

**PIKE-DELTA-YORK LOCAL SCHOOLS LPDC**  
**LICENSURE PARTICIPANT HANDBOOK**  
2020-2021

**Pike-Delta-York Schools LPDC  
Licensure Participant Handbook  
Table of Contents**

<b>Welcome</b> .....	<b>3</b>
<b>Mission Statement</b> .....	<b>4</b>
<b>LPDC Bylaws</b> .....	<b>5-6</b>
<b>LPCD Executive Team Membership List</b> .....	<b>7</b>
<b>LPDC Calendar</b> .....	<b>8</b>
<b>Four-Tiered Teacher Licensure Structure</b> .....	<b>9</b>
<b>Verification Form: Consistently High Performing Teachers</b> .....	<b>10</b>
<b>Licensure and Reimbursement Procedures</b> .....	<b>11-12</b>
<b>Public School Works: Conversion Chart</b> .....	<b>13</b>
<b>Conversion Chart</b> .....	<b>14</b>
<b>Entering/Exiting the PDY LPDC</b> .....	<b>15</b>
<b>PDY Standards: CEU Options Chart</b> .....	<b>16</b>
• Professional Courses / Workshops / Conferences, Etc. ....	17-18
• Committee Work .....	18-19
• Independent Activity / Projects .....	19-23
<b>Step-by-Step Instructions</b> .....	<b>24</b>
• Step-by-Step Instructions: Filling Out the IPDP .....	25-28
• Step-by-Step Instructions: Getting Course and CEU Credit .....	29-33
• Step-by-Step Instructions: Applying for Renewal of License .....	34-39
• Step-by-Step Instructions: Archiving the IPDP .....	40-41
<b>Forms for Use</b> .....	<b>42</b>
• PDY LPDC Professional Development Checklist .....	43
• Local Professional Growth Activity Proposal/Verification Form ( <i>when CEU certificate not issued</i> ).....	44
• CEU Record Sheet .....	45
• PDY LPDC Verification Form for Licensure Renewal .....	46
• PDY LPDC Formal Written Appeals Process Form .....	47
• Approval Verification Form for Educators/Administrators Leaving the PDY LPDC .....	48
<b>Educator Licensure Background Checks: Requirements, FAQ's, and Webcheck Locations</b> .....	<b>49</b>
• Rapback, Educator Licensure Background Check Requirements, and FAQ's .....	50-51
• Webcheck Locations .....	52-54
<b>Ohio Revised Codes and Ohio Administrative Codes</b> .....	<b>55</b>
• Teacher Residency 3301-24-04 .....	56-57
• Licensure 3301-24-05 .....	58-62
• Professional Development 3301-24-06 .....	63
• Professional or Associate License Renewal 3301-24-08 .....	64-65
• Standards and Requirements for Educator Licenses – LPDC 3319.22 .....	66-69

**Pike-Delta-York Local Schools  
Local Professional Development Committee**

**Welcome**

Dear Pike-Delta-York Local School District Staff Members,

As the chairperson of the Pike-Delta-York Local Professional Development Committee (LPDC), I would like to take this time to welcome each of you that participates in the PDY LPDC. Our LPDC executive committee is pleased to present you with this handbook to assist you in renewing your licenses, applying for and/or aligning licenses, and submitting your coursework and/or equivalent CEU-related activities. We are responsible for approving Individualized Professional Development Plans (IPDP's) and determining whether coursework or professional development activities are high quality professional development and meet the requirements of license renewal. Our goal is to make sure that all the members who participate have a meaningful outcome with their renewal process. Thank you for your time, and I hope that we can assist you with all your LPDC needs.

Sincerely,  
Stefanie Hoffman  
LPDC Chairperson 2020-2021

**LPDC Mission Statement  
for the  
Pike-Delta-York Local School District**

Pike-Delta-York Local School District's LPDC will promote family, community, and business involvement to help create a positive and respectful learning environment with the focus on each student as an individual.

We will honor the dignity and value of all children while recognizing individual differences.

We, as educators and administrators, will listen to, accept, and respond to individual needs in a caring manner and encourage students to excel.

As educators and administrators, we will promote an environment of continuous improvement and innovation for all children. We acknowledge that family involvement is a crucial ingredient to a child's development, education, and future.

We will act as ethical and responsible educators and administrators for the integrity and pursuit of the highest level of excellence. As professional educators and administrators, we will strive for our own personal knowledge and professional development.

**Pike-Delta-York Local Schools  
Bylaws for the  
Local Professional Development Committee**

1. The LPDC will be at the district level.

**2. Executive Team Composition:** The LPDC executive team will consist of at least three (3) teachers and two (2) administrators, for a minimum total of five (5) members. The teacher alternates are encouraged to attend all meetings as well. During decisions on administrative licensure, at the administrator's request, only one (1) teacher will be represented on that vote. In order for a meeting to occur, there must be a quorum of three (3) LPDC members.

**3. Selection of Teachers for Executive Team:** The Pike-Delta-York Education Association (PDYEA) will elect six (6) teachers, including alternates, to the LPDC executive team. At least one (1) teacher will represent Delta Elementary, at least one (1) will represent Delta Middle, and at least one (1) will represent Delta High School. Representation for specialists within these buildings is encouraged.

**4. Selection of Administration for Executive Team:** The superintendent and all building principals may serve on the executive team. The superintendent will designate the two (2) administrative personnel to serve on the LPDC and their alternates.

**5. Terms and Vacancies for Teachers on Executive Team:** The LPDC executive team members will serve for a three (3) year term provided they remain employed by the PDY Board of Education. The member at each level with the next highest number of votes will become the alternate and take the place of a member who cannot complete his/her term. Vacancies will be filled during the annual spring election. If a current LPDC member takes a leave of absence during his/her term, the alternate member will serve during the leave.

**6. Selection of LPDC Chairperson:** The LPDC executive team will select a chairperson annually (at the June meeting) from the current committee members and alternates to serve for a one-year term. The committee will seek nominations from the members and alternates, and if more than one person is nominated, a ballot vote will be taken. The chairperson will be compensated as per the master agreement.

**7. Vacancies for Administration on Executive Team:** The superintendent will appoint members to fill administrative vacancies.

**8. Calendar of Executive Team Meetings and Compensation:** The LPDC executive team meetings will be scheduled once a month (except for the month of July). The LPDC will provide a yearly schedule by September 1 of each school year. All meetings shall take place outside students' normal instructional hours. Executive team members will be compensated at the rate of \$25.00 per meeting per the master agreement. The LPDC executive team secretary will be compensated for work done outside the regularly scheduled meetings at the current tutor rate, per the master agreement, for a maximum of eight (8) hours per year as long as funds are available.

**9. Adoption of Handbook:** The committee will promulgate bylaws, procedures, and policies to be recommended for adoption by the PDY Board of Education and the PDYEA Executive Committee.

**10. Appeals Process:** The following explains the appeals process and procedures:

a) Prior to a formal appeal, the applicant in disagreement with the LPDC executive team's decision will attend the next regularly scheduled meeting to explain his/her concerns. A written request for inclusion on the meeting agenda will be given to the LPDC Chairperson no later than four (4) days before the scheduled LPDC executive team meeting.

b) The LPDC Chairperson will send a written response to the applicant within five (5) workdays or thirty (30) calendar days (summer review only), whichever comes first.

c) If the above does not resolve the disagreement, the *formal written appeal form* (find in LPDC forms in handbook) will be submitted to the LPDC Chairperson within twenty (20) workdays of the denial. The applicant may request a binding decision rendered by a three (3) person panel chosen as follows: one person will be selected by the applicant from the local LPDC (including alternates), one person will be chosen by the LPDC, and a third person will be designated from the Northwest Ohio Education Service Center LPDC (appointed by the NWOESC's superintendent). Members of this panel must hold a current Ohio Department of Education Certificate/License. All appeals will be reviewed at the next scheduled LPDC meeting.

d) Written notification of the appeal decision shall be provided within five (5) work days or thirty (30) calendar days (summer review only), whichever comes first.

**11. Amendments to Bylaws:** Amendments to the bylaws must have a majority recommendation of the LPDC executive team. Amendments must be presented to the PDYEA Executive Committee and the PDY Board of Education for their approval.

**12. Confidentiality/Public Access:** The LPDC Executive team shall keep confidential all content of reviews, evaluations, and discussions of Individual Professional Development Plans (IPDP's) and/or college coursework/equivalent activity proposals. No documents submitted for consideration by the LPDC shall be used as examples without written permission of the party/parties involved. Adhering to ORC 121.22, The Ohio Sunshine Law will be observed as to public access of the records, and the area media will be notified of the meetings, dates, and locations.

**13. Evaluation Process:** Evaluation of IPDP's or college coursework/equivalent activity proposals shall be evaluated by majority vote based on the district's LPDC standards for continuing education unit options. Staff, part of the LPDC, will receive an immediate notification (via email) of any/all reviewed IPDP's and/or college coursework/equivalent activity proposals. No paper certificates will be issued; all confirmation will be found on KIOSK.

**14. Meeting Minutes:** Minutes will be kept at each meeting with electronic reports provided to the entire staff, to the PDY Board of Education, and the PDYEA Executive Committee. A copy of the minutes will be filed at the Board Office for future LPDC reference.

# LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE

## PDY EXECUTIVE TEAM MEMBERSHIP LIST 2020-2021

### COMMITTEE MEMBERS

---

*Stefanie Hoffman- **Chairperson***

Special Ed. Teacher  
Delta Middle School  
MS Representative  
Term – 3-year **(20-23)**  
[shoffman@pdys.org](mailto:shoffman@pdys.org)

*MaryKathryn Currier-Ford - **Secretary***

English Teacher  
Delta High School  
HS Representative  
Term – 3-year **(18-21)**  
[mcurrier-ford@pdys.org](mailto:mcurrier-ford@pdys.org)

*Beth Juby*

English Teacher  
Delta Middle School  
MS Representative  
Term - 3-year **(18-21)**  
[bjuby@pdys.org](mailto:bjuby@pdys.org)

*Jessica Ford – **Vice-Chairperson***

Elementary Teacher  
Delta Elementary School  
Elementary Representative  
Term - 3-year **(19-22)**  
[jford@pdys.org](mailto:jford@pdys.org)

*Jennifer Bollinger*

Music Teacher  
Delta Elementary School  
Elementary Representative  
Term – 3-year **(20-23)**  
[jbollinger@pdys.org](mailto:jbollinger@pdys.org)

*Jill Anderson*

Elementary Teacher  
Delta Elementary School  
Elementary Representative  
Term - 3-year **(19-22)**  
[janderson@pdys.org](mailto:janderson@pdys.org)

---

*Peter Nafziger*

Principal  
Delta Middle School  
Administration Representative  
Term-unlimited  
[pnafziger@pdys.org](mailto:pnafziger@pdys.org)

*Doug Ford*

Principal  
Delta High School  
Administration Representative  
Term-unlimited  
[dford@pdys.org](mailto:dford@pdys.org)

*Ellen Bernal*

Principal  
Delta Elementary School  
Administration Representative  
Term-unlimited  
[ebernal@pdys.org](mailto:ebernal@pdys.org)

*Ted Haselman*

Superintendent  
Board Office  
Administration Representative  
Term-unlimited  
[thaselman@pdys.org](mailto:thaselman@pdys.org)

# LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE

## *PDY EXECUTIVE TEAM MEETING CALENDAR 2020-2021*

The 2020-2021 LPDC meetings will be held on the following dates at the PDY Board of Education Office. The representatives for each building are listed below if you have any questions or concerns. Please submit all forms online via KIOSK before each meeting to be considered for pre- and/or final approval.

<b>August 12, 2020</b>	<b>10:00 AM</b>
<b>September 9, 2020</b>	<b>3:30 PM</b>
<b>October 7, 2020</b>	<b>3:30 PM</b>
<b>November 4, 2020</b>	<b>3:30 PM</b>
<b>December 2, 2020</b>	<b>3:30 PM</b>
<b>January 13, 2021</b>	<b>3:30 PM</b>
<b>February 3, 2021</b>	<b>3:30 PM</b>
<b>March 3, 2021</b>	<b>3:30 PM</b>
<b>April 7, 2021</b>	<b>3:30 PM</b>
<b>May 5, 2021</b>	<b>3:30 PM</b>
<b>June 2, 2021</b>	<b>10:00 AM</b>

**Delta Elementary** - Jessica Ford, Jill Anderson, and Jennifer Bollinger

**Delta Middle School** - Beth Juby and Stefanie Hoffman

**Delta High School** - M.K. Currier-Ford

**Administrators** – Ted Haselman, Ellen Bernal, Peter Nafziger, and Doug Ford



### Four-Tiered Teacher Licensure Structure

#### Resident Educator License / Alternative Resident Educator License – 4-Year Renewable/Extendable

Resident Educator License Requirements	Alternative Resident Educator License Requirements
<ul style="list-style-type: none"> <li>• Bachelor’s degree, an approved program of teacher preparation, pass examinations prescribed by State Board of Education, and 12 semester hours of reading coursework for early childhood, middle childhood, intervention specialist and early childhood intervention specialist licenses, <b>OR</b></li> <li>• Bachelor’s degree, GPA of 2.5 or higher, pass an examination in the subject area to be taught, successfully complete the summer training institute operated by Teach For America, and be assigned to teach in Ohio as a participant in the Teach For America program.</li> </ul>	<p><i>Designated Subjects, World Languages &amp; Intervention Specialist</i></p> <ul style="list-style-type: none"> <li>• Bachelor’s degree;</li> <li>• Cumulative GPA of 2.5 or higher;</li> <li>• Content area examination(s); and</li> <li>• Completion of Intensive Pedagogical Training Institute (PTI) or Summer Training Institute.</li> </ul> <p><i>Career-Technical Workforce Development (CTWD)</i></p> <ul style="list-style-type: none"> <li>• Minimum of a high school diploma;</li> <li>• 5 years of full-time work experience in the career field to be taught; and</li> <li>• Completion of a Summer Training Institute.</li> </ul> <p><i>Montessori</i></p> <ul style="list-style-type: none"> <li>• Bachelor’s degree;</li> <li>• Completion of an American Montessori Society affiliated teacher education program; or</li> <li>• Hold a certificate from the Association Montessori Internationale.</li> </ul>

#### Professional Educator License –5-Year Renewable

Requirements
<ul style="list-style-type: none"> <li>• Bachelor’s degree (except CTWD)</li> <li>• Successful completion of the Ohio Resident Educator Program (except CTWD – must teach under alternative CTWD Resident Educator license four years and successfully complete performance based assessment)</li> <li>• Alternative license advance/renewal/extension requires successful completion of all additional requirements for professional license</li> </ul>

#### Senior Professional Educator License - 5-Year Renewable

A + B +C		C
Degree Requirement	Experience	Demonstration of Practice at the Accomplished/Distinguished Level
<ul style="list-style-type: none"> <li>• Master’s degree or higher from an institution of higher education accredited by a regional accrediting organization</li> </ul>	<ul style="list-style-type: none"> <li>• Nine years under a standard teaching license with 120 days of service as defined by Ohio law, of which at least five years are under a professional/permanent license/certificate</li> </ul>	<ul style="list-style-type: none"> <li>• Successful completion of the Master Teacher Portfolio</li> </ul>

#### Lead Professional Educator License - 5-Year Renewable

A + B +C		C
Degree Requirement	Experience	Demonstration of Practice at the Distinguished Level
<ul style="list-style-type: none"> <li>• Master’s degree or higher from an institution of higher education accredited by a regional accrediting organization</li> </ul>	<ul style="list-style-type: none"> <li>• Nine years under a standard teaching license with 120 days of service as defined by Ohio law, of which at least five years are under a professional/permanent license/certificate or a Senior Professional Educator License</li> </ul>	<ul style="list-style-type: none"> <li>• Earn the Teacher Leader Endorsement AND successful completion of the Master Teacher Portfolio, <b>OR</b></li> <li>• Hold active National Board Certification (NBPTS)</li> </ul>

(Professional, Senior and Lead license RENEWAL require 6 semester hours/18 CEUs, as approved by the Local Professional Development Committee of the employing school or district, to be completed after issue date of license being renewed and before September 1 of license expiration year)

## Verification Form for Consistently High Performing Teachers

Teachers who meet the State Board of Education definition of consistently high-performing teacher as outlined below are exempt from the requirement to complete any additional coursework or continuing education units for the next renewal cycle of their professional educator license.

