

LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE

**Miami Trace Local School
District**

Certification and Licensure Standards

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SUMMARY OF SB 230 and SB2

In 1996, the General Assembly passed Senate Bill 230, authorizing the establishment of Local Professional Development Committees by the fall of 1998. The purpose of the committees is to review the course work and other professional development activities completed by educators for the renewal of certificates or licenses.

The Ohio Standards for the Teaching Profession guide teachers as they reflect upon and improve their effectiveness throughout their careers. Similarly, the Ohio Standards for Principals promote leadership and provide guidance for principals' reflection and improvement across the span of their careers. Also, the Ohio Standards for Professional Development define effective professional development as an ongoing, systematic process, linked to the daily practice of educators and based on data-driven needs. They guide organizations and individuals in selection of high quality professional development to meet their varied educational needs.

As mandated by Senate Bill 2, following release of the *Standards for Ohio Educators*, a subcommittee of the Regional Local Professional Development Committee Support Team developed standards-based criteria for Local Professional Development Committees (LPDCs) to use to evaluate Individual Professional Development Plans (IPDPs), which is the core content of this document.

MISSION STATEMENT OF MIAMI TRACE LOCAL SCHOOLS

The Miami Trace LPDCs are guided in their work and assessment by the district's mission and beliefs.

The mission of the Miami Trace Local School District is to provide an effective educational program to engage every student in becoming a life-long learner and a responsible, productive citizen.

BELIEF STATEMENTS

1. Students are to develop self-esteem and demonstrate self-discipline.
2. All students can learn: They have talents and capabilities to be creative thinkers and doers.
3. All employees are important and should promote a positive school image.
4. All employees should promote the joy of learning and make a positive difference in every child.
5. We must work collaboratively to improve communication, trust, and rapport throughout the school community.
6. Every person who "touches" the life of a child can make a difference.
7. The community must know and support the needs, expectations, and goals of the educational system.
8. The school district needs and benefits from outside resources.
9. Friendly, safe, quality facilities must be provided to allow students and employees to succeed.
10. An effective educational program, including extra-curricular activities, meets the needs of all learners.
11. Continuous improvement of the educational program results when the students, families, employees, and community are collectively involved.
12. Quality and effort must be valued.
13. Respect for others, teamwork, and positive competition are important in developing responsible citizens.

PURPOSE (VISION)

The purpose of the LPDC is to establish guidelines and operating procedures of the committee, to review the Individual Professional Development Plan (IPDP), course work, and other professional development activities for certificate renewal and licensure. These activities shall evidence the following: improvement of student learning, progress toward individual professional growth, and alignment with Ohio Educators Standards.

The establishment of the Miami Trace LPDC provides the structure for our district to realize its professional development vision--a vision that provides educators the freedom to shape their own professional development.

MEMBERSHIP AND STRUCTURE OF THE MIAMI TRACE LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE

MEMBERSHIP

1. There shall be two (2) committees: one for Preschool through grade 5 and the district office personnel, and one for grades 6 through 12. Each committee shall consist of three teachers and two administrators.
2. Teacher members shall be selected by the Miami Trace Education Association (MTEA).
3. Administrative members shall be selected by the Superintendent.
4. All terms shall be for a period of four years beginning July 1 and ending June 30.
5. Committee members may be reappointed without limitations.
6. If any LPDC member is unable to complete his/her term of office, the LPDC shall be notified in writing. The Superintendent shall appoint an administrative person to fill any administrative vacancy, and the MTEA shall appoint any bargaining unit member to fill any teacher vacancy for the remainder of the unexpired term.
7. Members shall be compensated as per negotiated agreement.

