload transcripts, upload test scores from State Mandated assessments, etc...
  - c. **ISSUED** – Educators can go into their OH/ID account and print off his/her new license.
  - d. **DECLINED** – If renewal requirements are not met your license is auto-declined after 60 days; ODE keeps \$25 of application fee; the rest is returned to the educator.  
**Educator must reapply.**



## **APPEAL PROCESS**

**RECONSIDERATION**-If an educator disagrees with the LPDC decision, the educator shall be given the opportunity to meet with the LPDC in person to discuss his/her case. This discussion will also serve to help the educator gain an understanding of the perspective of the LPDC. After submission of the Appeals Application Form, this meeting will take place at the next scheduled LPDC meeting. The LPDC will respond to the educator within 10 working days of the reconsideration meeting. (*see Appeal Application Form*)

**THIRD PARTY REVIEW**-If, after the reconsideration process has taken place, the LPDC and the educator are still unable to come to agreement, an Appeals Panel shall review the decision through a due process hearing. The Appeals Panel 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 Panel 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 Panel. Within fifteen (15) days of the written request for appeal, the Appeals Panel will convene to respond. A majority of the Appeals Panel will determine the decision. The written decision of the Appeals Panel will be shared with the educator and the chairperson of the LPDC within 48 hours of the decision. The decision of the Appeals Panel is final.

## **EDUCATOR RESPONSIBILITIES**

- ✓ **Maintain** a record of all Professional Development
- ✓ **Know** the dates for license renewal – DEA deadline May 30<sup>th</sup>
- ✓ **Adhere** to LPDC guidelines and timelines
- ✓ **Submit** the IPDP for LPDC approval as soon as you receive your new license
- ✓ **Contact your LPDC** for assistance with any questions regarding your license
- ✓ **Contact ODE Office of Educator Licensure** with any questions: 614-466-3593

## **WHAT IF I HAVE MORE THAN ONE LICENSE WITH DIFFERENT DATES?**

Ohio educators who have multiple license types now have the flexibility regarding the alignment of license validity periods. Since the implementation of licensure, a “one-license approach” has been utilized and multiple license types have been combined on one professional license spanning the same time period.

- **What does it mean to Align my License?**
  - Aligning your licenses means you are changing the effective year of one or more currently expiring licenses to match the effective year of another (active) license. Once your licenses are aligned, they will all have the same expiration date. This will allow you to renew all of them at the same time, which will reduce your licensure costs and allow you to use the same professional development to renew all your professional licenses. **You may not align until the expiration year of one of your licenses.**
- **How do I align my Licenses?**
  - Complete the online application through your OH|ID account. You will need to select the action to **ALIGN** your expiring license(s) to a previously issued (active) license. You will

then need to select the credential to which you are aligning in the application. Please note that the option to align is not available for all license types (e.g. supplemental, substitute, etc.)

- **Example:** Your five-year professional principal license expires in 2024. You also have an Intervention Specialist license that expires in 2025 (validity period 2020-2025). When you are ready to renew your principal license, select the action **ALIGN** (*not Renew*) to begin the align application. You will then select your Intervention Specialist license as the credential you are aligning your principal license to in this application. The system will automatically change the effective year of your principal license to 2025, which will change the expiration year to align with your other license. *For more information, search Licensure Alignment on the ODE website.*

### **IS A SEPARATE IPDP NEEDED FOR EACH LICENSE?**

Yes, unless you have aligned your licenses.

### **WHAT ARE EQUIVALENT ACTIVITIES?**

Not all professional development needs to be college courses, workshops, or district provided PD. The following are some Equivalent Activities that fall under the category of professional development:

- Curricular Projects
- Independent Study/Research – such as reading Educational literature to improve instruction (ex. Book Study)
- Serving as a Mentor Teacher or Cooperating Teacher (student teacher)
- District/Building committees (LPDC, BLT, TBT, curriculum development, etc...)
- Professional writing/publishing
- Teacher-initiated projects
- Preparing and giving presentations at meetings, workshops, and conferences
- Reflective/analytical portfolios
- Professional educational organization activities

***The LPDC requires that all Equivalent Activity Proposals be approved before the activity begins. See Form in Appendix.***

### **GLOSSARY**

**Accredited Institution** – A college or university that 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 a decision of an LPDC reviewed.