Name:	State ID:
Submission Date:	
Building/Assignment:	
Type of Certificate/License:	
Issue Date:	
Expiration Date:	

### Initial Eligibility Requirements:

**Must meet both of the following criteria:**

- Hold at least a five-year professional teaching license; AND
- Receive 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 during the current licensure cycle; AND

School Year	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
<b>Final Summative Rating</b>					

### Final Eligibility Requirements:

**Must also meet at least one of the following additional criteria for at least three of the last five years during the current licensure cycle:**

- Hold a valid Senior or Lead Professional Educator License;
- Hold a locally recognized teacher leadership role that enhances educational practices by providing professional learning experiences at 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.

### Certification that the eligibility criteria have been met:

Superintendent or Designee Signature \_\_\_\_\_ Date \_\_\_\_\_

## Pike-Delta-York Local Schools

### LPDC LICENSURE AND REIMBURSEMENT PROCEDURES

<i>LPDC-Licensure</i>	<i>Course Reimbursement, Salary Schedule, Contracts</i>
<p>1. Individual Professional Development Plan (IPDP) is to be archived and a new one created in KIOSK as soon as your renewed license is entered in KIOSK by the Board of Education office. IPDP's expire when your license expires. Legally, <b>LPDC cannot approve any activity if an IPDP has not been approved.</b> See <i>Step-by-Step Instructions AND PDY LPDC Professional Development Checklist in LPDC handbook.</i></p>	<p>1. Submit course reimbursement request through the PDY website (found under <b>staff in forms</b>. Be sure to complete and submit prior to taking the course. By contract, requests made after the start date of the course are not eligible for reimbursement. <b>*LPDC has no role in requests for coursework reimbursement.</b> *See the Master Agreement (Article VIII-K.10) for deadlines and restrictions.</p>
<p>2. After your IPDP has been approved, submit requests for coursework/activity approvals in KIOSK. You are not obligated to enter ALL your activities, particularly after you have acquired the 6 semester hour/18 CEU equivalency needed for your next renewal. See <i>Step-by-Step Instructions AND PDY LPDC Professional Development Checklist in LPDC handbook.</i></p>	<p>2. Send proof of completion to the <b>Board of Education office</b> to get reimbursement. Be aware of deadlines.</p> <p><b>*While the LPDC strives to be helpful, it is not responsible to forward grades or transcripts to the treasurer.</b></p>
<p>3. Submit via KIOSK proof of activity completion within <b>90 days of the completion of activities toward CEU's. College Courses for semester credit do not have a 90-day proof of completion requirement; however, the coursework must have been completed during the duration of the existing license.</b> Certificates of attendance or grade sheets are fine. An official transcript is not needed at this time. Missed deadlines may result in no credit approval for CEU's. See <i>Step-by-Step Instructions AND PDY LPDC Professional Development Checklist in LPDC handbook.</i></p>	<p>3. Send requests for a shift in the salary schedule to the Board of Education office. Be aware of deadlines. For a shift to occur, official transcripts, showing completed coursework, must be on file in the Board of Education office by September 15<sup>th</sup> or January 15<sup>th</sup>. See <i>PDY website for the form to be completed.</i></p> <p><b>*LPDC has no role in salary schedule adjustments.</b></p>
<p>4. <b>KNOW WHEN YOUR LICENSE EXPIRES.</b> LPDC sends reminders as a courtesy at the beginning of the year. We are not obligated to send repeated reminders; however, we try to keep members aware of their standings via meeting minutes that are posted in buildings and emailed to members after meetings.</p>	<p>4. Send requests for a continuing contract to the Board of Education office. Be aware of deadlines. Notify the Board of Education in writing on the required form by November 1<sup>st</sup>. See <i>PDY website for the form to be completed.</i></p> <p><b>*LPDC has no role in staff contracts.</b></p>
<p>5. To renew a license, fill out the renewal request via ODE website. You will have to log in under your new OH ID account (formerly your SAFE account). LPDC is notified when a staff member submits a request with ODE. Send to LPDC proof of 6 semester hours, 18 CEU's, or a combination. Proof of CEU's come by printing and submitting to LPDC your activity sheets found on KIOSK. Proof of college work is the <b>official transcript</b> (not grade sheet) and LPDC approval for those courses found and printed from KIOSK and submitted to the LPDC. We can only approve renewals at meetings. <b>There is NO JULY meeting.</b> See <i>PDY LPDC Professional Development Checklist AND PDY LPDC Verification Form for Licensure Renewal found in LPDC handbook.</i></p>	

<p>6. LPDC does NOT have access to transcripts sent to the board office for reimbursement or pay raise purposes. A separate transcript (or a copy of the official one) needs to be sent to LPDC.</p>	
<p>7. Fingerprint information can be found on the ODE website. See appendix pertaining to Educator Licensure Renewal Background Checks in LPDC handbook for further details, FAQs, and Webcheck Locations.</p>	
<p>8. Know that all LPDC meetings are public meetings as required by the Sunshine Law; therefore, LPDC cannot sign anything unless it is at a meeting. Requests for additional meetings outside of our regular meetings are discouraged as it costs the district money.</p>	
<p>9. If you need to talk to an LPDC representative, email him/her with your question. Please, do not interrupt the rep while he/she is teaching. Wait until a more appropriate time.</p> <p><b>An LPDC email address has been created to better address your questions/concerns. It is encouraged that you use that email address.</b></p> <p style="text-align: center;"><b>LPDC@pdys.org</b></p>	

**\*\* See *Step-by-Step Instruction* sheets, *PDY LPDC Professional Development Checklist*, AND *PDY LPDC Verification Form for Licensure Renewal* for further explanations, found elsewhere in the PDY Local Schools LPDC Licensure Participant Handbook...**

## **Public School Works: Conversion Chart**

---

For those of you submitting the Public School Works courses toward renewal purposes, here is a conversion chart for **minutes** to **contact hours** and **CEU's**.

<b>MINUTES</b>	<b>CONTACT HOURS</b>	<b>CEU'S</b>
5 minutes	.08	.008
10 minutes	.17	.017
15 minutes	.25	.025
20 minutes	.33	.033
25 minutes	.42	.042
30 minutes	.50	.05
35 minutes	.58	.058
40 minutes	.67	.067
45 minutes	.75	.075
50 minutes	.83	.083
55 minutes	.92	.092
60 minutes / 1 hour	1.0	0.1

# CONVERSION CHART

Semester Hours	Quarter Hours	CEU's
1/3	0.5	1
2/3	1	2
1	1.5	3
1 1/3	2	4
1 2/3	2.5	5
2	3	6
2 1/3	3.5	7
2 2/3	4	8
3	4.5	9
3 1/3	5	10
3 2/3	5.5	11
4	6	12
4 1/3	6.5	13
4 2/3	7	14
5	7.5	15
5 1/3	8	16
5 2/3	8.5	17
6	9	18
7	10.5	21
8	10	24
9	13.5	27
10	15	30
11	16.5	33
12	18	36
13	19.5	
14	21	
15	22.5	
16	24	
17	25.5	
18	27	
19	28.5	
20	30	
21	31.5	
22	33	
23	34.5	
24	36	
25	37.5	
26	39	
27	40.5	
28	42	
29	43.5	
30	45	

# Entering/Exiting the Pike-Delta-York Local Schools LPDC

## Entering:

Pike-Delta-York Local Schools' LPDC will accept coursework/CEU's granted by LPDC's in other Ohio School Districts. It is the responsibility of the employee to provide valid documentation and verification from the previous LPDC to the Pike-Delta-York Local Schools' LPDC.

## Exiting:

If you are leaving the Pike-Delta-York Local Schools and would like your coursework/CEU's toward renewal to be transferred to another Ohio School District's LPDC, there is a *Pike-Delta-York Local Schools Approval Verification Form for Educators/Administrators Leaving the PDY LPDC* form (see forms in the handbook) to be completed and submitted to the PDY LPDC executive team.

**Pike-Delta-York Local Schools**  
**Approval Verification Form for Educators/Administrators Leaving**  
**the PDY LPDC**

*This form should be completed by the exiting educator and/or administrator who wishes to transfer PDY LPDC information regarding CEU's and semester/quarter hours to another educational institution's LPDC.*

1. Applicant Information:

Name of person requesting transfer \_\_\_\_\_ Date \_\_\_\_\_

Contact Number (if any questions) \_\_\_\_\_

2. Forms and approval verification to be sent to the following:

Name \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, and Zip Code \_\_\_\_\_

3. Number of CEU's obtained during the duration of the current Individual Professional Development Plan:  
*(Please attach verification of these CEU's - paper certificates issued by PDY and/or KIOSK printout.)* \_\_\_\_\_

4. Number of semester hours obtained during the duration of the current Individual Professional Development Plan:  
*(Please attach paper copies of pages one and two of your signed approval/verification forms and/or KIOSK printout.)* \_\_\_\_\_

5. Number of quarter hours obtained during the duration of the current Individual Professional Development Plan:  
*(Please attach paper copies of pages one and two of your signed approval/verification forms and/or KIOSK printout.)* \_\_\_\_\_

The attached Individual Professional Development Plan was approved \_\_\_\_\_ (date). The parties below verify that \_\_\_\_\_ (Name of Applicant) has completed \_\_\_\_\_ (# of CEU's) local continuing education units and \_\_\_\_\_ semester hours toward the completion of this plan. (# of sem. hrs.)

Signature of Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of PDY LPDC Chairperson: \_\_\_\_\_ Date: \_\_\_\_\_

Educators/Administrators requesting exit/transfer information should complete the top portion of the form (#1-5); the PDY LPDC chairperson and superintendent will complete the bottom.

**PDY LPDC STANDARDS:  
CONTINUING EDUCATION UNIT OPTIONS**



# PDY LPDC STANDARDS

## Continuing Education Unit Options

PROFESSIONAL COURSES / WORKSHOPS / CONFERENCES ETC.

OPTION	MAXIMUM CEU'S	CEU VALUE	VERIFICATION	CRITERIA																					
<p><b><u>College Coursework</u></b></p> <p>Courses should reflect the currently approved Individual Professional Development Plan (IPDP) in KIOSK. Approval can be granted for undergraduate as well as graduate-level courses to be used for renewal; however, note that undergraduate courses <u>cannot</u> be used toward movement up on the pay scale.</p>	No Limit	<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr style="background-color: #e0ffe0;"> <th>SEM</th> <th>QTR</th> <th>CEU</th> </tr> </thead> <tbody> <tr><td style="text-align: center;">6</td><td style="text-align: center;">9</td><td style="text-align: center;">18</td></tr> <tr><td style="text-align: center;">5</td><td style="text-align: center;">7.5</td><td style="text-align: center;">15</td></tr> <tr><td style="text-align: center;">4</td><td style="text-align: center;">6</td><td style="text-align: center;">12</td></tr> <tr><td style="text-align: center;">3</td><td style="text-align: center;">4.5</td><td style="text-align: center;">9</td></tr> <tr><td style="text-align: center;">2</td><td style="text-align: center;">3</td><td style="text-align: center;">6</td></tr> <tr><td style="text-align: center;">1</td><td style="text-align: center;">1.5</td><td style="text-align: center;">3</td></tr> </tbody> </table>	SEM	QTR	CEU	6	9	18	5	7.5	15	4	6	12	3	4.5	9	2	3	6	1	1.5	3	<ul style="list-style-type: none"> <li><b>Official Transcripts</b> for renewal <i>OR</i></li> <li>Original <b>grade slips</b> with your name, institution name, title of course, date of course, and grade <i>OR</i></li> <li>Original <b>certificate of completion</b> (<i>indicating documented hours</i>) <i>OR</i></li> <li>Officially signed <b>Proposal/Verification form</b> (<i>only when no CEU certificates offered</i>)</li> </ul>	<ul style="list-style-type: none"> <li>Must be taken through an accredited college or other approved post-secondary educational institution</li> <li>Must be taken for credit with a grade of "C" or better <i>OR</i> a "P" in a pass/fail course</li> <li>Course work must be in education or in a content area directly related to the individual's teaching assignment of working with students</li> </ul>
SEM	QTR	CEU																							
6	9	18																							
5	7.5	15																							
4	6	12																							
3	4.5	9																							
2	3	6																							
1	1.5	3																							
<p><b><u>Professional Conference, Workshop, Clinic, Institute, Academy, Seminar, or Webinar</u></b></p> <p>These choices reflect the currently approved Individual Professional Development Plan (IPDP) in KIOSK. Approval of these offerings shall be contingent upon hours at the task.</p>	No Limit	1 clock hour (excluding time at breaks and meals) = 0.1 CEU	<ul style="list-style-type: none"> <li>Activity <b>Documentation</b> <i>OR</i></li> <li><b>Voucher</b> <i>OR</i></li> <li><b>Certificate of completion</b> (<i>indicating documented hours</i>) <i>OR</i></li> <li>Officially signed <b>Proposal/Verification form</b> (<i>only when no CEU certificates offered</i>)</li> </ul>	Must include only times spent in those portions of the conference's program that contribute to the participant's knowledge, competence, performance, or effectiveness in education																					

<p><b>District In-Service</b> <i>(including PublicSchoolWorks Online Trainings)</i></p>	No Limit	1 clock hour (excluding time at breaks and meals) = 0.1 CEU	<p><b>Signature of Attendance</b> on group attendance sheet</p> <p>OR</p> <p><b>Certificate of Completion</b></p>	The time spent on trainings must match the time indicated on certificate of completion.
---	----------	---	---	---

**COMMITTEE WORK**

OPTION	MAXIMUM CEU'S	CEU VALUE	VERIFICATION	CRITERIA
<p><b>Committee Work</b></p> <p>These groups shall be directly correlated to student achievement and/or implementation of classroom instruction.</p> <ul style="list-style-type: none"> <li>• <b>Curriculum</b></li> <li>• <b>Study Groups</b></li> <li>• <b>District-Led Book Study Groups</b></li> </ul>	<p>3.0 CEU's per renewal cycle</p> <p>3.0 CEU's per renewal cycle</p> <p>10.0 CEU's per renewal cycle</p>	<p>1 clock hour = 0.1 CEU</p> <p>1 clock hour = 0.1 CEU</p> <p>1.0 CEU per book</p>	<p>Activity Documentation</p> <p>Activity Documentation</p> <p>Activity Documentation and/ OR meeting attendance sheets OR meeting minutes with attendance included</p>	<p>Must be service on formal committee organized by local or state educational agency or organization</p> <p>Groups shall be formed to read and respond to educational issues. Must be supported by administration and verified by such.</p> <p>Groups shall be formed to read and respond to educational issues. Must be supported by administration and verified by such.</p>

<ul style="list-style-type: none"> <li>• <b>Professional Committees</b> (including DLT, BLT, IAT, and other PDC as approved by LPDC)</li> </ul>	3.0 CEU's per renewal cycle	1 clock hour = 0.1 CEU	Activity Documentation and/ OR meeting attendance sheets OR meeting minutes with attendance included	Must be service on formal committee organized by local, state, or national educational agency or organizations.
<ul style="list-style-type: none"> <li>• <b>Grant Writing</b></li> </ul>	3.0 CEU's per renewal cycle	1 clock hour = 0.1 CEU	Activity Documentation	CEU's granted <u>not dependent on awarding of grant</u>

**INDEPENDENT ACTIVITY / PROJECTS**

OPTION	MAXIMUM CEU'S	CEU VALUE	VERIFICATION	CRITERIA
<p><b><u>Independent Activity / Projects</u></b></p> <p>These activities shall not be those in which are deemed by the LPDC to be job-embedded or part of the contractual assignment.</p>				
<ul style="list-style-type: none"> <li>• <b><u>Peer Observation or Classroom Visitation</u></b></li> </ul>	3.0 CEU's per renewal cycle	1 clock hour = 0.1 CEU	Activity Documentation	Visitation to examine facilities and/or witness innovative instruction
<ul style="list-style-type: none"> <li>• <b><u>Externship</u></b></li> </ul>	3.0 CEU's per renewal cycle	1 clock hour = 0.1 CEU	Activity Documentation	Visitation to examine facilities and/or witness application of topics in the world of business for the purpose of career-readiness

