

# **LPDC**

## **Local Professional Development Committee**

### **Handbook and Plan of Operation**

*Revised May 2022*

#### **Columbus City Schools**



**COLUMBUS  
CITY SCHOOLS**

**270 East State Street  
Columbus, OH 43215**

## **Introduction**

In October of 1996, the State of Ohio Board of Education initiated a new focus for professional development with the adoption of the Teacher Education and Licensure Standards. With the passage of the Professional or Associate License Renewal Law (Senate Bill 230) the Ohio Legislature enacted the standards into law, effective January 1, 1998. The Teacher Education and Licensure Standards are based on the belief that educators must continue to learn, grow, and develop throughout their careers. At each phase of the professional development continuum, spanning recruitment through retirement, accountability for performance and continued growth is emphasized. Additionally, the law authorized the establishment of a Local Professional Development Committee responsible for approval of growth activities and certificate and license renewal. These documents identify the initiatives of the Columbus City Schools regarding such mandates and include materials explaining the procedures of the Local Professional Development Committee, the processes for renewing licenses, and the related forms required for the process.

### **District Mission Statement**

Each student is highly-educated, prepared for leadership and service, and empowered for success as a citizen in a global community.

### **District Vision Statement**

A world-class model of public education that prepares members of our communities to reach their full potential.

### **Professional Development Philosophy**

Professional Development should align personal growth objectives with student needs and stated district and school goals. High Quality Professional Development is founded on the understanding that:

- High Quality Professional Development (HQPD) is a purposeful, structured and continuous process that occurs over time.
- HQPD is informed by multiple sources of data.
- HQPD is collaborative.
- HQPD includes varied learning experiences that accommodate individual educators' knowledge and skills.
- HQPD is evaluated by its short- and long-term impact on professional practice and achievement of all students.
- HQPD results in the acquisition, enhancement or refinement of skills and knowledge.

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

The major purpose for establishing the Local Professional Development Committee is to ensure that professional development aligns with the ongoing continuous improvement of a district and school. The LPDC is established in accordance with the collective bargaining agreement and subject to provisions of the Ohio Revised Code.

The main responsibilities of the LPDC are as follows:

- Develop standards and policies for all aspects of the LPDC.
- Support/educate development of Individual Professional Development Plans (IPDPs).
- Review and approve IPDPs.
- Review and approve credit-bearing activities related to an IPDP.
- Approve Continuing Education Units (CEU) applications for both district and non-district providers.
- Approve teacher-initiated, independent professional development activities for CEU credit.
- Provide an appeal process.
- Authorize renewal of 5-year educator licenses for educators working through the Columbus City Schools LPDC.
- Communicate, inform and educate educators on all issues related to LPDC policies and procedures.
- Orient new members to the licensure standards and the operating principles, timelines and processes of the LPDC.
- Periodically evaluate LPDC operations for effectiveness, timeliness, efficiency and professional courtesy.

The LPDC will maintain the necessary clerical and technology support to assist with the forms, database, and other materials needed to function. All documents produced by the LPDC will be dated. Professional Learning and Licensure will assist the committee with the following:

- Maintaining databases necessary for supporting the LPDC processes.
- Notifying applicants and members of meetings and hearings.
- Receiving educators' application materials for licensure.
- Responding to educator requests via telephone calls and emails.
- Assisting educators with understanding the process of counting CEUs, status of IPDPs and submitting an activity request.

## **LPDC Membership Composition**

### **Structure**

The Columbus City Schools' Local Professional Development Committee is composed of 14 members:

- Nine teachers
- Five administrators

The Columbus Education Association (CEA) President will appoint the teacher members; the Superintendent will appoint the administrator members.

A teacher member of the LPDC will serve as the official secretary for all LPDC meetings. This individual will be responsible for taking minutes during each meeting. Selection of the LPDC meeting secretary will be determined by the committee at the first meeting of the school year.

### **Length of Terms**

The term of an LPDC member shall be determined by the CEA President (for teachers) and the Superintendent (for administrators).

### **Meetings**

The LPDC will meet the first Wednesday of each month at 4:15 p.m. at the Hudson Distribution Center, unless otherwise rescheduled and communicated on the LPDC website. A quorum must be present to conduct business--two of the five administrators and five of the nine teachers.