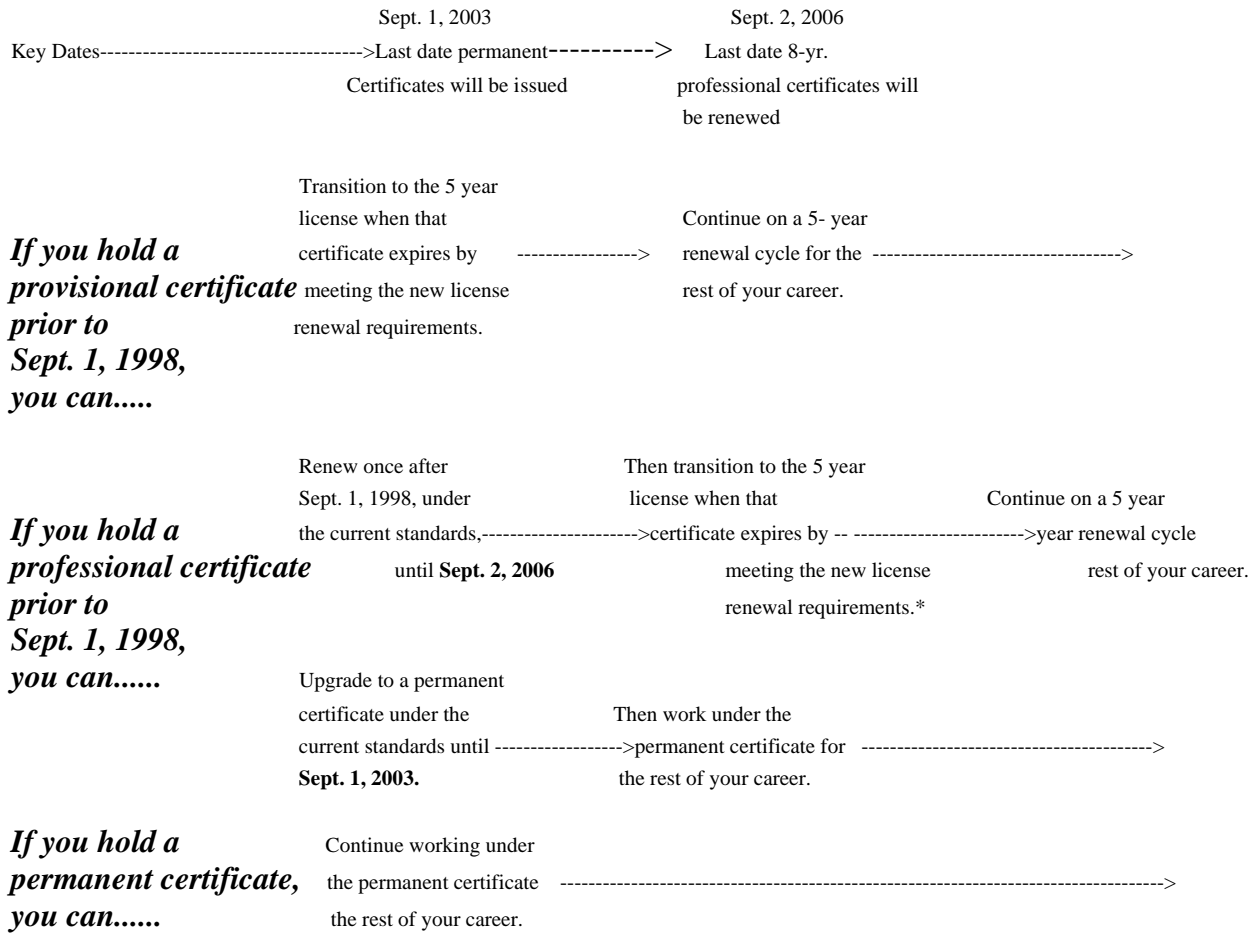
STRUCTURE

The LPDC is responsible for determining whether the course work and other professional development activities that an educator proposes meet the licensure standards established by the State Board of Education. In essence, the LPDC reviews the IPDP course work and/or alternative activities in order to make the appropriate recommendation for the issuance of a license.