<ul style="list-style-type: none"> <li>• <b><u>Cooperative Teacher for Student Teacher</u></b></li> <li>• <b><u>Cooperative Teacher for a Methods Student</u></b></li> <li>• <b><u>Mentorship / Internship</u></b> Teacher in 3- or 4-Year Resident Educator Program <i>(\$1000.00 per year per master agreement)</i>  One-Year Mentorship for a teacher new to the district <i>(\$250.00 per year per master agreement OPTION)</i></li> <li>• <b><u>Educational Book Reading</u></b></li> </ul>	<p>Per renewal cycle:</p> <ul style="list-style-type: none"> <li>• 4.0 CEU's for (under) graduate</li> <li>• 1.0 CEU for high school student</li> </ul> <p>2.0 CEU's per renewal cycle</p> <p>7.5 CEU's per renewal cycle</p> <p>2.0 CEU's per renewal cycle <i>(if not accepting pay)</i></p> <p>2.0 CEU per renewal cycle</p>	<ul style="list-style-type: none"> <li>• 2.0 CEU's per (under)graduate student teacher</li> <li>• 0.5 CEU per high school student registered in teaching program</li> </ul> <p>1 CEU per (under)graduate student teacher</p> <p>1.5 CEU's per year</p> <p>1.0 CEU per year <i>(if not accepting pay)</i></p> <p>1.0 CEU per book <i>(includes time reading and writing summary)</i></p>	<p>Activity Documentation</p> <p>Activity Documentation</p> <p>Activity Documentation</p> <p>Activity Documentation</p> <p>Activity Documentation</p> <p>Summary of the book must be submitted for completion in a format that can be disseminated to professional peers</p>	<p>Must be supervisor of an (under)graduate student or high school student practicing in the classroom setting.</p> <p>Must be in a collegial relationship with an undergraduate or graduate student</p> <p>Must be mentoring a certified employee that is part of the Resident Educator Program; <b>CEU's will be issued for orientation meetings and trainings only</b></p> <p>Must be mentoring <b>(without pay)</b> a certified employee that is new to the district</p> <p>Must be a book in the field of education</p>
--	---	---	--	--

<ul style="list-style-type: none"> <li>• <b><u>Educational Journal Article Reading</u></b></li> </ul>	1.0 CEU per renewal cycle	0.2 CEU's per article <i>(includes time reading and writing summary)</i>	Summary of the article must be submitted for completion in a format that can be disseminated to professional peers	Must be an article in the field of education
<ul style="list-style-type: none"> <li>• <b><u>Video/Audio Review</u></b></li> </ul>	1.0 CEU per renewal cycle	0.2 CEU's per review <i>(includes time viewing/listening and writing summary)</i>	Summary of the video/audio must be submitted for completion in a format that can be disseminated to professional peers	Must be a video/audio in the field of education
<ul style="list-style-type: none"> <li>• <b><u>Presentation to Peers</u></b></li> </ul>	1.0 CEU per renewal cycle	0.3 CEU's for each hour of presentation <i>(implies 2-hour preparation)</i>	Agenda of the presentation with date / location / topic indicated	Preparation and presenting for the first time ONLY
<ul style="list-style-type: none"> <li>• <b><u>Publication of Original Work in an Educational Journal</u></b></li> </ul>	3.0 CEU's per renewal cycle	1.0 CEU per published article <i>(implies preparation time)</i>	Copy of the article	Must contribute to the educational profession or add to the body of knowledge in the individual's specific field. Must be commercially published book or journal.
<ul style="list-style-type: none"> <li>• <b><u>Educational Travel</u></b> <i>(does NOT include field trips with students)</i></li> </ul>	2.0 CEU's per renewal cycle	Maximum 1.0 CEU per travel experience	Summary of the travel agenda and explanation of how the experience can be incorporated into an instructional setting in a format that can be disseminated to professional peers	Must enhance individual's work in the profession or contribute to teacher's area of specialization

<ul style="list-style-type: none"> <li>• <b><u>National Board of Professional Teaching Standards Certification</u></b></li> </ul>	<ul style="list-style-type: none"> <li>• 9.0 CEU's per renewal cycle (<i>first time</i>)</li> <li>• 5.5 CEU's per renewal cycle (<i>after first time</i>)</li> </ul>	<ul style="list-style-type: none"> <li>• 4.5 CEU's upon completing work and applying (<i>first time only</i>)</li> <li>• 1.0 CEU upon completing work and applying (<i>successive times</i>) + • 4.5 CEU's upon approval and certificate</li> </ul>	<p>Copy of application</p> <p>Valid copy of the National Certificate</p>	<p>Must be in the subject area of the individual's assignment</p>
<ul style="list-style-type: none"> <li>• <b><u>Professional Vocational Board Certification</u></b></li> </ul>	<p>4.0 CEU's per renewal cycle</p>	<p>4.0 CEU's per evaluation completion</p>	<p>Valid copy of the Vocational Certificate</p>	<p>Must be in the subject area of the individual's assignment</p>
<ul style="list-style-type: none"> <li>• <b><u>Master Teacher</u></b></li> </ul>	<ul style="list-style-type: none"> <li>• 8.0 CEU's per renewal cycle (<i>first time</i>)</li> <li>• 5.0 CEU's per renewal cycle (<i>after first time</i>)</li> </ul>	<ul style="list-style-type: none"> <li>• 4.0 CEU's upon completing work and applying (<i>first time only</i>)</li> <li>• 1.0 CEU upon completing work and applying (<i>successive times</i>) + • 4.0 CEU's upon approval and receipt of certificate</li> </ul>	<p>Valid copy of the Master Teacher Certificate</p>	<p>Must be in the subject area of the individual's assignment</p>

<ul style="list-style-type: none"> <li>• <b><u>Educational Projects</u></b></li> </ul>	<p>1.0 CEU per renewal cycle</p>	<p>1 clock hour = 0.1 CEU</p>	<p>Activity Documentation (possible summary of project in a format that can be disseminated to professional peers)</p>	<p>Projects must have prior approval and final approval after completion and verification by LPDC</p>
<ul style="list-style-type: none"> <li>• <b><u>Teaching a Course Outside the Normal PDY School Day</u></b></li> </ul>	<p>3.0 CEU's per renewal cycle</p>	<p>1 clock hour = 0.1 CEU</p>	<p>Activity Documentation (possible syllabus)</p>	<p>CEU's are granted for course preparation (<i>first time only</i>), NOT for the actual teaching of the course</p>

## **STEP-BY-STEP INSTRUCTIONS**



# STEP-BY-STEP INSTRUCTIONS:

## Filling Out the Individual Professional Development Plan (IPDP)

Make sure your Individual Professional Development Plan (IPDP) is updated and correlates with your existing license. You can verify the status of your IPDP by logging into **KIOSK** through the **PDYS website** under the **Staff links**. IPDP's are good for the duration of your current license and expire on the issue date of your new license. Your licenses (past and present) can be found in your ODE OH|ID account (formerly your SAFE account). Once a new license has been issued by the ODE, you should archive your old IPDP and create a new one that will last for the duration of your new 5-year license.

**No professional development courses/activities can be approved toward license renewal without an updated IPDP on KIOSK. This is state law; course/activity requests cannot be backdated.**

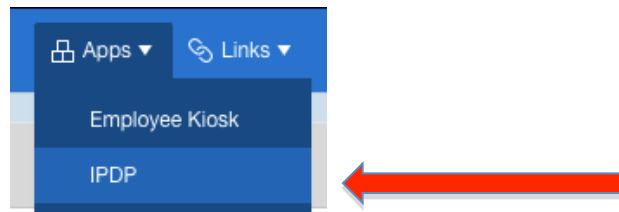
An LPDC approved IPDP can be amended at any time.

### Here's how to create a new IPDP on KIOSK.

1. LOGGING IN – Log into **KIOSK** through the **PDYS website** under the **Staff links**. Once you do, you will see a screen in which the top bar looks like the image below. Click on the dropdown menu arrow next to **Apps** (See red circle below in image).



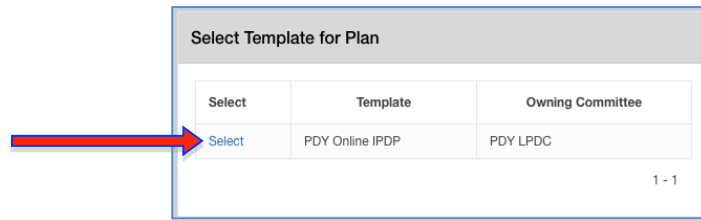
2. DROPDOWN MENU – Select IPDP from the dropdown menu. See image and arrow below...



3. MENU OPTIONS– The page that opens will have boxes in the main window indicating “User Information,” “Positions,” and “Certificates.” On the left-hand side of this page, you will find a blue and black column with a boxed list of menu items that looks like the image below. Click on **Create Plan**, where the arrow indicates.



4. A small window will appear that looks like the image below; click **Select**, where the arrow indicates.



5. GETTING STARTED – The page that will appear starts with a box entitled: **Development Plan – Header**, as seen below.

### Development Plan - Header

Plan Template  
**PDY Online IPDP**

Name Of Plan:

Select Committee   
**PDY LPDC**

Approving Supervisor  
None

Applies to Licenses  
 BG - 5 Year - Professional - License - High School (7-12) - 06/04/2020 - 06/30/2025  
 BG - 5 Year - Professional - License - High School (7-12) - 04/16/2015 - 10/18/2020

Mission:  
Renewal of 5 Year License

Other Mission Desc:

Focus:

a. **Name of Plan:** Enter your first and last name with the span of years for the plan (**Ex:** *MaryKathryn Currier-Ford 2020 - 2025*)

b. **Select Committee:** Keep as *PDY LPDC*

c. **Approving Supervisor:** Keep as NONE. Do NOT select your building principal!

d. **Applies to Licenses:** Checkmark any/all licenses connected to you that will be impacted by this plan.

e. **Mission:** Click on the dropdown menu and select which applies to you. For most, choose Renewal of 5 Year License.

f. **Focus:** Indicate the various courses you currently teach or expect to teach in the near future.

6. GOALS – Scroll down to the next box entitled: **Procedure – Professional Development Plan Goals**, as seen below.

**Procedure - Professional Development Plan Goals**

My Goals Related to Student Learning Needs:

0 of 2000

My Goals in Correlation with the District and/ or Building Goals:

0 of 2000

My Goals Related to My Professional Learning Needs:

0 of 2000

- a. **Student Learning Needs:** These goals should reflect how you want to pursue professional development activities that relate to student learning (in the classroom). These can range from formative assessment to special needs, from differentiated education to classroom management and behavioral issues, from developing higher-level thinking skills to encouraging student initiative and teamwork, etc.
- b. **District and/or Building Goals:** These goals should reflect how you want to pursue professional development activities that correlate with current district/building goals. These can range from formative and summative assessment to data assessment, from current technology issues to curriculum, from State Testing and ACT to resident educator mentoring, etc.
- c. **My Professional Learning Needs:** These goals should reflect how you want to pursue professional development for your individual needs. These can range from taking course work for a new degree in your field to taking course work in administration, from pursuing a Master Teacher Certificate to pursuing a National Board Certificate, etc.

7. MEANS TO ACHIEVE GOALS – Scroll down to the next box entitled: **Development Plan – Focus Areas**, as seen below.

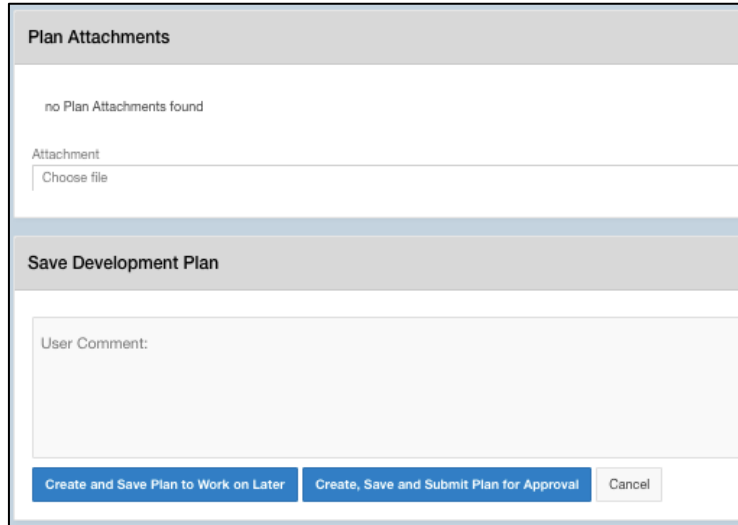
**Development Plan - Focus Areas**

Select	Focus Area
<b>Action Steps for Planning Instruction</b>	
<input checked="" type="checkbox"/>	College Coursework
<input checked="" type="checkbox"/>	Workshops, Conferences, Clinics, Seminars
<input checked="" type="checkbox"/>	Committee Work
<input checked="" type="checkbox"/>	Independent Activity Projects (Attach and Be Specific)
<b>Action Steps for Establishing a Learning Environment for Success</b>	
Select	Focus Area
<input checked="" type="checkbox"/>	College Course Work
<input checked="" type="checkbox"/>	Workshops, Conferences, Clinics, Seminars
<input checked="" type="checkbox"/>	Committee Work
<input checked="" type="checkbox"/>	Independent Activity Projects (Attach and Be specific)
<b>Action Steps for Teaching/ Learning</b>	
Select	Focus Area
<input checked="" type="checkbox"/>	College Course Work
<input checked="" type="checkbox"/>	Workshops, Conferences, Clinics, Seminars
<input checked="" type="checkbox"/>	Committee Work
<input checked="" type="checkbox"/>	Independent Activity Projects (Attach and Be specific)

This boxed in area asks you to identify in what ways you believe you will fulfill the goals established in Step #6 above. Will you do college course work? Workshops, conferences, clinics, and seminars? Committee work? Independent activity projects?

LPDC’s recommendation is that you select ALL four (4) options for all eight (8) Action Steps presented in this section.

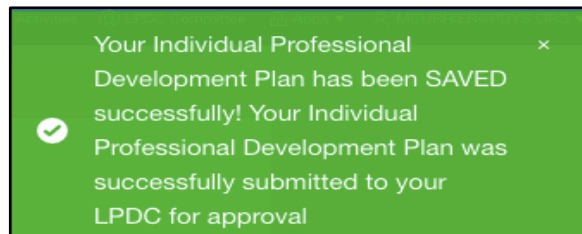
8. CREATING, SAVING, AND SUBMITTING FOR LPDC APPROVAL – Scroll down to the next two boxes entitled: **Plan Attachments** and **Save Development Plan**, as seen below.



The screenshot shows two sections of a web form. The top section is titled "Plan Attachments" and contains the text "no Plan Attachments found". Below this is a label "Attachment" and a "Choose file" button. The bottom section is titled "Save Development Plan" and contains a "User Comment:" label and a large text input area. At the bottom of the form are three buttons: "Create and Save Plan to Work on Later", "Create, Save and Submit Plan for Approval", and "Cancel".

Normally, nothing is attached to the IPDP, so you can skip the **Plan Attachment** box. Comments are not necessary in the **Save Development Plan** box; however, if you went to explain something in more detail, this would be the place. At the bottom of this box, there are three options. If you are done writing up your IPDP, select the **Create, Save, and Submit Plan for Approval** option.

9. APPROVAL PROCESS – After you submit plan for approval, you should see a green box in the upper right-hand corner of your screen that looks like the image below.



Your IPDP will be immediately directed to the LPDC executive team’s page for review. The LPDC will review your IPDP at the next scheduled meeting and either approve or disapprove the statement of goals. If the goal statements are approved, the chairperson will e-sign the IPDP, and it will be redirected back to you via KIOSK as approved. An email notification of this transaction will occur. If the goal statements are disapproved, the IPDP will be redirected back to you via KIOSK as disapproved with suggestions for changes. An email notification of this transaction will occur. You can edit your IPDP and resubmit it until final approval is achieved.

10. A FEW FINAL COMMENTS – Once your IPDP has been approved by the LPDC executive team, you will be able to enter activity requests into KIOSK so as to get credit for coursework and/or CEU activities toward your license renewal. It is highly recommended to print out your approved IPDP to keep a paper record of your plan and goals.

# STEP-BY-STEP INSTRUCTIONS:

## Activity Requests: Getting Course and CEU Credit Toward License (Renewal)

Make sure your Individual Professional Development Plan (IPDP) is updated. IPDP's expire the issue date of each new license. IPDP's are good for the duration of your current license(s) and can be amended at any time.

No professional development courses/activities can be approved toward license renewal without an updated and approved IPDP on **KIOSK**. This is state law; approval of courses/activities cannot be backdated.

For professional leave and/or course work subject for reimbursement, fill out the appropriate online form(s) and submit. Keep in mind, LPDC is **not responsible** for reimbursement; it only monitors and approves courses and/or activities that enable license renewal.