**CEU** – A Continuing Education Credit

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

**Educator** – An individual licensed by the State Board of Education to teach or practice in Ohio's schools.

**Equivalent Activity** – Professional development that may include activities extending beyond traditional workshops/course work to job related activities.

**IPDP - Individual Professional Development Plan** – The plan prepared by individual educators as a record of personal professional development goals and as a document of their achievements.

**LPDC – Local Professional Development Committee** – Committee established by local school districts to oversee and review professional development plans, course work, continuing education units, and equivalent activities for the purpose of renewal/transition of licenses.

**Lead Professional Educator License** – The lead professional educator license, issued to those who meet the degree requirement, experience and demonstration of practice outlined in the Four-Tiered Teacher Licensure Structure, shall be valid for five years and shall be renewable.

**Professional License** – The professional or associate license that is valid for five years and may be renewed by an individual currently employed in a school or school district upon verification that the requirements listed in paragraph (A1) and (A2) of Ohio Administrative Code 3301-24-08 have been completed since the issuance of the license to be renewed.

**PDU - Professional Development Unit**

**Resident Educator License/Alternative Resident Educator License** – Ohio’s initial beginning teacher license may be extended or renewed by the Ohio Department of Education on a case-by-case basis to enable the license holder to complete the Ohio Resident Educator Program.

**Reciprocity** – A policy that acknowledges and accepts credentials awarded by another authority.

**Senior Professional Educator License** – The senior professional educator license, issued to those who meet the degree requirement, experience and demonstration of practice outlined in the Four-Tiered Teacher Licensure Structure, shall be valid for five years and shall be renewable.

**Standards of Ohio Educators** – Three sets of standards (Ohio Standards for the Teaching Profession, Ohio Standards for Principals and Ohio Standards for Professional Development) adopted by the State Board of Education to focus the goals and objectives of educators as they seek to improve the profession.

**Teacher Education and Licensure Standards** – The Ohio Teacher Education and Licensure Standards are sections of the Ohio Administrative Code and Ohio Revised Code that establish requirements for educator preparation and licensing. Included in the standards are requirements for obtaining and maintaining all available types of educator credentials including teaching, administrator, and pupil services credentials, permits, alternative credentials, and substitute and temporary credentials. Administrative rules are reviewed on an ongoing basis, and the State Board of Education may revise these rules periodically or create new ones in response to recommendations from the Ohio Department of Education, Educator Standards Board, and/or other education stakeholders.

# PROFESSIONAL DEVELOPMENT UNIT OPTIONS AND GUIDELINE

*Options listed in **BOLD** print require prior approval on the “Equivalent Activity Proposal Form” before beginning the project/activity.*

*All professional development offered by the Dayton Public Schools, the Montgomery County ESC, ODE, and the Miami Valley Regional Center are endorsed for PD credit.*

OPTION	MAXIMUM PDUs	PDU VALUE	VERIFICATION	CRITERIA
Accredited College/University  <i>All professional development offered by:</i> <ul style="list-style-type: none"> <li>• Dayton Public Schools</li> <li>• DEA</li> <li>• Montgomery County ESC</li> <li>• ODE</li> <li>• Miami Valley Regional Center</li> </ul>	No limit	1 semester hr = 3 PDUs  3 quarter hr/ 2 semester hrs = 6 PDUs  2 quarter hrs = 4 PDUs  1 quarter hr = 2 PDUs  PD Contact Hours	Original Transcripts or Certificate of Completion	Must be taken through an accredited college or other approved post- secondary educational institution.  Must be taken for credit with a grade of “C” or better, a “P” in pass/fail course.  Coursework must be in education or content area related to teaching assignment or working with students
<b>Professional Conference Workshop/Institute/ Academy, or In-service Credit</b>  <b>Non- Accredited Organizations</b>	No limit	<b>1 contact hrs = 0.1 PDU in workshop</b>  <b>10 clock hrs = 1.0 PDU</b>	<b>Activity Verification Form or Certificate of Completion</b>	<b>Must include only time spent in those portions of the conference program that contribute to the participant’s knowledge, competence, performance, or effectiveness in education</b>