MIAMI TRACE LOCAL LPDC BYLAWS

1. There will be two (2) committees: one for Preschool through grade 5 and the district office personnel, and one for grades 6 through 12. Each committee will consist of three teachers and two administrators.
2. A minimum of two teachers and one administrator must be present in order for a Miami Trace LPDC to conduct a meeting. Members must achieve a majority vote of members present to decide any item before the group.
3. All formal LPDC decisions regarding IPDPs will be recorded by the LPDC secretary, and records of such will be maintained by the LPDCs.
4. All LPDC members will strive for fairness and consistency in decision making.
5. LPDC members will make every effort to attend all meetings of the LPDC.
6. LPDC members will maintain confidentiality with respect to all LPDC business.
7. LPDC members may include participation on the LPDC as an approved activity for credit within their own IPDP.
8. The Miami Trace LPDC will accept IPDPs of new employees that have been given previous approval by other districts' LPDCs. Information must be transferred to Miami Trace Form A with necessary revisions. Approved materials will be submitted to the Miami Trace LPDC by October 1st of the initial year of employment, or within 60 days if employed after the school year starts.
9. Previous Professional Development Units (PDUs) accumulated and approved in other districts will be accepted; whereas, the remaining PDUs shall fall under Miami Trace LPDC guidelines.
10. The Miami Trace LPDC will meet monthly. A reorganizational meeting may be held once per year as established by each committee. The time and location of meetings will be determined by each committee.
11. The responsibilities of the chairperson are to conduct LPDC meetings, communicate information to the members of the LPDC, represent the LPDC at other related meetings; and notify MTEA or the superintendent by March 15 or within 30 days of unexpected vacancies on the LPDC committee.
12. Each committee will appoint a secretary. It is the responsibility of the secretary to maintain minutes of action taken during LPDC meetings, notify applicants of acceptance/returned for clarification/denial status of IPDP and/or proposals for credit. Minutes of each meeting shall be recorded, distributed to members for review prior to the next meeting, and filed in the Miami Trace District Office and the Elementary and Secondary LPDCs files.
13. Either the chairperson or the secretary will notify the local media of upcoming meetings.
14. The LPDC will amend procedures and guidelines as deemed necessary.

TRANSITION FROM CERTIFICATION TO LICENSURE



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 the 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.

LICENSURE PROCEDURE AND TIMELINE

The LPDC will meet to review IPDPs, approve activities, and to grant final approval of documentation leading to certification/licensure. Educators can expect to receive written notification of approval or rejection of submitted materials within thirty days of the LPDC meeting. **All items are to be submitted to the LPDC.**

* The deadline for transition/renewal of professional license is June 30. **APPROVED FORMS MUST BE AT THE OHIO DEPARTMENT OF EDUCATION BY JUNE 30.**

A current IPDP must be in place **prior** to earning any credit toward transition/renewal of licensure. By state mandate, the LPDC will not grant retroactive credit for work done before an IPDP is approved. Credit for licensure is based on criteria that relate professional growth to goals determined by needs of the district, building, students, and the educator. Without an IPDP that indicates how goals address these needs, the LPDC may not grant credit.

The educator may meet with the LPDC to help ensure that their IPDP goals are meeting the Ohio Standards for Teachers, Principals, and Superintendents.

Between January 1 and May 1 of the year the educator's certification/license is due to expire, the educator will submit the completed documentation leading to certification/licensure to the LPDC for final approval. Completed documentation is Form D (Professional Development Standards Summary), Form B (LPDC Professional Development Activity Sheet Approval Form) with verification for each activity, completed applications, and the payment check.

Applications for transition/renewal are available at the District Office, ODE website, and LPDC members.

Verification of approved PDUs for each completed activity and Form D (Professional Development Standards Summary) must be included in the educator's documentation records. The accumulation (compilation) of these approved documented activities is the responsibility of the applicant. The LPDC does not maintain copies of verification of approved PDUs.

Final approval is at the discretion of the LPDC.

STANDARDS AND GUIDELINES FOR PROFESSIONAL DEVELOPMENT

What is Professional Development?

Professional Development is a goal-oriented, planned, on-going process of meaningful professional improvement guided by the building and district mission statements. Each professional development plan is characterized by its individual relevance, authenticity, and positive impact on student learning and performance. To assure meaningful experiences, professional development activities need to be sustained, implemented, and evaluated over time. Professional development is required for continued licensure for all educators.