### Creating a coursework/activity request in KIOSK:

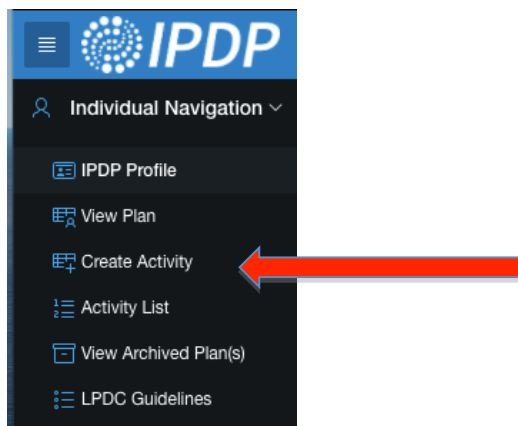
1. LOGGING IN – Log into **KIOSK** through the **PDYS website** under the **Staff links**. Once you do, you will see a screen in which the top bar looks like the image below. Click on the dropdown menu arrow next to **Apps** (See red circle below in image).



2. DROPDOWN MENU – Select IPDP from the dropdown menu. See image and arrow below...



3. MENU OPTIONS– The page that opens will have boxes in the main window indicating “User Information,” “Positions,” and “Certificates.” On the left-hand side of this page, you will find a blue and black column with a boxed list of menu items that looks like the image below. Click on **Create Activity**, as the arrow indicates.



4. ENTERING COURSE/ACTIVITY INFORMATION – The page that will appear contains a beige box entitled: **Create Development Plan**, as seen below.

**Create Development Activity**

*Fields with a red mark on the left top corner are required. Fields with a small question mark button on the right side indicate additional help information is available by clicking on it.*

Activity Name:

Activity Begin Date:  (use MM/DD/YYYY format)

Activity End Date:  (use MM/DD/YYYY format)

Select Plan/Certification:

**MaryKathryn Currier 2015+ Plan -** - **5 Year - Professional - License - High School (7-12) - 04/16/2015 - 06/30/2020- Plan Effective/Approved:04/15/2015**

Verification Method:

Provider:

Approving Supervisor:

Enter one of the following credit hour fields:

Semester Hours:  Quarter Hours:  CEU Credit:  Contact Hours:

NOTE: Contact Hours CANNOT include any part of your lunch hour or any breaks that you may have taken.

## PDY LPDC

Description:

134 of 1000

Activity Focus:

6 of 1000

Comment:

- a. **Activity Name:** Enter the name/title of the course (*include official course # if possible*) or activity or workshop or project
- b. **Activity Begin Date:** Use the calendar icon to select date
- c. **Activity End Date:** Use the calendar icon to select date
- d. **Select Plan/Certification:** Checkmark any/all licenses connected to you that will be impacted by this activity. (*An example has been provided...*)
- e. **Verification Method:** Keep as *LPDC Approval*
- f. **Provider:** Name of university and/or college or institution providing/sponsoring the course/activity

g. **Approving Supervisor:** Keep as *NONE*. Do NOT select your building principal!

h. **Credit Hour Fields:** Enter the accurate number of hours for either semester hours, quarter hours, OR contact hours. Remember, contact hours do NOT include time for lunch or breaks. *CEU's are calculated by multiplying the contact hours by 0.1.*

i. **Description:** Provide a brief summary of the course/activity **and** explanation of how the proposed course/activity will enhance your current teaching/administrative assignment. *(An example has been provided...)*

j. **Activity Focus:** Indicate which (or all) of the three goals provided on your IPDP correlate to this proposed course/activity. *(An example has been provided...)*

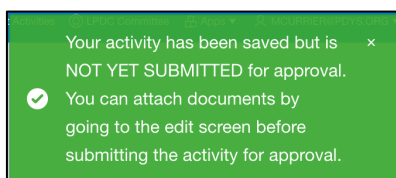
k. **Comments:** Not necessary to complete unless you have clarifications or notes for the LPDC executive team

5. SUBMITTING COURSE/ACTIVITY INFORMATION – Make sure to follow through with the whole process, as indicated below, to ensure proper submission of course/activity request.

a. After entering your course/activity information, click the *Create Activity Request* box in the bottom right corner.



b. After you click the *Create Activity Request* box, a new window will appear with the following image in the upper right-hand side of the screen...



c. If you look at the overall screen, you will see the following at the top. You will see in **green print** that your activity status is NOT SUBMITTED.

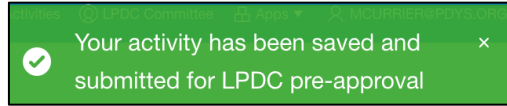


d. Scroll to the bottom of the box on your screen. You should see the following image...



e. If you are submitting for preapproval only at this point, click the *Submit Activity For Pre-Approval* box. If you are submitting for pre-approval AND final approval both (*i.e. you were unable to submit for pre-approval prior to the activity, and you have completed the activity and can provide documentation that the activity is now completed*), click the *Submit Activity for Final Approval* box. **MAKE SURE THAT IF YOU SUBMIT ACTIVITY FOR FINAL APPROVAL, YOU ATTACH PROPER DOCUMENTATION!**

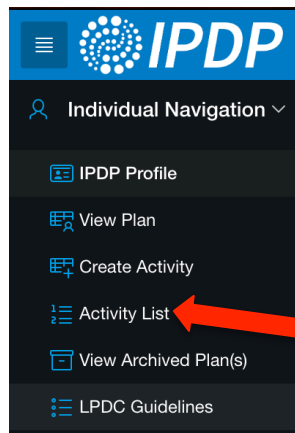
- f. After you click the *Submit Activity* box, a new window will appear with the following image in the upper right-hand side of the screen...



- g. If you look at the overall screen, you will see the following in the middle. You will see in **green print** that your activity status is AWAITING COMMITTEE PRE-APPROVAL.

Activity/License Current Status is: <b>Awaiting Committee Pre-Approval.</b>		
Supervisor Pre-Approval:	Submitted: N/A	Pre-Approved: N/A
Committee Pre-Approval:	Submitted: 02/17/2020	Pre-Approved: N/A
Committee Final Approval:	Submitted: N/A	Approved: N/A

6. APPROVAL PROCESS – Your course/activity request will be immediately directed to the LPDC executive team’s page for review. The LPDC executive team will review your submitted course/activity proposal at the next scheduled meeting.
- If the request is **approved**, the chairperson will e-sign the request, and it will be redirected back to you via KIOSK as approved. An email notification of this transaction will occur.
  - If the request needs **modifications**, it will be redirected back to you via KIOSK as a return requiring corrections. An email notification of this transaction will occur. Often, the LPDC executive team will offer recommendations to guide you with your modifications. Once those are completed, resubmit your course/activity request to the LPDC for approval.
7. COMPLETE COURSE/ACTIVITY AND COLLECT COMPLETION DOCUMENTATION – The following are suggested means of verifying course/activity completion:
- **Transcripts** OR
  - **Grade slips** with your name, institution name, title of course, date of course, and grade OR
  - **Certificate of completion** (*indicating documented hours*) with an official signature OR
  - Officially signed **Proposal/Verification form** (*only when no CEU certificates offered*)
8. RESUBMITTING FOR FINAL VERIFICATION AND APPROVAL– When the approved course/activity is completed, log back into KIOSK and select/view the **Activity List**.





9. To attach documentation (*i.e. certificates of completion or transcripts or grade sheets*), find this *Activity Attachments* box near the bottom of your activity request screen.



Click *Add New Attachment to this Activity* before submitting for final approval. When you do that, make sure that your scanned attachment is in a **jpeg, pdf, or png** format. The LPDC executive committee cannot open html formats (and a few others...) in KIOSK. Again, your course/activity request will be immediately directed to the LPDC executive team's page for final review, and when action has been taken by the LPDC executive team at the next scheduled meeting, an e-mail notification will be sent to you and your course/activity request will be returned to you via KIOSK. Remember, to help ensure approvals, keep to the following deadlines:

- a. For college credit, the LPDC requests that you submit your requests for pre-approval and final approval **as soon as possible**.
- b. For CEU's, you must submit your requests for final approval within **ninety (90) days** of completion of activity. Often, the reason for denials is because a CEU activity request has been submitted after the 90-day deadline.

10. **A FEW FINAL COMMENTS**—The LPDC recommends that you keep paper records of your coursework/activities (along with your IPDP). You may keep track of your CEU's on the provided **CEU RECORD SHEET** (see forms in the handbook). Be advised, you are responsible for tracking your own CEU maximums allowed per renewal cycle. The LPDC members might approve CEU's, but **you are responsible for not going over the maximum/ceiling allowance**. There is no way for the LPDC members to keep track of that particular information for you until the actual time of license renewal, so refer to the **PDY LPDC STANDARDS** in the handbook to avoid a problem at the time of your renewal. A **PDYS LPDC PROFESSIONAL DEVELOPMENT CHECKLIST** has been provided in the handbook (see forms) to provide a one-page, simplified approach and reminder of the necessary steps to follow for not only coursework and activities, but also for IPDP's and license renewal.

# STEP-BY-STEP INSTRUCTIONS:

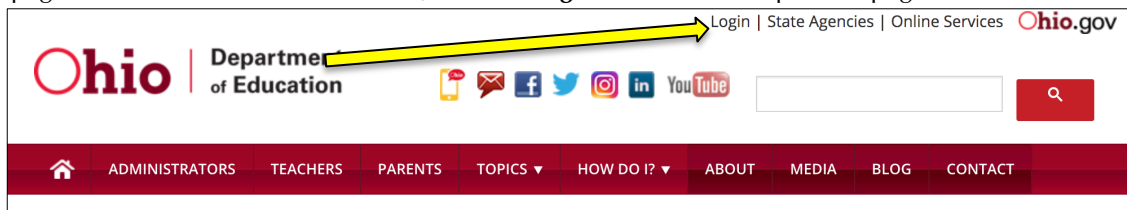
## Applying for Renewal of License

### Complete in the spring of the expiration year (if July expiration date) or in the fall (if December expiration)

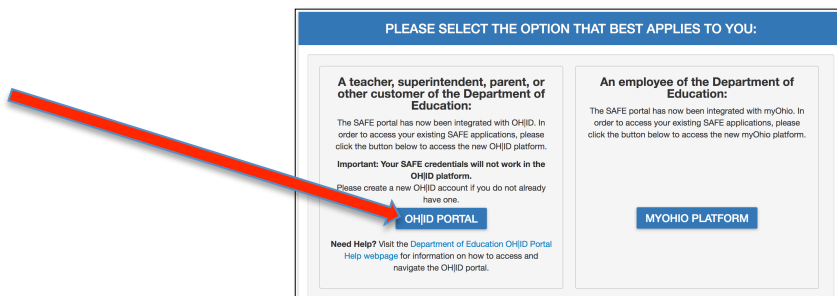
1. Request **official transcript(s)** that correlate(s) with the approved LPDC coursework to be used toward renewal. A **copy** of an official transcript may be used for renewal AS LONG AS the official version is on file with Terrie Freeman in the PDY Board of Education office.
2. Confirm required hours/CEU's on your KIOSK account - **6 semester hours or 18 CEU's or an equivalent combination** for renewal cycle
3. Get fingerprints done (*see list of locations and specific directions in LPDC handbook*)
4. Apply for license renewal by following the steps below.
5. Send to the LPDC Executive team to use as confirmation of your license renewal professional development requirements:
  - Completed and signed copy of the **PDY LPDC Verification Form for Licensure Renewal** (*page 46 in LPDC handbook*)
  - Printed copies of the **Activity Credit Requests** (previously granted final LPDC approval) that correlate with the approved LPDC coursework/CEU's being used toward renewal. Find these in KIOSK.
  - Official transcript (or a copy of an official one). LPDC cannot access your files at the Board of Education office, so you will have to supply this directly to us.
6. Archive your IPDP and create a new one for the next renewal cycle (Do this soon after your new license is made available to you by ODE.)

### Applying for license renewal via ODE Online Application Process:

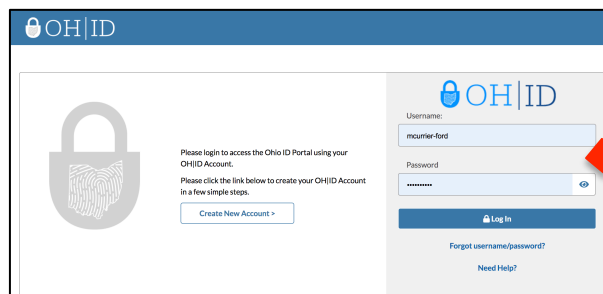
1. LOGGING IN – *It is recommended that you NOT USE Safari for renewal. It does not support some of the steps the ODE has in the renewal process and may cause annoying glitches...* Go to the **Ohio Department of Education** homepage. As the arrow below indicates, find the **Login** link near the top of the page and click on it.



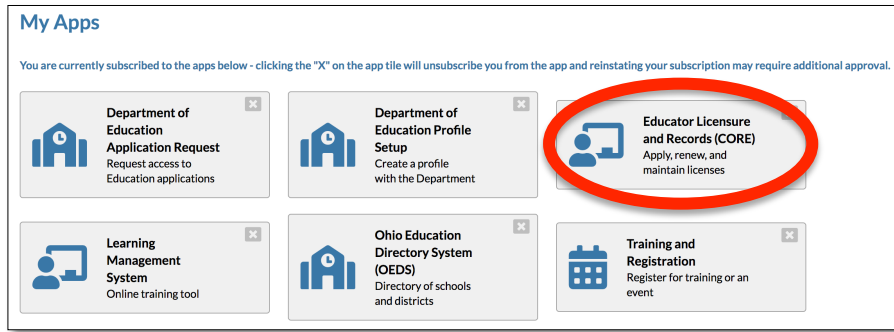
You will be directed to the sign-in page for your OH/ID Portal account. Click on the blue box. (See below...)



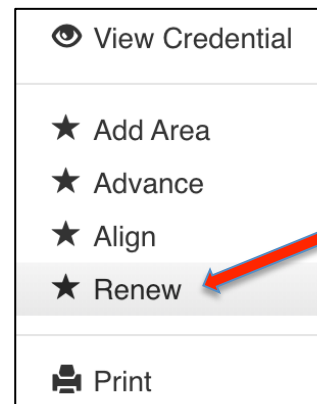
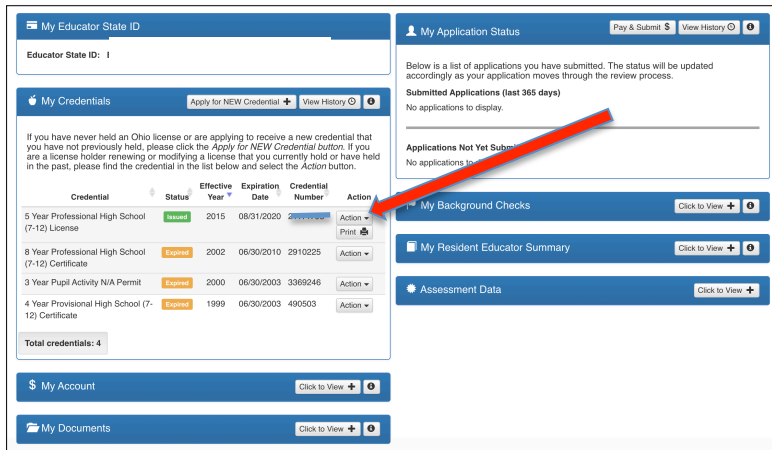
Please enter your **Username and Password** in the arrow-indicated locations below.



2. MENU OPTIONS – The page or dashboard that opens will have several boxes in the main window. You may peruse any of the options, but to renew, click on the **Educator Licensure and Records (CORE)** box found on the right-hand side of this page.

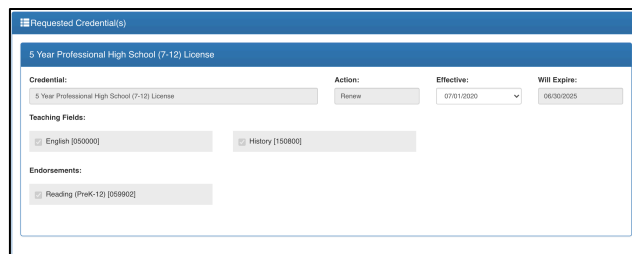
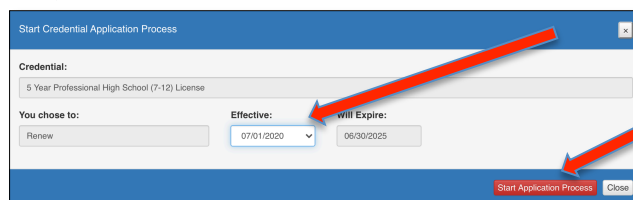


3. REVIEWING YOUR CREDENTIALS AND SELECTING ACTION – The page that will appear contains a listing of your various issued licenses (current and expired) on the left-hand side. Locate the license you desire to renew. To the right of that listed license, you will see a pop-up menu indicating **Action**. (See left-side image below.) Click here. In the options that appear, select **Renew**. (See right-side image below.)