### **Educators Working through the LPDC**

The Columbus City Schools LPDC will oversee:

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

- hold a professional or an associate 5-year license or a Reinstatement License, and
- are employed full- or part-time by the Columbus City Schools, and
- who wish to fulfill the license renewal requirements

Columbus City School employees who hold 5-year professional or associate licenses who are working in a position that is outside of the area of that license (e.g., Instructional Assistants, Classified, Professional) *may* work through the LPDC and must follow all processes and procedures in order to earn CEUs.

Substitutes *do not* work through the LPDC with the exception of Long-Term Substitutes receiving benefits who *may* work through the LPDC and must follow all processes and procedures in order to earn CEUs.

### **Exempt from Working through the LPDC**

Certain educators are required to maintain licensure through their respective Ohio professional licensure board.

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 license 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.

### **The Individual Professional Development Plan (IPDP)**

An Individual Professional Development Plan (IPDP) consists of an educator's personal learning goals, relates to the Ohio Standards for Teachers or Principals, is relevant to the individual's area(s) of licensure, and leads to strengthened instructional practices and improved student learning. The IPDP is tied to an educator's current license and expires along with the license. A new IPDP must be created and submitted for approval each time an educator begins a new 5-year licensure cycle.

The Individual Professional Development Plan (IPDP) must be completed electronically through the Columbus City Schools PD System (PDS).

All submitted IPDPs will be reviewed at the next LPDC meeting and will be acted upon (approved or returned for revisions) by the LPDC members present.

## Converting and Renewing Teaching Credentials

Educators who hold a permanent certificate and no other certificate or license are not required to have an approved IPDP on file with the LPDC nor are they required to follow the license renewal cycle.

### Credits Required for Certificate Conversion

To earn credits for licensure, educators must participate in approved credit-bearing experiences that relate to one or more of the goals on their IPDP and correlate to the Ohio Standards for Teachers, School Counselors, and/or Principals.

To renew a 5-year license, an educator must have earned either **6 semester hours** or **9 quarter hours** from a *Council for the Accreditation of Educator Preparation* (CAEP) or Ohio Department of Education (ODE) accredited college or university, **18 CEUs**, or a combination of any of the above. All of these credits must directly relate to the educator's IPDP. The following chart explains the equivalents of semester hours, quarter hours, and CEUs.

Conversion Table

Semester Hour(s)	Quarter Hours	CEUs
1	1.5	3
2	3	6
3	4.5	9
4	6	12
5	7.5	15
6	9	18

Note: CEU credits cannot be used to obtain an advanced degree, to advance on the pay scale, to earn a Continuing Contract, or in other instances where college/university credits are required.

### Renewal of License

It is the responsibility of the educator to follow and understand all steps in the license renewal process. To renew a professional 5-year license, each Columbus City Schools educator will engage in a five-year cycle as follows:

#### **STEP ONE: Five Years Prior to Expiration of Five-Year License**

Upon receiving the first 5-year license, develop an IPDP and submit the completed plan to the Local Professional Development Committee (LPDC) for approval. An educator **MUST** have a current, approved IPDP on file with the LPDC before earning credits that qualify for license renewal.

#### **STEP TWO: During the Five Years of an Active, Approved IPDP**

Engage in credit-bearing professional activities related to the IPDP. Educators must follow the LPDC regulations for adding these credits to their professional records.

#### **STEP THREE: Prior to the End of the License Expiration Year**

Complete credit-bearing work amounting to 6 semester hours, 9 quarter hours or 18 CEUs (or a combination of these) by the date established by the Human Resources Department of the year the license expires.

#### **STEP FOUR: In the License Expiration Year**

Submit renewal materials to the LPDC. If submitted materials do not reflect the credits required by the Ohio Department of Education for license renewal, the educator's contract will be non-renewed. The Human Resources Department will send a non-renewal notification to all educators who have not been approved for license renewal by the deadline.

Note: *The LPDC does not oversee an educator who holds a one-year, two-year, or four-year license, or a permanent certificate unless he/she also holds a five-year license.*

### **Approved Credit-Bearing Experiences**

All educators converting to or holding a license must earn college credits or CEUs by engaging in courses, workshops, seminars, and activities that relate to their current, approved IPDPs. The *Approved Credit-Bearing Experiences* chart posted on the CCS PDS home page provides an outline of experiences, guidelines, and required documentation related to professional development. Please note that many of the listed activities receive CEU credit based upon contact time. All activities for which an educator earns credits for renewal must relate to one or more of his/her current, approved IPDP goals.

Sixty minutes (1 hour) of contact time equals 0.1 (one-tenth) CEU. Contact time is the actual time spent in conference sessions, workshops, seminars, etc. Registration, breaks, and lunch are not included in the tabulation of contact hours. Partial hours will be rounded down to the nearest hour.

