

What is the LPDC?

The Local Professional Development Committee consists of 1 teacher representative from each building and 2 administrators. This committee is responsible for reviewing and approving IPDPs, coursework and other professional development activities that educators propose to complete for the purpose of license renewal. Meetings are held in September, January and May.

What is an IPDP?

An IPDP (Individual Professional Development Plan) is a plan for professional development. This plan should include your goals for the duration of your license. This plan should be completed and submitted to the LPDC near the issue date on your license and before taking any professional development that will be applied toward renewal of that license. After completing the IPDP form, give it to your LPDC representative to be approved at the next meeting.

Step by Step Instructions

1. Complete a new *Individual Professional Development Plan* sheet whenever you receive your new license. This goal sheet should be completed and submitted to your LPDC representative for approval **near** the issue date on your license **and before** taking any professional development that will be applied toward your renewal. You will receive a copy of your approved IPDP signed by the LPDC committee. Keep this in your LPDC notebook.
2. Begin attending professional development (classes, workshops, inservices) that relate to the goals written in your IPDP. Keep a folder of your CEU verification forms or college transcripts.
3. The LPDC can approve course hours or CEUs **when you have completed 18 CEU's** (*do not turn in less than 18 CEU's – wait until you have 18 CEU's completed and then turn in the entire amount at once*). To have course hours or CEUs approved, official transcripts or CEU certificates must accompany your *Verification of Course Work/Workshop/Activity for CEU Verification* form for the LPDC to review.
4. In the year of your license renewal, after all your hours are approved by the LPDC committee, go to the ODE website (education.ohio.gov) to **renew your license**. Sign into your SAFE account. Click on ODE.core. Choose the blue box *My Credentials: RENEW*. Find the license you need to renew and in the *Select Actions* drop down menu, choose "Renew". Then complete the application. You must pay for the application in order for it to be sent to the LPDC representative for an e-signature. Please note that paper licenses will no longer be mailed to educators or school districts. You need to request to download a copy of your new license and provide a copy to Pat Hudgins at the district office.

FYI -- Tri Co. ESC will complete background checks for you. The district will cover the cost of fingerprinting at Tri Co. ESC.