

# **Van Buren Local Professional Development Committee**

## **Steps for Renewing Your License**

**Step 1:** Complete your Individual Professional Development Plan (IPDP). This is located on DUKE. Submit it to the Local Professional Development Committee.

**Step 2:** Once your Individual Professional Development Plan has been approved, begin completing activities that are relevant to your identified goal areas of your plan. Be sure to document the time and other necessary verification of completions. Please note that some activities may need Local Professional Development Committee pre-approval to ensure that the activity will be granted credit! (See Van Buren Schools professional Development Activities Requirements Form)

**Step 3:** Maintain a file/portfolio of your documentation with activity log updated. (Activity Log is also located on DUKE) The Local Professional Development Committee will not maintain central records of your information other than a copy of your pre-approved Individual Professional Development Plan.

**Step 4:** Following January 1<sup>st</sup> of the year your certificate/license is due to expire, submit your completed portfolio documenting 180 clock hours of activities to the Local Professional Development Committee for final approval.

**Step 5:** Apply online to renew your license:

<http://education.ohio.gov/Topics/Teaching/Educator-Licensure/Renew-Certificate-License>

### **Submission Dates**

The Local Professional Development Committee will meet four times per year to review Professional Development Plans, pre-approve activities, and grant final approval of portfolios. Educators can expect to receive notification of approval or rejection of submitted documents within one month.

#### **Submission Deadlines**

January 1  
March 1  
May 1  
November 1

#### **Notification Date**

February 1  
April 1  
June 1  
December 1

### **Appeal Procedure**

Should an educator wish to appeal a decision of the Local Professional Development Committee, the appeal should be resolved as follows:

**Step 1:** The educator shall first discuss the concern with a district representative of the Local Professional Development Committee.

**Step 2:** If after Step 1, the educator wishes to appeal, the educator shall submit a written request for an appeal meeting to the Local Professional Development Committee within 15 calendar days of the date of receipt of the unapproved documentation that is the subject of the appeal.

**Step 3:** Within 15 days of receipt of the written request for an appeal meeting, the Local Professional Development Committee shall schedule the appeal meeting. The appeal meeting shall take place within 30 days of the date of its scheduling. The Local Professional Development Committee shall notify the educator, in writing, of the time, date, and place of the meeting.

The appeals committee shall consist of the following: 1 member appointed by the Local Professional Development Committee, 1 member appointed by the educator, and 1 member mutually agreed upon by both the LPDC and the educator shall be notified, in writing, of the decision of the appeals committee within 7 days of the meeting.

### **General Questions**

### **1. What is an Individual Professional Development Plan (IPDP)?**

An Individual Professional Development Plan (IPDP) is your proposed program for professional growth that you plan to complete. This plan must be approved and completed prior to license renewal and converting from a certificate to a license. This form can be found on DUKE. Look under online forms and click on IPDP. You will also find an Activity Log. It is beneficial to keep track of all activities you complete on this form.

### **2. Who must have an IPDP?**

An IPDP must be completed by any educator prior to renewing a license and for converting a certificate to a license. If you will never receive a license, you will not need to file an IPDP with the Local Professional Development Committee.

### **3. What is the Local Professional Development Committee?**

This is a group of Van Buren Educators and Administrators who will be reviewing and approving each educator's IPDP. Final approval of the Local Professional Development Committee is required prior to issuance of your professional educator license.

### **4. Who serves on the Professional Development Committee?**

Mike Brand, Mike Newcomer, Chris Henry, Rob Obenour, and Cassie Ohlrich

### **5. What are the requirements to renew and convert to a license?**

In order to renew a license and to convert a certificate to a license, the requirement is the completion of either one of the following, or a combination of the following:

1. Six semester hours of coursework
2. 180 clock hours of equivalent activities

The professional development activities you participate in must take place over the life of the license/certificate you are renewing/converting. The activities must be consistent with your school district or building improvement plan, goal, or mission statement and relate to your current work assignment (as stated in your Professional Development Plan.)

### **6. When must your IPDP be started/completed?**

Your IPDP must be completed and approved by the Professional Development Committee prior to the expiration of your current certificate/license. The sooner you begin working toward the completion of your IPDP, the longer you will have to complete your proposed activities. The timeline for completion of IPDP activities is the duration of your certificate/license.

### **7. How often should you submit your activities for approval?**

Many activities only need to be submitted when you actually apply for your license. However, **Educational Projects should be pre-approved.** See Van Buren Schools Professional Development Activities Requirements.

### **8. How many IPDP must you have?**

An Educator will have only one IPDP. Many educators hold multiple certificates; however, each educator will have just one IPDP. Ultimately, each educator will have just one license.

### **9. What if your work assignment changes?**

If there is a significant change in your work assignment, you must revise and resubmit your IPDP. However, all activities accumulated prior to the revision of your IPDP will be applied to your requirements.

### **10. How much will a license cost?**

<http://education.ohio.gov/Topics/Teaching/Educator-Licensure/Additional-Information/Complete-List-of-Applications>