4. RENEW APPLICATION REQUEST: STEP ONE –

- a. You will be asked to **select the year** you desire to have your license begin. (See top box below.)
- b. Then select the red box: **Start Application Process**. (See top box below.)
- c. **Review** your Teaching Fields for the Application. (See bottom box below.)



5. ELIGIBILITY, BACKGROUND CHECKS, AND SIGNATURES: STEP 2 – In this section, you will have to answer **yes/no** questions or review information pertaining to the following:

- **Residency**

Ohio Resident

Have you lived continuously in Ohio for the past five years?

- **Military Service**

Military Service

Would you like to apply for a military fee waiver?  
If you answer yes, you must provide documentation of your status as a current member or a veteran of the U.S. Armed Forces, the National Guard or Reserves, or the Ohio Military Reserve or Ohio Naval Militia (under the Ohio Adjutant General); or as a spouse of an active duty member.  
Note: For more information, please click [here](#).

- **Criminal History and Prior Licensure Discipline**

Criminal History and Prior Licensure Discipline

**ATTENTION: You are required to disclose the information requested in the following questions regardless of how much time has passed since the incident occurred or whether you have previously disclosed the offense to the Department. Unsure of how to answer these questions, [click here](#).**

Have you ever been convicted of any criminal offense (except misdemeanor traffic offenses)?

You **MUST** disclose:

- all criminal convictions
- misdemeanors and felonies
- guilty pleas
- convictions based on a plea of no contest or a plea of nolo contendere, including an Alford plea
- felony traffic offenses

---

Are you currently a defendant in a pending criminal court case (except misdemeanor traffic offenses)?

---

Have you ever participated in a criminal diversion program?

You **MUST** disclose:

- all first offender's programs
- all treatment in lieu of conviction programs
- any other diversion program

---

Have you ever had a criminal conviction or guilty plea sealed or expunged (except misdemeanor traffic offenses)?

---

Has disciplinary action ever been taken regarding any professional certificate, license, registration, or permit that you hold or have held in Ohio or any other state or place?

You **MUST** disclose:

- letters of admonishment
- reprimands
- voluntary surrenders
- suspensions
- limitations
- revocations
- denials
- disciplinary settlement agreements
- any other disciplinary actions

- **Renewal Eligibility** – When you select the top option, you will be prompted with a **Required Application Signatures** window that asks for you to find an organization... Click on the blue **Find** box with the magnifying glass.

**Renewal Eligibility**

Please select how you are renewing:

- Renewing through an Ohio Local Professional Development Committee (LPDC). (This is the required method of renewal for most employees of Ohio Schools.)
- Renewing with one or more of the following:
  - College coursework
  - A completed "Ohio Educators Leaving an LPDC" form
  - Out of state teaching experience and professional development
- Renewing with a license issued by one of the following state of Ohio Boards:
  - Ohio Board of Nursing
  - Occupational Therapy, Physical Therapy, Athletic Trainers Board
  - The Ohio Board of Speech-Language Pathology and Audiology Board
  - Counselor, Social Worker and Marriage & Family Therapist Board
  - State Board of Psychology

**Required Application Signatures**

LPDC Signature

Find Reset

Once you select the magnifying glass, a window will appear that looks like the one below. You can either begin to type out **Pike-Delta-York** in the **Organization Name** box OR enter the IRN# 013873. **Pike-Delta-York LPDC** should appear under the search results. Select the **Pike-Delta-York LPDC** option.

**Find Organization**

IRN:  Organization Name:

Find Organization

Show  rows Quick Search:

IRN	Organization Name	County	Action
013873	Pike-Delta-York LPDC	Fulton	<span>Select</span>

Showing 1 to 1 of 1 rows

Reset Close

You will be directed back to the previous set of questions. At the end of the questions, there is a place to certify your signature. Once you do so and all your answers have been entered in previous boxes, select the **Pay and Submit Application** box/option as indicated by the arrow. (If you aren't ready to pay and submit yet, you can choose from the other options...)

**Applicant Signature**

I certify that the answers I have made to all of the questions in this application are true and complete to the best of my knowledge. I understand that if this application is not completed in its entirety, it will not be processed. I understand that I am responsible for the correctness of this application and that if this application contains false information it may be denied under ORC 3319.31. Additionally, I understand that any false statements on this application or attachments may subject me to criminal prosecution and the loss of my license. I also understand that a background check may be required prior to a license being issued.

Yes No

Return to Dashboard Save and Exit (Without Submitting) + Request Additional Credential Pay and Submit Application

6. PAYMENT – Below is a view of the window you will see next. Verify your applications by selecting the green-boxed **Include**. Verify the amount you will be asked to pay. When ready, select **Continue** in the red box.

**Pay and Submit Applications**

**Credential Applications Payment**

You have started the following Credential Applications:

Initiated	Credential(s)	
06/02/2020	5 Year Professional High School (7-12) License / Renew	<b>Include</b> Do Not Include

**Total Amount Due**

This amount reflects the total amount due based on your selection(s) and any positive or negative balances in your account. Please submit the amount shown.

**Total Amount Due:** \$200.00

**Continue** Close

At this time, the Payment window opens. Please read and then select the yellow-boxed **Continue**.

**Payment**

You are navigating to an external site for payment processing. Please do not use your browser's "back" button. Processing may take a few minutes. You will receive an email when your payment is processed.

**Continue** ✓ **Cancel** ✕

A new screen will pop up, allowing you to do another verification and to choose your payment method. **Select your method** from the drop down menu and then click on **next** in the white box.

**Choose Payment Method**

Payment Amount: \$200.00

Payment Method: --SELECT--

**Next**

Payment Method: Payment Entry, Payment Review

You will see this screen (or a similar one based on which method of payment you chose) next. Enter the information need to process your payment. When done, be sure to click on the **Continue** button on the BOTTOM LEFT.

**Ohio Department of Education - Educator Licensure**

**Enter Payment Information**

Please enter your credit card payment and billing information below. All of the fields marked with an asterisk are required.

The following link provides information regarding the [card security code](#).

**Ohio Department of Education - Educator Licensure Payment Summary**

Total: \$200.00

**Payment Information**

\* Credit Card Number:

\* Expiration Months:

\* Card Security Code:

\* Credit Card Type:

\* Expiration Year:

**Billing Information**

First Name:

Last/Business Name:

\* Address Line 1:

\* City:

\* Zip/Postal Code:

Email:

Middle Name:

\* Phone:

Address Line 2:

\* State/Province/Region:

Country:

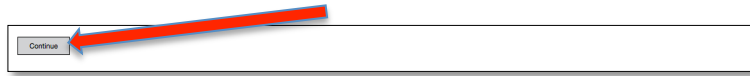
Email Receipt:

**Continue** **Cancel**

In the next window, you will be asked to confirm. Click on the **Confirm** button on the BOTTOM LEFT.



Next, you will see a window in which you will be prompted to print your receipt. Then hit **Continue** on the BOTTOM LEFT.



You should be done with the application at this point. A window like the one below should appear that indicates, in yellow, that your application has been submitted and is ON HOLD. Your application will remain on hold until the ODE reviews the application and verifies your background check. Additionally, the LPDC chairperson will review the transcript and activity pages you submit to the LPDC. You will receive a notification from LPDC and an email from the ODE when your license has been approved. *If you want to see the status of your background checks, you can **Click to View** at any time.*

A screenshot of the 'My Educator State ID' dashboard. The page is divided into several sections. On the left, there is a sidebar with 'My Credentials' and 'My Account'. The main content area is titled 'My Application Status' and shows a table of submitted applications. One application is listed with a status of 'On Hold'. Below the table, there are sections for 'Total applications: 1', 'Applications Not Yet Submitted', and 'My Background Checks'. A red arrow points to the 'Click to View' button next to the 'My Background Checks' section. Another red arrow points to the 'On Hold' status in the application table.

SUBMITTED DATE	CREDENTIAL	STATUS	ACTION
06/02/2020	5 Year Professional High School (7-12) License / Renewal	On Hold	View Details

Credential	Status	Effective Year	Expiration Date	Credential Number	Action
5 Year Professional High School (7-12) License	Issued	2015	08/31/2020	21114795	Action
8 Year Professional High School (7-12) Certificate	Expired	2002	06/30/2010	2910225	Action
3 Year Pupil Activity N/A Permit	Expired	2000	06/30/2003	3369246	Action
4 Year Provisional High School (7-12) Certificate	Expired	1999	06/30/2003	490503	Action

**\*\*\*Important Reminder:** Hold times for licensure decreased effective Jan. 3, 2017. The Department now limits hold times for applications to 60 days. Applicants who fail to submit required eligibility documentation within 60 days will receive a message stating the Department is declining their applications. The Department charges a nonrefundable \$25 processing fee to applicants for each application that it declines. PLEASE NOTE that when an e-signer declines or does not sign an application for any reason, the candidate is not charged a processing fee. Applicants may resubmit their applications with the required information.

# STEP-BY-STEP INSTRUCTIONS:

## Archiving the Individual Professional Development Plan (IPDP)

Make sure your Individual Professional Development Plan (IPDP) is updated and correlates with your existing license. You can verify the status of your IPDP by logging into **KIOSK** through the **PDYS website** under the **Staff links**. IPDP's are good for the duration of your current license and expire on the issue date of your new license. Your licenses (past and present) can be found in your ODE OH|ID account (formerly your SAFE account). Once a new license has been issued by the ODE, you should archive your old IPDP and create a new one that will last for the duration of your new 5-year license.

No professional development courses/activities can be approved toward license renewal without an updated IPDP on KIOSK. This is state law; course/activity requests cannot be backdated.

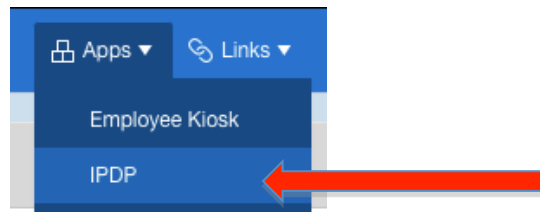
An LPDC approved IPDP can be amended at any time.

### Here's how to archive an IPDP on KIOSK.

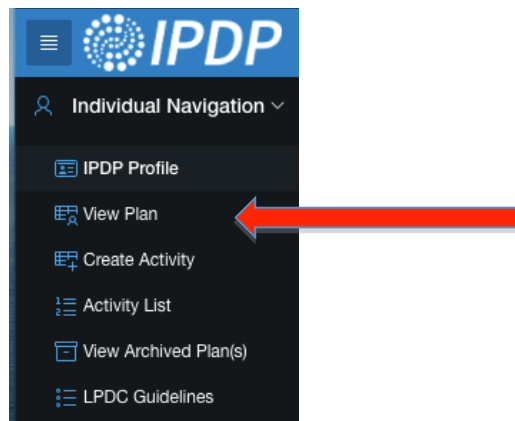
1. LOGGING IN – Log into **KIOSK** through the **PDYS website** under the **Staff links**. Once you do, you will see a screen in which the top bar looks like the image below. Click on the dropdown menu arrow next to **Apps** (See red circle below in image).



2. DROPDOWN MENU – Select IPDP from the dropdown menu. See image and arrow below...



3. MENU OPTIONS– The page that opens will have boxes in the main window indicating “User Information,” “Positions,” and “Certificates.” On the left-hand side of this page, you will find a blue and black column with a boxed list of menu items that looks like the image below. Click on **View Plan**, as the arrow indicates.





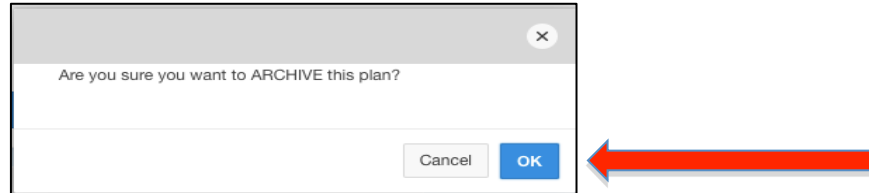
4. VIEW PLAN – The window that opens next has a box heading that looks like the image below.



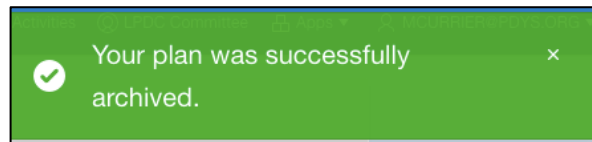
5. ARCHIVE PLAN – Scroll down within this first box until you see the four blue boxes like the image below. Click on **Archive Plan** (See red circle below in image).



6. CONFIRMATION STEP ONE – Once you click **Archive Plan**, you will be prompted to approve this step. Press **OK**.



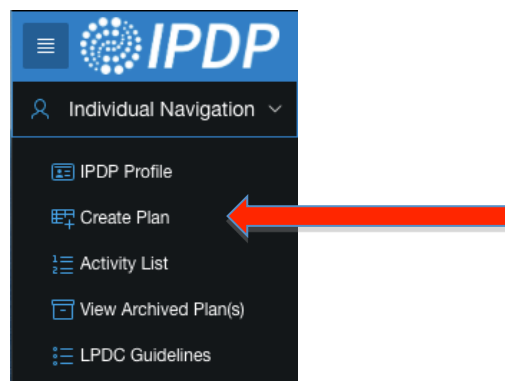
7. CONFIRMATION STEP TWO – Once you click **OK**, you will see a green confirmation box appear in the upper-right hand side of your screen that looks like the following image...



8. HOW TO RETURN TO MENU TO CREATE NEW PLAN – Look to the left-hand side of your screen. If you do not see the option to **Create Plan** in the blue and black column, you may have to click on the drop-down menu next to **Individual Navigation** (as seen below in the image).



Once you do that, you should see the menu items as seen in the image below. Click on **Create Plan** to make your new IPDP. (See pages 25-28 of the LPDC Handbook for these step-by-step instructions.)



## **FORMS FOR USE**

# PDY LPDC Professional Development Checklist

(for your personal use only)

## 1. INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN (IPDP)

*Submit Once in Correlation With Each License Renewal*

- \_\_\_\_\_ **Individual Professional Development Plan (IPDP)** submitted via KIOSK to LPDC Executive Team for approval
- \_\_\_\_\_ **Individual Professional Development Plan (IPDP)** returned/approved by LPDC Executive Team via KIOSK

## 2. COURSEWORK AND/OR CEU'S

*Throughout Duration of Approved Current IPDP*

- \_\_\_\_\_ Submit **Activity Credit Request** via KIOSK for coursework/CEU activity pre-approval
- \_\_\_\_\_ **Activity Credit Request** for pre-approval returned approved by LPDC Executive Team via KIOSK
- \_\_\_\_\_ Complete Coursework/CEU Activity
- \_\_\_\_\_ Collect **documentation of completion** (*certificate of completion, grades, etc.*) for coursework/CEU activity
- \_\_\_\_\_ Resubmit **Activity Credit Request** with attached documentation of completion via KIOSK for coursework/CEU final approval
- \_\_\_\_\_ **Activity Credit Request** for final approval returned approved by LPDC Executive Team via KIOSK
- \_\_\_\_\_ Coursework/CEU Activity Total of **6 semester hours or 18 CEU's or an equivalent combination** for renewal cycle

## 3. LICENSE RENEWAL

*Complete after November, assuming your license expires in the upcoming spring/summer*

- \_\_\_\_\_ Request **official transcript(s)** that correlate(s) with the approved LPDC coursework to be used toward renewal OR supply a COPY of the official transcript on file in the PDY Board of Education office
- \_\_\_\_\_ Confirm required hours/CEU's on your KIOSK account by printing the **activity credits** being used toward renewal
- \_\_\_\_\_ Get fingerprints done. (*It's best to align your background check with license renewal so one doesn't expire before the other.*) See the requirements and list of WebCheck locations elsewhere in the LPDC Handbook.
- \_\_\_\_\_ Send the following items to the LPDC Executive team to use as confirmation of your license renewal professional development requirements
  - \_\_\_\_\_ Completed and signed copy of the **PDY LPDC Verification Form for Licensure Renewal (see forms in LPDC handbook, page 46)**
  - \_\_\_\_\_ Paper OR digital copies of the **Activity Credit Requests** (that have been previously granted final LPDC approval)
  - \_\_\_\_\_ Official transcript (or copy of the official transcript on file in the PDY Bd. of Ed. office)
- \_\_\_\_\_ Apply for license renewal through the CORE link in your OH/ID Account found on the ODE website – **be sure to indicate Pike-Delta-York LPDC** while completing on-line application.