The professional development documentation file is a compilation of the professional development endeavors of the educator. The fundamental component of the professional development documentation file is the Individual Professional Development Plan (IPDP).

The educator must maintain his or her own documentation file. The documentation file should include the following:

- Individual Professional Development Plan (Form A)
- Professional Development Standards Summary (Form D)
- Professional Development Activity Sheets with Verification Attached (Form B)

As the educator begins to develop the Individual Professional Development Plan (IPDP), the *Ohio Standards for Superintendents* and *Organizing for High Quality Professional Development* along with the following guidelines should serve as a guide for developing the goals of the IPDP.

- * Do my IPDP goals relate to the Ohio Standards?
- * Do the goals have a focus (e.g., improved practice, improved student achievement)?
- * Do the goals reflect the district's and/or school's Continuous Improvement Plan and/or Strategic Plan?
- * Do the goals relate to the certificate/licensure area/s?
- * Do the goals reflect current research regarding quality professional development and educator practice?
- * Do the goals reflect new learning and increased personal responsibility?
- * Do the goals build a solid foundation of knowledge and skills for growth and movement within the profession?
- * Do the goals reflect a balance between personal and professional goals?

RECIPROCITY and APPEALS PROCEDURES

Reciprocity:

The Miami Trace LPDC will accept IPDPs of new employees that have been given previous approval by other districts' LPDCs. Information must be transferred to Miami Trace Form A with necessary revisions. Approved material shall be submitted to the Miami Trace LPDC by October 1st of the initial year of employment, or within 60 days if employed after the school year starts.

Appeals Procedure:

Should an educator wish to appeal a decision of the Miami Trace LPDC, the appeal will be resolved as follows:

Step 1:

Appeals to the denial of an IPDP and/or submitted activity shall be accepted in writing to the Miami Trace LPDC within 10 working days after the receipt of the denial. The educator may request in writing a hearing with the Miami Trace LPDC. If a hearing is requested, it will be held within 30 working days of notification.

Step 2:

Appeals not resolved in Step 1 will be heard by a three-member Appeals Committee comprised of the following: one licensed educator selected by the applicant, one licensed educator chosen by the Miami Trace LPDC, and one licensed educator mutually agreed upon by both parties.

Step 3:

The Miami Trace LPDC Appeals Committee will review all appeals and return decisions to the Miami Trace LPDC and applicants within 10 working days from the date of the Miami Trace LPDC Appeals Committee meeting.

Step 4:

If there is a need for further appeal, the appeal should be made to the Ohio Department of Education - Division of Professional Development and Licensure.

RESPONSIBILITIES OF EDUCATORS

The Miami Trace LPDC has developed procedures for reviewing professional development. However, each educator has the following responsibilities: (1) develop and implement his/her IPDP, (2) document his/her professional development and maintain a record of such work with appropriate forms and verification, and (3) follow renewal procedures and timelines. Such an opportunity allows the individual educator to take responsibility for his/her own growth by creating a plan and engaging in relevant professional development.

QUESTIONS and ANSWERS

1. Who is responsible to maintain your professional license?

The Miami Trace LPDC has developed procedures for reviewing professional development. However, each educator has the following responsibilities: (1) develop and implement his/her IPDP, (2) document his/her professional development and maintain a record of such work with appropriate forms and verification, and (3) follow renewal procedures and timelines. Such opportunity allows the individual educator to take responsibility for his/her own growth by creating a plan and engaging in relevant professional development. *The LPDC does not maintain copies of forms and verification of approved PDUs.*

2. How will an educator transition to or renew his/her license?

As soon as the educator has applied for his/her "one-time" renewal under the 1987 Standards, he/she will begin working toward the new licensure standards. An educator working in a school district or any other institution with an LPDC will submit an Individual Professional Development Plan for approval.

Final verification of LPDC approval of the educator's professional development work is required before the Ohio Department of Education will issue a renewal license.