*\*All professional development offered by the Dayton Public Schools, the Montgomery County ESC, ODE, and the Miami Valley Regional Center are endorsed for PD credit.*

*Options listed in **BOLD** print require prior approval on: “Equivalent Activity Proposal Form” before initiating project/activity.*

OPTION	MAXIMUM PDUs	PDU VALUE	VERIFICATION	CRITERIA
Peer Observation for Self Improvement	1 PDU per license cycle	1 contact hr = 0.1 PDU	Equivalent Activity Form w/authorized original signature	Must be approved by the building principal and include a summary of the observations. Does not include mentoring.
Publication of Work <ul style="list-style-type: none"> <li>- Book</li> <li>- Journal Article</li> <li>- Software</li> <li>- Research</li> <li>- Curriculum Unit</li> </ul>	6 PDUs per license cycle	6 PDUs for book 3 PDUs for an article in a professional journal or magazine. Variable depending on product.	Copy of publication or document and Equivalent Activity Form w/authorized original signature	Must contribute to the education profession or add to the body of knowledge in the individual's specific field  Must be commercially published.
Educator's Portfolio +	1 PDU per license cycle	1 PDU	Equivalent Activity Form and Completed Portfolio	Must be approved by the LPDC  Must be completed within the license cycle
National Board of Professional Teaching Standards Certification(NBPTS)  <i>(Prior approval required if not seeking university credit.+)</i>	9 PDUs per license cycle for candidate completing process but not receiving the NBPTS Certificate.  18 PDUs for receipt of NBP TS Certificate	1 PDU - 10 hrs	Valid copy of the National Certificate or Equivalent Activity Form w/authorized original signature for candidate <u>not</u> receiving certificate	Must be in the subject area of the individual's assignment  Certificate must be completed or participation as verified by the expiration date of the license.
Mentoring	6 PDUs per license cycle	Full year - 3 PDUs Partial year - 1.5 PDUs	Equivalent Activity Form w/ authorized original signature	Must be mentoring of teacher or administrator assigned by the building principal
Cooperating Teacher (for Student Teachers/Interns)	6 PDUs per license cycle	3 PDUs per full time student teacher	Equivalent Activity Form authorized original signature	Formal College Program

<b>OPTION</b>	<b>MAXIMUM PDUS</b>	<b>PDU VALUE</b>	<b>VERIFICATION</b>	<b>CRITERIA</b>
Teaching a College Course	9 PDUs per license cycle	1 PDU per semester hour of class taught	Equivalent Activity Form authorized original signature	Courses taught must be in education or in a content area related to the individual's teaching assignment or working with children
Teaching an Adult Vocational or Technical Course	9 PDUs per license cycle	1 PDU per 10 hrs of class time	Equivalent Activity Form authorized original signature	Courses taught must be in education or in a content area related to the individual's teaching assignment or working with children
Professional Presentation	3 PDUs per experience; 9 PDUs per license cycle	1 contact hr of presentation = 0.1 PDU	Equivalent Activity Form authorized original signature	Same Criteria as Teaching a College Course
Educational Project + which applies educational skills and knowledge towards the development of a final product	3 PDUs per license cycle	1 contact hr = 0.1 PDU Documented contact hrs in planning and preparing	Equivalent Activity Form authorized original signature  A copy of the final or report of the project	Project must have prior approval <u>and</u> final approval for PDU assignment (after completion)
Curriculum Development (If not in Teachpoint)	6 PDUs per license cycle	1 contact hr = 0.1 PDU Documented contact hrs of committee work	Equivalent Activity Form authorized original signature	Must be serving on formal committee organized by an educational agency or organization
Grant Writing	6 PDUs per license cycle	1 contact hr = 0.1 PDU	Equivalent Activity Form authorized original signature and copy of grant Documented contact hours in planning and preparing	PDU's not dependent on awarding of grant