*Hold times for licensure decreased effective Jan. 3, 2017. The Department now limits hold times for applications to 60 days. Applicants who fail to submit required eligibility documentation within 60 days will receive a message stating the Department is declining their applications. The Department charges a nonrefundable \$25 processing fee to applicants for each application that it declines.*

## 4. ARCHIVE IPDP AND RETURN TO STEP #1

*Complete at time of License Renewal*

- \_\_\_\_\_ **Individual Professional Development Plan (IPDP)** archived via KIOSK

# Pike-Delta-York Local Schools Local Professional Growth Activity Proposal/Verification Form

Resubmit this form through KIOSK for LPDC final approval, if a certificate is unavailable to verify your attendance and completion of the proposed activity.

USE THIS FORM ONLY IF CERTIFICATES ARE NOT BEING ISSUED AT YOUR PROFESSIONAL DEVELOPMENT ACTIVITY.

---

## Final Verification Section

Educator/Administrator Name: \_\_\_\_\_

Conference or Workshop Name: \_\_\_\_\_

Date(s) of Activity: \_\_\_\_\_

Actual Contact Hour(s) not including breaks/lunch: \_\_\_\_\_

Location: \_\_\_\_\_

Sponsor of the Event: \_\_\_\_\_

(official signature)

---

*Attach this officially signed form to your coursework/activity request via KIOSK **within 90 days of completing the activity** when submitting for final LPDC approval.*

\_\_\_\_\_  
Signature of Presenter/Facilitator (if no certificate issued)

\_\_\_\_\_  
Date(s)

\_\_\_\_\_  
Actual Clock Hours



## PDY LPDC VERIFICATION FORM FOR LICENSURE RENEWAL

Submit this form with licensure renewal documentation to the LPDC at time of license renewal.

Name of LPDC: Pike-Delta-York Local Schools

Name of applicant: \_\_\_\_\_  
(print your name here)

	Enter dates, hours, and locations in this column
<p><b>First</b> – Enter issue date from the license to be renewed or aligned. The issue date is located in the upper right of the license. You can access your license via the Core link in your OH/ID Account found on the ODE website.</p>	____/____/____
<p><b>Step One</b> – Enter total number of semester hours taken since issue date of the license to be renewed or aligned. <b>Provide the following (attached to this form)</b></p> <ul style="list-style-type: none"> <li>official transcript (<i>or copy of official transcript</i>) to reflect those hours</li> <li>course activity requests (indicating final LPDC approval) printed from Kiosk</li> </ul>	_____ sem. hrs.
<p><b>Step Two</b> – Enter total number of quarter hours taken since issue date of the license to be renewed or aligned. <b>Provide the following (attached to this form)</b></p> <ul style="list-style-type: none"> <li>official transcript (<i>or copy of official transcript</i>) to reflect those hours</li> <li>course activity requests (indicating final LPDC approval) printed from Kiosk</li> </ul>	_____ qtr. hrs.
<p><b>Step Three</b> – Enter total number of CEU’s granted since issue date of the license to be renewed or aligned. <b>Provide the following (attached to this form)</b></p> <ul style="list-style-type: none"> <li>CEU activity requests (indicating final LPDC approval) printed from Kiosk</li> </ul>	_____ CEU’s
<p><b>Step Four</b> – Enter date and location of most recent fingerprints for the purpose of your renewal. Be aware that you must maintain up-to-date fingerprints for the duration of your license. <b>It is your professional responsibility to verify that your fingerprints are current.</b></p>	____/____/____  Location: _____

1 semester hour = 1.5 quarter hour = 3 CEU’s

\*\*\* See handbook for full conversion chart\*\*\*

6 semester hours OR 18 CEU’s OR an equivalent combination required for renewal

### OFFICIAL SIGNATURES

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of PDY LPDC Chairperson:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*(These signatures verify that the information stated on this form is correct and that the named educator/applicant is an employee of Pike-Delta-York Local Schools, the district this LPDC serves.)*

# Pike-Delta-York Local Schools

## LPDC Formal Written Appeals Process Form

*(See Pike-Delta-York Local Schools Bylaws for the LPDC to follow proper steps for the entire appeals process.)*

---

A written appeal form will be submitted to the LPDC chairperson within **twenty (20) days** of denial to the applicant's verbal appeal presented to the LPDC. All written appeals will be reviewed at the next LPDC meeting. Written notification of the appeal decision will be provided within **five (5) workdays** or **thirty (30) summer calendar days**.

The applicant will request through the appeal process a written binding decision rendered by a three (3) person panel chosen as follows: one person selected by the applicant from the PDY LPDC (includes alternates), one person chosen by and from the PDY LPDC, and a third person designated from the NWOESC LPDC (appointed by the NWOESC superintendent). Members of this panel must hold a current Ohio Department of Education Certificate or License.

\_\_\_\_\_  
**Name of person requesting appeal**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Home/Cell Phone Number**

Appellant's selected member from the PDY LPDC (including alternates):

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Building**

\_\_\_\_\_  
**Home/Cell Phone Number**

Please give a brief explanation for why this activity should be considered for approval:

\_\_\_\_\_ Approved

\_\_\_\_\_ Not Approved

Date: \_\_\_\_\_

Signature of Appellant's Selected PDY LPDC Member: \_\_\_\_\_

Signature of PDY LPDC Member: \_\_\_\_\_

Signature of NWOESC Member: \_\_\_\_\_

Signature of PDY LPDC Chairperson: \_\_\_\_\_

# Pike-Delta-York Local Schools

## Approval Verification Form for Educators/Administrators Leaving the PDY LPDC

*The exiting educator and/or administrator who wishes to transfer PDY LPDC information regarding CEU's and semester/quarter hours to another educational institution's LPDC should complete this form.*

**1. Applicant Information:**

\_\_\_\_\_  
**Name of person requesting transfer** \_\_\_\_\_ **Date**

\_\_\_\_\_  
**Contact Number (if any questions)**

**2. Forms and approval verification to be sent to the following:**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Street Address**

\_\_\_\_\_  
**City, State, and Zip Code**

**3. Number of CEU's obtained during the duration of the current Individual Professional Development Plan:**  
*(Please attach verification of these CEU's – KIOSK printout.)* \_\_\_\_\_

**4. Number of semester hours obtained during the duration of the current Individual Professional Development Plan:**  
*(Please attach verification of these hours - KIOSK printout.)* \_\_\_\_\_

**5. Number of quarter hours obtained during the duration of the current Individual Professional Development Plan:**  
*(Please attach verification of these hours - KIOSK printout.)* \_\_\_\_\_

The attached Individual Professional Development Plan was approved \_\_\_\_\_. The  
*(date)*  
parties below verify that \_\_\_\_\_ has completed \_\_\_\_\_  
*(Name of Applicant)* *(# of CEU's)*  
local continuing education units and \_\_\_\_\_ semester hours toward the completion of this plan.  
*(# of sem. hrs.)*

Signature of Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of PDY LPDC Chairperson: \_\_\_\_\_ Date: \_\_\_\_\_



**EDUCATOR LICENSURE BACKGROUND CHECKS:  
REQUIREMENTS, FAQ'S, AND WEBCHECK LOCATIONS**

---

## Rapback, Educator Licensure Background Check Requirements, and FAQs

*updated by the ODE*

4/23/2019

---

### **WHAT IS THE RAPBACK PROGRAM?**

The Rapback program began in 2007 with the passage of Ohio Senate Bill 97. The intent of the program is to protect Ohioans by providing additional safeguards against allowing convicted criminals to remain in positions of trust (e.g., school teachers, foster parents).

For enrolled individuals, the Ohio Attorney General's Bureau of Criminal Investigation stores fingerprints captured as part of the employment screening process in a separate retained applicant fingerprint database. These prints are searched against all new criminal prints and prints submitted to BCI as part of a court disposition process. When a match is found, BCI provides rap sheet information back ("rap-back") to the Department.

From Rapback, the Department provides notifications about criminal arrests or convictions of licensed educators and pupil transportation drivers to the school districts where they are employed. The Department also determines whether the arrest or conviction affects the educator's licensure status.

### **REQUIREMENTS**

Ohio law requires that all individuals must have a **baseline Ohio Bureau of Criminal Investigation (BCI) and FBI criminal background check** at the time they apply for their first Ohio educator license, certificate or permit, and those BCI and FBI background checks must be no older than one year (365 days) at the time they are used for initial licensure.

If an individual then resides continuously in Ohio, he or she does not need to update the BCI background check, but **must obtain an updated FBI check once every five years**.

If an individual lives outside Ohio at any time during the five years after obtaining a BCI check, then both background checks will need to be updated.

This applies to all individuals holding a state of Ohio educator license, certificate or permit, including a non-tax certificate (no expiration date), a permanent certificate (no expiration date) and an eight-year professional certificate.

It is the responsibility of educators holding ODE licenses, certificates or permits, as well as their employers, to ensure that the law is followed with regard to obtaining required updated background checks within the five year timeframe prescribed by law, even if the expiration of a background check does not always coincide with the expiration of the license.

**SOME FAQ'S** - for more questions: <http://education.ohio.gov/Topics/Teaching/Licensure/Additional-Information/Background-Check-FAQs#FAQ3493>

#### **Who can I contact regarding the status of my background checks?**

You may contact BCI at 877-224-0043 or P.O. Box 365; London, OH 43140. You also may log into your OH/ID account and view your background check information from your Dashboard. If you cannot find the information you need on your Dashboard, you may call the Office of Educator Licensure at 1-877-644-6338 (toll free) or (614) 466-3593 for assistance.

#### **Where can I go to complete the BCI and FBI background check requirement?**

It is recommended that you first check with your local school district, then neighboring school districts or your region's Educational Service Center. If none of these are able to electronically complete both background checks for you, then check with your local law enforcement agencies or use the Ohio Attorney General's website to find a convenient location. The URL for this website is: [www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck/Webcheck-Community-Listing](http://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck/Webcheck-Community-Listing)

**How do I have the background checks done?**

ODE requests that both background checks (BCI and FBI) be completed electronically through WebCheck so the fingerprints will be sent immediately to BCI.

PLEASE NOTE: Effective June 1, 2008, everyone in Ohio must use WebCheck unless:

1. The individual lives 75 miles away from the nearest WebCheck facility; or
2. The individual has a history of 'bad quality prints' that cannot be captured on a WebCheck screen.

**Where do I send the results of the background check?**

Licensed educators and applicants for ODE licenses, certificates and permits, need to have the results sent to the Ohio Department of Education. Please tell the agency you use to send the results to ODE.

You should also ask to have them mailed to the PDY Local School District's Board of Education office.

**What FBI reason code do I use for WebCheck?**

The FBI reason code for *School Employees - Licensure with Ohio Department of Education* is **3319 291**.

**How long does it take for ODE to receive my background checks results?**

The Department typically receives clear WebCheck results within a few days. However, BCI processing time varies. Additionally, the process may take several weeks if the Bureau finds a record in the criminal background check.

**How do I look up when my background checks expire?**

You may log into your OH/ID account and view your background check information from your Dashboard (under My Background Checks).

**Can I send the Department a paper copy or upload a copy of my background checks to my account?**

The Department must use the background checks reported electronically by BCI. Please do not send paper copies to the Department, and do not upload copies of your background checks to your account.

# Webcheck® Locations (Fingerprints/Background Checks)

*This list is current as of July 2020 per the Ohio Attorney General website.*

## Fulton County

Company Information	Hours
Northwest State Community College (BCI & FBI) Police Department 22600 St. Rte. 34 Archbold OH 43502 (419) 267-5511	Mon - Thurs 8 a.m. - 6 p.m., Fri 8 a.m. - 3 p.m.
Northwest Ohio ESC (BCI & FBI) 205 Nolan Parkway Archbold OH 43502 (567) 444-4800	BCI \$30, FBI \$35 Tue, Wed, and Thur 12:00pm - 4:00pm
Swanton Health Care & Retirement Ctr (BCI & FBI) 214 South Munson Road Swanton OH 43558 (419) 825-1145	Mon - Fri 9:00 am - 3:00 pm Call before coming in By Appt Only ADA Accessible
Fulton Co. Sheriff's Office (BCI & FBI) 129 Courthouse Plaza Wausean OH 43567 (419) 335-4010	By appointment only

## Lucas County

Reliable Drug & Alcohol Test (BCI&FBI) (Affiliated with the Pre Check Company) 7135 W. Sylvania Ave. Building 2 Sylvania OH 43560 (419) 517-1027	Mon, Wed, Fri 9:00am - 5:00pm Tues-10:00am-6:00pm, Thurs-1:00-7:00pm Will do Ink-Rolling,ADA Accessible Saturday By Appointment Only
In Up Out, LLC (BCI & FBI) Touching Hearts, Changing Lives 5151 Monroe Street Suite 101 Toledo OH 43623 (419) 345-4269	Monday - Friday 10:00am to 4:00pm All other days/hours by appointment ADA Accessible, Mobile Service Available
Harbor Inc. (BCI & FBI) 6629 W. Central Ave. Toledo OH 43617 (567) 455-5354	Monday-Friday 8am to 4:30pm By Appointment Only ADA Accessible
Marketplace West License Agency (BCI & FBI) 3606 W. Sylvania Ave. #15 Toledo OH 43623 419.720.6900	Mon. 8am - 6:30pm; Tues. - Fri. 8am -5pm Sat. 8am- 12pm ADA Accessible BCI \$32 - FBI \$34 - Both \$61
Oregon License Bureau (BCI & FBI) 3018 Navarre Avenue Oregon OH 43616 419.698.4100	Monday & Friday 8:00am to 5:30pm Tues, Wed, Thurs 8:00am to 5:00pm Saturday 8:00am-12:00pm

FastFingerprints (BCI & FBI) Inside Hondros College www.fastfingerprints.com 6456 Weatherfield Ct. Bldg C Suite 1 Maumee OH 43537 (877) 932-2435	Monday-Friday 8:00am to 4:30pm Saturday 8:00am to 12:00pm ADA Accessible, Walk-ins Welcome
SAR Enterprises Inc (BCI & FBI) 2631 W Central Ave Toledo OH 43606 419-472-8181	Monday-Friday 8:30am to 5pm By Appointment Only ADA Accessible
Lucas County Sheriff Office (BCI & FBI) 1622 Spielbusch Avenue Toledo OH 43604 419.213.4975	Mon. - Fri. 8:30 a.m. - 3:30 p.m.
Sylvania Police Division (BCI & FBI) 6635 Maplewood Avenue Sylvania OH 43560 (419) 885-8902	24/7/365 FOR SYLVANIA RESIDENTS OR BUSINESS ONLY
Toledo Dep Reg License Bureau (BCI & FBI) 1600 Madison Avenue Toledo OH 43624 (419) 255-8247	8:00 am -5:30 pm-Mon., Tues-Fri 8:00 am - 5:00 pm 8:00-12:00 Saturday BCI - \$32, FBI - \$34, Both - \$61, ADA Accessible
Sylvania Dep Reg License Bureau (BCI & FBI) 4900 North McCord Road Sylvania OH 43560 (419) 885-0201	8:00-6:30 Monday 8:00-5:00 T-W-TH-F 8:00-12:00 Saturday BCI - \$33, FBI - \$36, Both - \$63, ADA Accessible
A Renewed Mind (BCI & FBI) 1776 Tremainsville Rd. Toledo OH 43613 (419) 214-0606	Monday-Thursday 8:00am to 3:45pm Friday 8:00am to 3:00pm
Area Agency on Aging (BCI & FBI) 2155 Arlington Avenue Toledo OH (419) 382-0624	Mon. - Fri. 9:00 a.m. - 3:30 p.m. By appointment only
Heatherdowns License Agency (BCI & FBI) 4460 Heatherdowns Blvd Toledo OH 43614 (419)381-1109	BCI \$40, FBI \$40, BOTH \$75 Monday-Friday 8am to 5pm Saturday 8am to 2pm
care4you2, LLC (BCI & FBI) 5550 W. Central Ave. Toledo OH 43615 (419) 517-8181	BCI \$35, FBI \$35, Both \$60 10:00am to 3:00pm By Appointment Only ADA Accessible
Criminal Justice Coordinating Council (BCI & FBI) 640 Jackson St One Government Center- Suite 1720 Toledo OH 43604 (567) 200-6839	BCI \$37, FBI \$39, BOTH \$61 Hours - 8:15am to 4:30pm ADA Accessible

