

JCS LPDC Renewal Process

It is the responsibility of each teacher, administrator, or certificated/licensed resource person to monitor expiration dates, and initiate an IPDP for renewal in a timely fashion.

Licenses for substitute teachers will be issued by the Ohio Department of Education. Educators working under substitute licenses are not required to develop an Individual Professional Development Plan, and do not work through the Local Professional Development Committee.

You can begin this process in January of the year your license expires.

1. Obtain a letter from Melissa Hughes regarding fingerprinting. Take the letter with you to the License Bureau or the Sheriff's Office to be fingerprinted.
2. Submit the following paperwork to Melissa Hughes to be approved at the next LPDC meeting (you do **NOT** need to be present at the meeting):
 - a. Form LPDC-4 along with all documentation to verify your hours and CEUs. Form LPDC-3 should be used to list all CEU activities (remember to attach certificates for each activity). A transcript should be attached to verify quarter/semester hours.
 - Under the standards for license renewal, 18 CEUs, 6 Semester Hours, or 9 Quarter Hours are required. The following conversion table will control when a mix of CEUs, semester hours, and/or quarter hours are used:
1 semester hour = 3 CEU
1 quarter hour = 2 CEU
10 contact hours = 1 CEU
 - b. Form LPDC-5

****All forms can be printed from the LPDC link on the District website****

Once your paperwork has been approved, the LPDC will return a signed copy of Form LPDC-4 to you. Follow the directions at the bottom of that form to renew online.

After you receive your new license:

1. Complete a new IPDP (Form LPDC-1) and submit to Melissa Hughes to be approved at the next LPDC meeting. You **MUST** be present at the LPDC meeting for IPDP approval.
 - a. Professional development activities included in the IPDP should reflect the needs of the community, district, and/or building. Professional development indicated should be relevant to current regular contractual assignment, or should lead to additional certification. (See Goal Examples below)
2. Only hours/CEUs completed **AFTER** the IPDP approval date will count toward your next renewal.

Possible Goals Components for Your
INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN
The focus of all IPDP's should be educator's learning goals.

Select one from each column (Mix 'n Match)
 > > *Not an exhaustive list*< <

State an intention to engage in learning "I will...."(Use an action verb.)	Describe an area related to practice that will be the focus of the learning. (In what area of improvement?)	For the purpose of (rationale)
<ul style="list-style-type: none"> . acquire . analyze . apply research . be able to . become familiar with . become knowledgeable . become proficient in . become skillful at . build relationships . contribute to . demonstrate . develop/design . enhance my understanding of . examine . expand . explore . gain a (greater) understanding of . gain skills in . implement . incorporate . interpret . investigate . learn about . learn how to 	<ul style="list-style-type: none"> . multiple strategies . testing students on standards . interdisciplinary curriculum units . ways to develop students' thinking skills . ways of working with special needs . knowledge of cultures of student populations . recognizing differences in students . meet needs of diverse populations . strategies to improve learning environment . strategies to manage groups of students . ways of developing positive self concepts . organize physical space . uses of technology in the classroom . develop new instructional techniques 	<p><i>in order to</i></p> <ul style="list-style-type: none"> . share knowledge with colleagues . deepen understanding in <subject area> . improve classroom discipline . update policies and procedures . modify curriculum . implement/apply/demonstrate in the classroom . contribute to the teaching profession . incorporate into lesson plans . improve student learning . contribute to school and district
<ul style="list-style-type: none"> . modify curriculum . obtain skills in . practice . promote . read widely . research . study . survey . take part in . use 	<ul style="list-style-type: none"> . implementation of classroom inclusion techniques . develop effective communication with students . develop effective questioning techniques . engage students in learning . working with colleagues and staff . communicate with families . professional ethics . educational theories . age appropriateness and developmental characteristics of students . with state and federal policies . district or classroom based research . new administrative /managerial skills . new ways to evaluate student performance . interpret student tests 	