3. What are the requirements for an IPDP?

An educator in a school district or any other institution with an LPDC who wishes to renew his/her license will formulate a written plan for his/her professional development for the 5-year license period. The plan must reflect the needs of the district, school, students, educator and professional standards. The plan must be completed and approved in accordance with the procedures and criteria established by the LPDC.

A current IPDP must be in place prior to earning any credit toward licensure.

4. If an educator moves between districts within the state will he/she have to submit a new IPDP in the new district?

It is expected upon verification of IPDP approval by the LPDC in the previous school district (including course work, PDUs, and other equivalent activities that have been completed and accepted) the new school district will honor this work. Upon employment, the educator will need to complete an IPDP under the procedures and criteria of the new LPDC by October 1 or within 60 days of employment after the school year starts for approval of any remaining work needed before license renewal.

5. How does conversion from certification to licensure affect eligibility for tenure?

Teachers converting from a provisional certificate to a license will receive a five-year professional license. The requirements for tenure are specific in law and will remain the same:

- The teacher must hold a professional or permanent certificate or a five year professional license.
- The teacher must either hold a master's degree or have completed 30 semester hours of course work beyond degree.
- The teacher must have taught at least three years of the last five in the district.

Since the course work/masters degree requirement is required by law, educators will need to continue to meet that requirement to be eligible for a continuing contract.

6. Who keeps track of my IPDP records?

Individuals are responsible for maintaining the Professional Development records and completing necessary paperwork for license renewal. *The LPDC does not maintain copies of forms and verification of approved PDUs.*

7. Will all semester hours "count"?

Master's degree work required within the master's degree program will count toward the university degree. However, courses submitted to the LPDC for license renewal purposes must have met the IPDP procedures, guidelines, and standards, which includes relevance to the license that you are seeking to renew.

8. What happens if my submitted IPDP is not approved?

You will be provided a check list identifying why the plan was not accepted. You may revise and resubmit your plan or may initiate the appeals process.

9. Does every educator need an IPDP - even if he/she holds a permanent certificate?

Since the requirements for professional development plans apply only to educators who will renew a certificate or license, the Department of Education will not require an IPDP for educators working under permanent certificates. However, all educators are encouraged to have a plan for professional development.

10. If I am working under a two-year provisional license or a temporary certificate, do I submit documentation to the LPDC?

No. Submit documentation to District Office or college/university.

11. How will administrative certificates/licenses be renewed?

Administrators will work through the LPDC for renewals and/or licenses.

12. If I want to read the law itself on LPDCs, where is it now found?

The statute addressing LPDCs is Revised Code Section 3319.22. This replaced a totally different subject matter, so if you are looking up the statute, make sure you are looking at the version in effect after 10/29/96.

13. To whom and where do I send completed IPDPs and all other paperwork?

All paperwork that you wish to be considered by the LPDC should be sent to your LPDC members. You may also send any comments, questions, or concerns to the LPDC and a response will be sent back to you. If it is of immediate concern, you may contact any member of the LPDC for information.

GLOSSARY

Administrator

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

Appeal Process

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

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.

Contact Hours

Actual clock hours spent engaged in a professional development activity.

Documentation File

A collective documentation of an individual's professional development activities. An educator's file of approved documentation leading to certification/licensure. Completed documentation is Form D (Professional Development Standards Summary) and approved Form Bs (LPDC Professional Development Activity Sheet Approval Form) with verification for each activity.

Educator

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

IPDP

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

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.

License

A document issued by the State Board of Education to an individual who is deemed to be qualified under the 1996 Teacher Education and Licensure Standards to teach or practice in Ohio Schools.

LPDC

Local Professional Development Committees established by local school districts and nonpublic, chartered schools to oversee and review professional development plans, course work, professional development units (PDUs), and equivalent activities for the purpose of renewal of certificates and licenses.

Permanent Certificate

Certificate valid for the duration of the educator's career that requires neither further work for certification nor conversion to a license.

Professional Development

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

Professional Development Unit (PDU)

Professional development activities based on an educator's IPDP.

Reciprocity

A policy that acknowledges and accepts credentials awarded by another school district.