ESC of Lake Erie West (BCI & FBI) 2275 Collingwood Blvd. Toledo OH 43620 (419)245-4150	Tue & Thurs 8:30am - 11:30am & 1:30pm - 3:30pm
Maumee Police Division (BCI & FBI) 109 E. Dudley St. Maumee OH 43537 419.897.7040	Mon. - Fri. 8:00 a.m. - 3:30 p.m.
Safeguard Security Services Inc (BCI & FBI) 3332 West Laskey Road Suite 2 Toledo OH 43623 (419) 472-3074	BCI \$33, FBI \$37, BOTH \$68 Monday-Friday 9am to 4pm ADA Accessible
Toledo Public Schools (BCI & FBI) 420 East Manhattan Blvd. Toledo OH 43608 419.729.8293	Mon. - Fri. 8:00 a.m. - 3:00 p.m.
YWCA Child Care Resource & Referral (BCI & FBI) 1018 Jefferson Avenue Toledo OH 43604 419.255.5519	BY APPOINTMENT ONLY
Holland Police Department (BCI & FBI) 1245 Clarion Ave. Holland OH 43528 (419) 865-7105	Mon - Fri 10:00 a.m. - 1:30 p.m. BCI \$37.00, FBI \$40.25, BOTH \$62.25 ADA Accessible, Accept check or money order only
Background Check Mobile Group (BCI & FBI) 5533 Southwyck Blvd, Suite 101 Toledo OH 43614 (419) 210-4785	Monday - Friday 9:00am to 5:00pm By Appointment Only ADA Accessible, Mobile Service Available
Fieldprint Ohio (BCI & FBI) (Inside UPS Store 5494) www.FieldprintOhio.com 5813 Monroe Street Sylvania OH 43560 (877) 614-4364	Mon - Fri 11:00 am - 5:30 pm By appointment only Mobile service available, ADA Accessible BCI - \$34; FBI - \$36; Both - \$58
Care Seniors, LLC 4841 Monroe St Suite 305 Toledo OH 43623 (419) 490-6699	BCI \$38, FBI \$40, BOTH \$70 9:30am to 3:00pm ADA Accessible
Fieldprint Ohio (BCI & FBI) (Inside Mail Vault) www.FieldprintOhio.com 5834 Monroe Street Sylvania OH 43560 (877) 614-4364	Mon - Fri 9:30am - 6:30pm, Sat 11:00am - 1:00pm By appointment only Mobile service available, ADA accessible BCI - \$34, FBI - \$36, Both - \$58

**OHIO REVISED CODES AND OHIO ADMINISTRATIVE CODES  
PERTAINING  
TO  
LICENSURE AND LPDC**

## 3301-24-04 Teacher residency.

(A) For the purposes of this rule, a resident educator means an individual who:

(1) Holds a valid resident educator license issued under section [3319.22](#) or [3319.227](#) of the Revised Code or an alternative resident educator license issued under section [3319.26](#) or [3319.261](#) of the Revised Code;

(2) Is employed under a license described in paragraph (A)(1) of this rule;

(3) Teaches at least two classes per school day or .25 full-time equivalent (FTE) in their area of licensure or in the area in which the teacher holds a supplemental teaching license or endorsement;

(4) Is responsible for planning and delivering standards-based prekindergarten through grade twelve curriculum to students and evaluating the students' progress during the school year; and

(5) Provides instruction for a minimum of one hundred twenty days during the school year as defined in section [3319.09](#) of the Revised Code.

(B) Any entity that employs a resident educator, either directly or pursuant to a contract, shall be required to provide a four-year resident educator program as described in section [3319.223](#) of the Revised Code. The program shall provide mentoring on an ongoing basis that is both congruent with the required performance-based assessment and consistent with standards and guidelines established by the department of education.

(C) If the resident educator does not successfully complete the performance-based assessment on their initial attempt, the resident educator shall be required to retake the performance-based assessment. If the resident educator is not able to successfully complete the performance-based assessment within four years from the date their license was first issued, a one year extension of the resident educator license or alternative resident educator license may be issued to provide the resident educator additional time to successfully complete the performance based assessment subject to the total number of attempts as described in paragraph (D) of this rule. The resident educator must take the performance-based assessment under the extension.

(D) Beginning July 1, 2018, the resident educator shall be permitted no more than three total attempts to successfully complete the performance-based assessment. A resident educator who fails to successfully complete the performance-based assessment after three total attempts, subject to the exception in paragraph (E) of this rule, will be permanently ineligible to advance to a professional license in the respective area(s), or any renewal or extension of the resident educator license(s) or alternative resident educator license(s).

(E) Notwithstanding the foregoing, resident educators who have already attempted the performance-based assessment three or more times prior to July 1, 2018, may be issued a one year extension of their license to provide one final attempt to successfully complete the performance-based assessment.

(F) A resident educator shall be deemed to have successfully completed the resident educator program discussed in this rule provided the individual completes the requirements listed in this rule, including passage of the performance-based assessment within the number of attempts permitted in this rule.

(G) Notwithstanding any of the time limitations listed in this rule, a resident educator who is unable to complete the performance based assessment due to being on approved leave shall provide documentation to the department that is signed by the superintendent. For purposes of this paragraph, approved leave is defined as leave taken under 29 U.S.C. 2601-2653, the "Family Medical Leave Act of 1993," or leave taken due to approved military service.



Replaces: 3301-24-04

Effective: 5/17/2018

Five Year Review (FYR) Dates: 05/17/2023

Promulgated Under: [119.03](#)

Statutory Authority: ORC [3301.07](#), [3319.22](#), [3319.223](#)

Rule Amplifies: ORC [3319.223](#)

Prior Effective Dates: 10/28/2011, 01/31/2014

Source: <http://codes.ohio.gov/oac/3301-24-04>

## 3301-24-05 Licensure.

(A) A professional teaching license, valid for five years, shall be issued to an individual who holds the appropriate resident educator license or alternative resident educator license; who is deemed to be of good moral character; and who has successfully completed an approved program of teacher preparation as approved by the chancellor of the Ohio department of higher education, the Ohio teacher residency program as described in section [3319.223](#) of the Revised Code, and an examination prescribed by the state board of education. Teacher licenses shall be issued in the areas described in paragraphs (A)(1) to (A)(7) of this rule:

(1) Early childhood license issued under former section [3319.22](#) of the Revised Code, valid for teaching in grades prekindergarten through grade three. A minimum of twelve cumulative semester hours in the teaching of reading as described in section [3319.24](#) of the Revised Code shall be required for the professional early childhood license.

(2) Primary license, valid for teaching in grades prekindergarten through grade five. A minimum of twelve cumulative semester hours in the teaching of reading as described in section [3319.24](#) of the Revised Code shall be required for the professional primary license.

(3) Middle childhood license, valid for teaching in grades four through nine in two or more curriculum areas named in such license. The middle childhood teacher preparation program shall include preparation in at least two of the following areas of concentration: reading and language arts, mathematics, science, and social studies. A minimum of twelve cumulative semester hours in the teaching of reading as described in section [3319.24](#) of the Revised Code shall be required for the professional middle childhood license. A middle childhood license may be issued in one or more of the concentration areas listed in this paragraph to the holder of a standard teaching certificate or teaching license, who has completed an approved middle childhood program, at an advanced level, consisting of professional education and appropriate content-area coursework, and an examination prescribed by the state board of education. A middle childhood license may also be issued in one or more of the concentration areas listed in this paragraph to an out-of-state applicant who has completed an approved program resulting in eligibility for the licensure area, and an examination prescribed by the state board of education.

(4) Adolescence to young adult license, valid for teaching in grades seven through twelve in the curriculum areas named in such license. Preparation in the teaching field shall constitute at least an academic major or its equivalent with sufficient advanced coursework in all areas to be taught as specified by the teacher preparation institution. A minimum of three semester hours in the teaching of reading in the content area shall be required for the professional adolescence to young adult license. Licenses shall be issued in, but are not limited to, the following teaching fields:

- (a) Earth sciences
- (b) Integrated language arts
- (c) Integrated mathematics
- (d) Integrated science
- (e) Integrated social studies
- (f) Life sciences
- (g) Physical sciences (individuals may seek licensure in physical sciences: chemistry; physical sciences: physics; or physical sciences: chemistry and physics)

(5) Multi-age license, valid for teaching in grades prekindergarten through twelve in the curriculum areas named in such license. Preparation in the teaching field shall constitute at least an academic major or its equivalent with sufficient advanced coursework in all areas to be taught as specified by the teacher preparation institution. A minimum of three semester hours in the teaching of reading in the content area shall be required for the professional multi-age license.

Licenses shall be issued in, but are not limited to, the following teaching fields:

- (a) Computer information science
- (b) Dance
- (c) Drama/theater
- (d) World language
- (e) Health
- (f) Library/media specialist
- (g) Music
- (h) Physical education
- (i) Teaching English to speakers of other languages (TESOL)
- (j) Visual arts

(6) Intervention specialist license, valid for teaching learners in the areas designated below. A minimum of twelve cumulative semester hours in the teaching of reading as described in section [3319.24](#) of the Revised Code shall be required for the professional intervention specialist license. Licenses shall be issued in, but not limited to, the following areas:

- (a) Gifted, valid for teaching learners ages five through twenty-one and in grades kindergarten through grade twelve;
- (b) Mild/moderate educational needs, valid for teaching learners ages five through twenty-one and in grades kindergarten through grade twelve;
- (c) Moderate/intensive educational needs, valid for teaching learners ages five through twenty-one and in grades kindergarten through grade twelve;
- (d) Visually impaired, valid for teaching learners ages three through twenty-one and in grades prekindergarten through grade twelve;
- (e) Hearing impaired, valid for teaching learners ages three through twenty-one and in grades prekindergarten through grade twelve.

(7) Early childhood intervention specialist license, valid for teaching mild/moderate/intensive educational needs in grades prekindergarten through grade three, and for providing service coordination. A minimum of twelve cumulative semester hours in the teaching of reading as described in section [3319.24](#) of the Revised Code shall be required for the professional early childhood intervention specialist license.

(8) Primary intervention specialist license, valid for teaching in grades prekindergarten through five and for providing service coordination. A minimum of twelve cumulative semester hours in the teaching of reading as described in section [3319.24](#) of the Revised Code shall be required for the professional primary intervention specialist license.

(9) The career-technical license, valid for teaching the subjects named in such license grades four through twelve. Preparation in the teaching field shall constitute at least an academic major or its equivalent with sufficient advanced coursework in all areas to be taught as specified by the teacher preparation institution. A minimum of three semester hours in the teaching of reading in the content area shall be required for the professional career-technical license.

(B) An endorsement of a teaching license, valid for teaching the subject or learners named, shall be issued to an individual who holds a baccalaureate degree, except that the teacher leader endorsement shall require a master's degree; who is deemed to be of good moral character; who has successfully completed an approved program of preparation; who has successfully completed an examination prescribed by the state board of education; and who has been recommended by the dean or head of teacher education at an approved institution. The endorsement may be added to any standard teaching certificate or license, unless limited by age, grade, or license type as noted in this paragraph:

(1) Adapted physical education (limited to a physical education certificate or license), valid for teaching in grades prekindergarten through grade twelve;

(2) Bilingual education, valid for teaching in grades prekindergarten through grade twelve;

(3) Career-based intervention (CBI) shall require a baccalaureate degree, two years of successful teaching experience under a standard teaching certificate or license, and evidence of the equivalent of one year of work experience outside of education. This endorsement is valid for teaching learners ages twelve through twenty-one, or grades seven through twelve ;

(4) Computer/technology, valid for teaching in grades prekindergarten through grade twelve;

(5) Computer science, valid for teaching in grades prekindergarten through twelve;

(6) Drama/theater;

(7) Early childhood generalist (grades four and five), valid for teaching all core academic content areas in grades four and five, may be added to an early childhood (prekindergarten through grade three) teaching license upon evidence of completion of a minimum of nine additional semester hours of study aligned with the Ohio's learning standards (available on the department's website at [education.ohio.gov](http://education.ohio.gov)) for grades four and five and including preparation in pedagogy and child/adolescent development appropriate for grades four and five, and upon successful completion of an examination prescribed by the state board of education;

(8) Gifted intervention specialist , valid for teaching in grades kindergarten through grade twelve;

(9) Mathematics specialist (limited to a kindergarten-primary, elementary, or early childhood license, or middle childhood, high school, or adolescence to young adult mathematics teaching license), valid for providing coaching and professional development in mathematics education for classroom teachers of mathematics in grades prekindergarten through six. Candidates must have at least three years of successful experience teaching mathematics under a standard teaching certificate or license of the types listed in this paragraph;

(10) Media arts;

(11) Middle childhood generalist, valid for teaching all core academic content areas in grades four, five, and six, may be added to a middle childhood license with two concentration areas upon evidence of completion of an additional six semester hours of study in each of the content areas to be added, aligned with Ohio's learning standards; evidence of preparation in pedagogy in each of the additional content areas; and successful completion of the prescribed examination;

(12) Prekindergarten, valid for teaching learners ages three through five (limited to kindergarten-primary, elementary, family and consumer sciences [home economics], or special certificate for education of the handicapped);

(13) Prekindergarten special needs, valid for teaching learners ages three through five (limited to a prekindergarten certificate, or special certificate for education of the handicapped, early childhood, primary or intervention specialist license);

(14) Reading, valid for teaching in grades prekindergarten through grade twelve;

(15) Teaching English to speakers of other languages, valid for teaching in grades prekindergarten through grade twelve;

(16) Transition to work (limited to intervention specialist license, career-technical license or professional pupil services license, valid for teaching in grades seven through grade twelve); and

(17) Teacher leader (limited to a professional teaching license or professional or permanent teaching certificate), valid for mentoring and coaching teachers in grades prekindergarten through grade twelve, providing staff development, and assisting the building principal in developing and supporting a shared vision and clear goals for the school. Candidates for the endorsement shall hold a master's degree at the time the endorsement is issued and have at least four years of successful teaching experience. The program of preparation shall include a practicum experience during which the candidate shall be required to demonstrate the knowledge, skills and dispositions at the distinguished level that are described in the Ohio standards for the teaching profession (available on the educator standards board's website at [esb.ode.state.oh.us](http://esb.ode.state.oh.us)).

(C) The professional pupil services license, shall be issued in, but is not limited to, the areas listed in paragraphs (C)(1) and (C)(2) of this rule and shall be valid for working with learners at all levels. The license shall be issued to an individual deemed to be of good moral character who has successfully completed the requirements specified in paragraph (C)(1) or (C)(2) of this rule:

(1) An approved program of preparation; recommendation by the dean or head of teacher education; successful completion of an examination prescribed by the state board of education; and evidence of the education and experience requirements specified for whichever of the following licensure areas is applicable:

- (a) School audiologist
  - (i) Master's degree; and
  - (ii) Current license to practice audiology issued by the Ohio speech and hearing professionals board .
- (b) School counselor
  - (i) Master's degree, and
  - (ii) Successful completion of an internship consisting of six hundred contact hours in a school setting.
- (c) School psychologist
  - (i) Master's degree,
  - (ii) Successful completion of a nine month, full-time internship in an approved school setting as described in the Ohio internship in school psychology guidelines;
- (d) School social worker
  - (i) Master's degree, and
  - (ii) Current license to practice social work issued by the Ohio counselor, and social worker and marriage and family therapist board;
- (e) School speech-language pathologist
  - (i) Master's degree, and
  - (ii) Current license to practice as a speech pathologist issued by the Ohio speech and hearing professionals board ;
- (f) School nurse
  - (i) Baccalaureate degree, and
  - (ii) Current license to practice as a registered nurse issued by the Ohio board of nursing;
  - (iii) A school nurse wellness coordinator endorsement may be added to a professional pupil services school nurse license, or to a professional or permanent school nurse certificate, following completion of an approved program of preparation for the endorsement, and upon evidence of three years of successful experience as a licensed school nurse. The approved program of preparation for the endorsement shall include a practicum experience during which the candidate shall be required to demonstrate the knowledge, skills and dispositions for the school nurse wellness coordinator endorsement as recommended by the school health services advisory council's report (available on the

department's website at [education.ohio.gov](http://education.ohio.gov)). Beginning January 1, 2020, initial applicants for the school nurse wellness coordinator endorsement shall hold a master's degree.