OPTION	MAXIMUM PDUS	PDU VALUE	VERIFICATION	CRITERIA
Professional Committees (If not in Teachpoint)	6 PDUs per license cycle	1 contact hr = 0.1 PDU  Documented contact hrs of committee work	Equivalent Activity Form authorized original signature	Must be an active member on a formal committee organized by an educational agency or organization  Must contribute to the education profession or add to the body of knowledge in the individual's specific field  Documented contact hours of committee work.
Self-Directed Educational Development + -  • Professional Reading • Research • Educational Travel	6 PDUs per license cycle 3 PDUs per individual activity	1 contact hr = 0.1 PDU	Equivalent Activity Form authorized original signature; must include a product which can be shared with peers or students (i.e. lesson plans, media presentations, in-service program, etc...)	Must enhance individual's work in the profession or contribute to area of specialization  Project must have prior approval <u>and</u> final approval for PDU assignment  (after completion)
Related Work Experience or Externship +	12 PDUs per license cycle 6 PDUs per experience	1 contact hr = 0.1 PDU	Equivalent Activity Form authorized original signature and log of hours and activities	Must enhance individual's work in the profession or contribute to area of specialization  Project must have prior approval <u>and</u> final approval for PDU assignment (after completion)



# **APPENDIX**

Information submitted in any other form other than the adopted LPDC forms as listed below ***will be returned*** to the educator. This may result in a delay in processing of your application.

- Form #1      Equivalent Activity Proposal
- Form #2      Equivalent Activity Log
- Form #3      Appeals Application
- Form #4      Educators Leaving the LPDC

***DPS Local Professional Development Committee***  
***EQUIVALENT ACTIVITY PROPOSAL***  
*(Submit a separate form for each activity)*

NAME: \_\_\_\_\_ DATE SUBMITTED: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_ WORK LOCATION: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

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***\*\*After the event, educator MUST submit Equivalent Activity Log – Form #2 and/or documentation of completion to LPDC for review and determination of hours awarded.***

**Title of Activity:**

**Date/Date Range of Activity:**

**Explain the basis for choosing this activity and relevance to your IPDP:**

**Describe the planned activity:**

**Describe the anticipated benefits to self, students, building, and/or district:**

**Identify the documentation that will be presented for PDUs:**

***For LPDC Committee Use Only***

<b>Pre-Approval</b>	<b>Final Approval</b>
Date: _____	Date: _____
LPDC Reviewer: _____	LPDC Reviewer: _____
LPDC Reviewer: _____	LPDC Reviewer: _____
<ul style="list-style-type: none"> <li>• Approved</li> <li>• Revision Needed</li> </ul>	<ul style="list-style-type: none"> <li>• Approved</li> <li>• Revision Needed</li> </ul>

# EQUIVALENT ACTIVITY LOG

NAME: \_\_\_\_\_

TITLE OF ACTIVITY: \_\_\_\_\_

<b>DATE</b>	<b>START TIME</b>	<b>END TIME</b>	<b>HOURS</b>	<b>ACTIVITY</b>

**TOTAL HOURS:** \_\_\_\_\_

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## APPEALS APPLICATION

NAME:

DATE SUBMITTED:

JOB TITLE:

WORK LOCATION:

CELL PHONE: \_

WORK PHONE:

LPDC Review Date: \_\_\_\_\_

- Attach all materials from the original IPDP or Equivalent Activity Proposal. All pertinent information needs to be attached.

**REASON FOR APPEAL:**

**OUTCOME FROM APPEALS COMMITTEE:**



**APPROVAL VERIFICATION FORM FOR EDUCATORS LEAVING AN  
OHIO LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE (LPDC)**

The following educator had an approved Individual Professional Development Plan (IPDP):

**Name of Educator:** \_\_\_\_\_

**Educator State ID:** \_\_\_\_\_

**Birthdate:** \_\_\_\_\_

I verify the educator has completed the following from \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_ college/university **semester hours**

\_\_\_\_\_ college/university **quarter hours**

\_\_\_\_\_ LPDC approved professional development activities (**CEUs**)

\_\_\_\_\_ LPDC approved **Contact Hours**

LPDC Chairperson/Designee Signature : \_\_\_\_\_ Date: \_\_\_\_\_

**Please Print:**

Name of Authorized Signer: Dana Darling

Name of School/District: Dayton Public Schools

LPDC IRN: 043844

Name of LPDC: Dayton City Schools

LPDC Chairperson/Designee: Dana Darling

Chairperson/Designee Phone Number: (937) 542-3153

Chairperson/Designee email Address: ddarling@daytonpublic.com

**Educator must present this completed document to the new school's LPDC committee.**