The primary source for registering for professional development activities that provide CEUs to Columbus City Schools educators is the Course Catalog section of the PDS. All activities listed in the catalog are pre-approved for a designated number of CEUs.

To receive CEU credit for participating in a professional development activity not listed in the PDS Course Catalog, educators must apply to the LPDC by submitting an *External Credit Request* in the PDS.

### **CEU Policy Statements**

By Ohio Revised Code, no LPDC in the State of Ohio can grant CEUs to an educator who does not have a current, approved IPDP on file with their LPDC.

Educators are eligible to submit an IPDP once a new license has been issued.

New IPDPs can be submitted by new employees once employment has been approved by Columbus City Schools Board of Education.

An *External Credit Request* for participating in any out-of-district professional development activity must be submitted within one calendar year of the date that the activity was completed.

The LPDC does not grant partial CEU credit for an approved professional development experience. An educator must be in attendance for the duration of the experience to qualify for the approved number of CEUs. For Teacher-Based Teams and Professional Learning Communities, participants must attend at least 75% of the sessions to earn the CEU credits.

## Appeal Procedures

An educator may appeal a decision made by the LPDC by submitting a written request to the LPDC within 60 days of receiving a non-approval notification.

In response, the LPDC may either request the applicant write a letter of explanation and/or appear before the LPDC for a hearing.

If the appeal is denied, the educator may request in writing to the LPDC that an alternate panel be convened for a second hearing. This panel will consist of the following:

- One LPDC member whose area of licensure matches or is close to that of the person appealing the decision
- One district administrator who works at the same level as the person appealing the decision (elementary, middle, high, or district)
- One non-LPDC educator who is assigned to a position comparable to that of the person appealing the decision and is selected by consensus of the LPDC and the appealing educator

If the second appeal is denied, the educator may request in writing to the LPDC a third and final hearing held by the Ohio Department of Education. The LPDC will schedule this appeal hearing.

## Reciprocity

When an educator transfers from another district to Columbus City Schools, the Columbus City Schools LPDC shall accept the transfer of all credits earned under an approved IPDP from the educator's previous school/district's LPDC. The Ohio Department of Education has an Educator Leaving an Ohio Local Professional Development Committee (LPDC) Verification Form posted on its website for this purpose. Newly-hired educators to the Columbus City Schools must submit the completed form to the Columbus City Schools LPDC. Upon receipt, the LPDC will provide directions to the educator for creating an IPDP in the PDS to document the transferred IPDP approval date and any transferred credits.

The Columbus City Schools LPDC will, upon request, provide all educators who have a current, approved IPDP on file with a completed Educator Leaving an Ohio Local Professional Development Committee (LPDC) Verification Form when they leave the district.

Exceptional cases are subject to LPDC review and appeals.

## Consistently High-Performing Teacher

State law directed the State Board of Education to define a "consistently high-performing teacher" for the purpose of exempting such teachers from completing additional coursework required for renewal of the professional teaching license. As a result, certain educators with professional, as well as lead professional or senior professional teaching licenses may be exempt from these requirements. **The Columbus City Schools (LPDC) will require anyone who applies and meets the criteria of a consistently high-performing teacher to have an approved IPDP on file.** A consistently high-performing teacher will not be required to document CEUs or coursework for license renewal.



## **Eligibility Criteria**

During the current licensure cycle, a consistently high-performing teacher has:

1. Received the highest final summative rating on evaluations, as defined by Revised Code sections 3319.111 and 3319.112 where applicable, for at least four of the past five years; and
2. Met at least one of the following additional criteria for at least three of the past five years:
  - Held a valid senior or lead professional educator license;
  - Held a locally recognized teacher leadership role that enhances educational practices by providing professional learning experiences at a district, regional, state or higher education level;
  - Served in a leadership role for a national or state professional academic education organization;
  - Served on a state-level committee supporting education; or
  - Received state or national educational recognition or award.

The Columbus City Schools LPDC will notify anyone who has met Criteria 1 and will give candidates 30 days to provide evidence that they have met Criteria 2. The LPDC will determine two members of the committee to review and determine if criteria have been met.

## **PDS Course Requester Training**

In order to propose courses in the PDS, educators will need to attend PDS Course Requester Training. The initial training is a live training. The training will explain in detail the roles and responsibilities of the facilitator. Once an educator has received initial training, they will need to complete a refresher each successive school year. At the end of the live training or the refresher, educators will complete the PDS Course Requester Agreement.