(g) Orientation and mobility specialist

(2) A baccalaureate degree and who holds a current license issued by the Ohio occupational therapy, physical therapy, and athletic trainers board for the following:

- (a) Occupational therapist, or
- (b) Physical therapist.

(D) The professional administrator license shall be issued to an individual who holds a master's degree, who is deemed to be of good moral character, who has successfully completed an approved program of preparation for the licensure area sought, and who has been recommended by the dean or head of teacher education at an institution approved to prepare administrators, who has successfully completed an examination prescribed by the state board of education, and who has evidenced the requirements specified below. Administrator licenses shall be issued in the following areas:

(1) The professional principal license shall be issued in the areas described in paragraphs (D)(1)(a) to (D)(1)(e) of this rule to an individual who has completed the requirements specified in paragraph (D) of this rule and who has completed two years of successful teaching under one of the standard licenses specified in paragraphs (D)(1)(a) to (D)(1)(c) of this rule or two years of successful work experience in a school under the license specified in paragraph (D)(1)(d) of this rule at the age/grade levels for which the principal license is sought:

- (a) Prekindergarten through grade six for those with an early childhood, primary, middle childhood, multi-age, or intervention specialist license;
- (b) Grades four through nine for those with a middle childhood, multi-age, adolescence to young adult, intervention specialist license, or career-technical license; and
- (c) Grades five through twelve for those with a middle childhood, multi-age, intervention specialist, adolescence to young adult, or career-technical license.
- (d) Grades prekindergarten to twelve for those with a pupil services license.
- (e) The urban principal endorsement may be added to any standard principal license or certificate. The endorsement shall be valid for the same ages and grade levels as the principal license or certificate that is held by the candidate obtaining the endorsement. The approved program of preparation for the endorsement shall include an extensive structured internship during which the candidate demonstrates effective urban leadership practices.

(2) The administrative specialist license shall be valid for working in a central office or supervisory capacity. The following requirement shall be met prior to issuance of the administrative specialist license:

Two years of successful teaching experience under a professional, standard teaching license; with the exception of the pupil services administration license, which shall require two years of experience under a professional pupil services license.

(3) The superintendent license shall be issued to an individual who holds a principal or administrative specialist license and shall be valid for supervising programs for prekindergarten through grade twelve; or for administrative duties in a school system. The following requirement shall be met prior to issuance of the superintendent license:

Three years of successful experience in a position as a principal or administrative specialist while holding the respective license.

(E) The associate license, valid for five years, shall be issued to an individual who holds an associate degree; who is deemed to be of good moral character; and who either:

(1) Has completed an approved program of preparation in the following areas:

- (a) Prekindergarten associate;
- (b) Educational paraprofessional (denoted as ESEA qualified);
- (c) Interpreter for the hearing impaired; or,

(2) Holds a current license to practice issued by the Ohio occupational therapy, physical therapy, and athletic trainers board in the following areas:

- (a) Occupational therapy assistant; or
- (b) Physical therapy assistant.

(F) The professional school business manager or the professional school treasurer license, valid for five years, shall be issued to an individual who holds a baccalaureate degree, who is deemed to be of good moral character, who has successfully completed an approved preparation program as approved by the chancellor of the Ohio department of higher education or the equivalent as determined by the Ohio department of education, and who has successfully completed an examination prescribed by the state board of education.

(G) The non-renewable three-year visiting international teacher license, valid for teaching the grade levels and curriculum areas named in such license.

(1) The license shall be issued upon the request of an employing Ohio school district to a qualified individual who meets the following conditions:

- (a) Is deemed to be of good moral character;
- (b) Is a citizen of another country who will be entering the United States specifically for the purpose of teaching in an Ohio school or school district that has agreed to employ the person as a teacher via an exchange program or other collaboration or recruitment effort;
- (c) Holds the United States equivalent of at least a bachelor's degree and provides evidence of completion of a teacher preparation program;
- (d) Provides evidence of completion of an academic major in the area to be taught, or, in the case of world languages, evidence of proficiency in the target language as determined by the employing Ohio school district or the Ohio department of education; and
- (e) Demonstrates English language proficiency as determined by the employing Ohio school district or the Ohio department of education.

(2) The employing Ohio school district, with assistance from the Ohio department of education, shall plan for a mentoring program for visiting international teachers to provide ongoing support and assistance in areas such as school culture, curriculum, assessment, management, and resources.

(3) If a visiting international teacher wishes to continue teaching in the schools of Ohio beyond the three year validity period of the visiting international teacher license, an extension of the initial three year license may be issued for no more than two years if the educator provides sufficient evidence that the educator's J-1 visa has been extended.

(H) The one-year non-renewable out of state educator license, valid for teaching the grade levels and curriculum areas named in such license, shall be issued upon the request of an employing Ohio school district to a qualified individual who meets the following:

(1) Is deemed to be of good moral character;

(2) Is an out of state applicant and the holder of a valid out of state standard teaching license who has completed a baccalaureate degree, an approved teacher preparation program, and the examination prescribed by the state in which licensure is held, but who has not yet successfully completed the examination prescribed by the state board of education for Ohio licensure.

(3) At least six of the required twelve semester hours of coursework in the teaching of reading as described in section [3319.24](#) of the Revised Code for educators requesting an early childhood, primary, middle childhood, intervention specialist, early childhood intervention specialist, or primary intervention specialist license. The remaining coursework requirement will be listed as a limitation on the license and must be completed before the out-of-state license expiration date.

(I) The one year or four year adult education permit, valid for teaching adults in an adult education program, shall be issued to an appropriately qualified individual deemed to be of good moral character, who has a high school diploma or the equivalent. An adult education program, includes, but is not limited to, the following examples:

(1) A career-technical education program which provides training for out-of-school adults, frequently to improve occupational skills; and

(2) A community-based education program for personal enrichment.

Effective: 12/20/2019

Five Year Review (FYR) Dates: 8/15/2019 and 12/20/2024

Promulgated Under: [119.03](#)

Statutory Authority: [3301.07](#), [3319.22](#)

Rule Amplifies: [3319.222](#), [3319.223](#)

Prior Effective Dates: 01/01/1998, 01/01/2003, 05/12/2003, 02/24/2006, 02/25/2007, 01/18/2008, 10/25/2008, 10/23/2009, 10/23/2010, 12/28/2012, 10/30/2015

Source: <http://codes.ohio.gov/oac/3301-24-05>

## 3301-24-06 Professional development.

(A) Professional development shall be required for the renewal of all educators licenses except as otherwise noted in division (H) of section [3319.22](#) of the Revised Code. It shall be guided by the needs of the educator, students, school, and district and shall be aligned to the applicable professional educator standards adopted by the state board of education: (<http://education.ohio.gov/Topics/Teaching/Educator-Standards-Board>). All professional development should lead to new or enhanced knowledge in the classroom and be related to student achievement.

(B) Each public school district and chartered nonpublic school shall appoint a local professional development committee in accordance with division (F) of section [3319.22](#) of the Revised Code. The local professional development committee shall oversee, review and approve professional development plans, coursework, continuing education units, or other equivalent activities required for the renewal of a professional license.

(1) Coursework, continuing education units or other equivalent activities may be combined.

(2) Coursework for the renewal of a license shall be completed at an accredited institution of higher education, defined in rule [3301-24-01](#) of the Administrative Code as a degree granting institution accredited at the college level by an accrediting agency that is recognized by the United States secretary of education.

(C) In order to meet professional license renewal requirements, an individual currently employed in Ohio as an educator shall:

(1) Develop an individual professional development plan, subject to approval of the local professional development committee. The plan shall incorporate the guidelines set forth in paragraph (A) of this rule; or

(2) Have earned national board certification during the life of the currently issued professional license.

(D) The holder of an educator license who is not employed in Ohio schools may apply directly to the Ohio department of education for renewal with evidence of coursework related to classroom teaching and/or the area of licensure, and upon evidence of meeting the requirements specified in rules [3301-24-08](#) and [3301-24-23](#) to [3301-24-26](#) of the Administrative Code.

(E) Each public school and chartered nonpublic school shall establish a local appeal process for educators who wish to appeal the decision of the local professional development committee.

(F) Whenever the coursework plan of an administrator, school treasurer, or school business manager is being discussed or voted upon, the local professional development committee shall, at the request of one of its administrative members, cause a majority of the committee to consist of administrative members by reducing the number of teacher members voting on the plan.

(G) An educator who holds an Ohio professional license may, subject to department approval, meet the renewal requirements as defined in rules [3301-24-08](#), [3301-24-25](#), and [3301-24-26](#) of the Administrative Code if the educator:

(1) Is currently employed as an educator in another state;

(2) Holds the equivalent of a valid standard educator license or certificate in that state; and

(3) Has completed coursework or continuing education units since the issuance of such license in that state related to classroom teaching and/or the area of licensure.

Replaces 3301-24-06

Effective: 11/2/2017

Five Year Review (FYR) Dates: 10/23/2022

Promulgated Under: [119.03](#)

Statutory Authority: [3301.07](#); [3319.22](#)

Rule Amplifies: [3319.22](#).

Prior Effective Dates: 11/1/98

Source: <http://codes.ohio.gov/oac/3301-24-06>

## **3301-24-08 Professional or associate license renewal.**

(A) The professional or associate educator license is valid for five years and may be renewed by individuals currently employed in a school or school district upon verification that the requirements listed in paragraph (A)(1) or (A)(2) of this rule have been completed since the issuance of the license to be renewed.

(1) Six semester hours of coursework related to classroom teaching and/or the area of licensure as approved by the local professional development committee of the employing school or school district; or

(2) Eighteen continuing education units (one hundred eighty contact hours) or other equivalent activities related to classroom teaching and/or the area of licensure as approved by the local professional development committee of the employing school or school district.

(a) Each public school district and chartered nonpublic school shall appoint a local professional development committee to oversee and review professional development plans for coursework, continuing education units, or other equivalent activities. The local professional development committee shall be composed of teachers, administrators and other educational personnel, and a majority of the members of the local professional development committee shall be practicing classroom teachers. School districts shall have the option of collaborating with other districts or educational service centers in establishing and completing the work of the local professional development committee. Chartered nonpublic schools shall also have the option of collaborating with other schools in establishing and completing the work of the local professional development committee.

(b) Whenever the coursework plan of an administrator, school treasurer, or school business manager is being discussed or voted upon, the local professional development committee shall, at the request of one of its administrative members, cause a majority of the committee to consist of administrative members by reducing the number of teacher members voting on the plan.

(c) Each educator wishing to fulfill the license renewal requirements is responsible for the design of an individual professional development plan, subject to approval of the local professional development committee. The plan shall be based on the needs of the educator, the students, the school, and the school district, and shall be aligned with the various professional educator standards adopted by the state board of education (available on the educator standards board's website at [esb.ode.state.oh.us](http://esb.ode.state.oh.us)). Professional development may then be completed in accordance with this plan.

(d) Each school district shall establish a local appeal process for educators who wish to appeal the decision of the local professional development committee.

(e) Coursework or continuing education units or other equivalent activities may be combined.

(B) Educators not employed in Ohio schools may apply directly to the Ohio department of education for renewal with evidence of six semester hours of coursework related to classroom teaching and/or the area of licensure. Educators not employed in Ohio schools wishing to fulfill the licensure renewal requirements of six semester hours of coursework, eighteen continuing education units (one hundred eighty contact hours), or other equivalent activities, shall be responsible for the design of an individual professional development plan subject to review and approval of a regional provider with an Ohio department of education approved local professional development committee. The local professional development committee so approved shall review, approve, and recommend the licensure renewal subject to the Ohio department of education guidelines for all local professional development committees ("Resource Guide for Establishing an LPDC," April 2012, [education.ohio.gov](http://education.ohio.gov)).

(C) A professional or associate license that has lapsed for up to five years due to not meeting the professional development requirements as described in this rule may be reinstated upon completion of nine semester hours of coursework relevant to classroom teaching and/or the area of licensure since the issuance of the license to be renewed. If, during the lapsed period of the license, the license holder is continuously employed under another valid Ohio certificate or license, or as an educator in another state under a currently valid certificate or license, then the renewal provisions in paragraphs (A) and (B) of this rule shall apply.



(D) A professional or associate license that has lapsed for more than five years due to not meeting the professional development requirements as described in this rule may be reinstated upon completion of twelve semester hours of coursework relevant to classroom teaching and/or the area of licensure since the issuance of the license to be renewed. If, during the lapsed period of the license, the license holder is continuously employed under another valid Ohio certificate or license, or as an educator in another state under a currently valid certificate or license, then the renewal provisions in paragraphs (A) and (B) of this rule shall apply.

(E) The school audiologist, school social worker, school speech-language pathologist, school nurse, occupational therapist, physical therapist, occupational therapy assistant, and physical therapy assistant licenses shall be renewed upon evidence of a currently valid license issued by the respective Ohio licensure board. The school counselor and school psychologist licenses may be renewed upon evidence of a currently valid license issued by the respective Ohio licensure board, if a board license is held. If a board license is not held then the school counselor and school psychologist licenses shall be renewed in accordance with the requirements specified in paragraphs (A) to (D) of this rule.

(F) Coursework for the renewal of a license shall be completed at an accredited institution of higher education, defined in rule [3301-24-01](#) of the Administrative Code as a degree granting institution accredited at the college level by an accrediting agency that is recognized by the United States secretary of education. All coursework should lead to new knowledge in the classroom and be related to student achievement.

(G) The increased amount of coursework associated with lapsed licenses will not apply provided that the license holder completes the required six semester hours by September first of the year that the professional license expires.

(H) Educators who have earned national board certification during the life of a professional license are deemed to have met the additional professional development requirements for the next renewal cycle.

(I) Educators who meet the state board definition of consistently high-performing teacher are exempt from the requirement to complete any additional coursework for the renewal of a professional educator license issued under section [3319.22](#) or [3319.26](#) of the Revised Code for the next renewal cycle as outlined in paragraphs (A)(1) and (A)(2) of this rule. Consistently high-performing teachers are also exempt from any requirements prescribed by professional development committees established under paragraphs (F) and (G) of this rule.

(1) A consistently high performing teacher is defined as a teacher who has received the highest final summative rating, as defined by sections [3319.111](#) and [3319.112](#) of the Revised Code where applicable, for at least four of the past five years; and

(2) Who meet at least one of the following additional criteria for at least three of the five years during the current licensure cycle: holds a valid senior or lead professional educator license; holds a locally recognized teacher leadership role which enhances educational practices by providing professional learning experiences at district, regional, state or higher educational level; serves in a leadership role for a national or state professional academic education organization; serves on a state level committee supporting education; or receives state or national educational recognition or award.

Effective: 4/23/2017

Five Year Review (FYR) Dates: 02/06/2017 and 04/23/2022

Promulgated Under: [119.03](#)

Statutory Authority: [3319.22\(A\)](#), [3319.22\(H\)](#)

Rule Amplifies: [3319.22](#)

Prior Effective Dates: 1/1/98, 1/1/03, 12/30/04, 9/25/10, 4/25/13, 1/2/17

Source: <http://codes.ohio.gov/oac/3301-24-08>

## 3319.22 Standards and requirements for educator licenses; local professional development committees.

(A)

(1) The state board of education shall issue the following educator licenses:

(a) A resident educator license, which shall be valid for four years and shall be renewable for reasons specified by rules adopted by the state board pursuant to division (A)(3) of this section. The state board, on a case-by-case basis, may extend the license's duration as necessary to enable the license holder to complete the Ohio teacher residency program established under section [3319.223](#) of the Revised Code;

(b) A professional educator license, which shall be valid for five years and shall be renewable;

(c) A senior professional educator license, which shall be valid for five years and shall be renewable;

(d) A lead professional educator license, which shall be valid for five years and shall be renewable.

Licenses issued under division (A)(1) of this section on and after the effective date of this amendment shall specify whether the educator is licensed to teach grades pre-kindergarten through five, grades four through nine, or grades seven through twelve. The changes to the grade band specifications under this amendment shall not apply to a person who holds a license under division (A)(1) of this section prior to the effective date of this amendment. Further, the changes to the grade band specifications under this amendment shall not apply to any license issued to teach in the area of computer information science, bilingual education, dance, drama or theater, world language, health, library or media, music, physical education, teaching English to speakers of other languages, career-technical education, or visual arts or to any license issued to an intervention specialist, including a gifted intervention specialist, or to any other license that does not align to the grade band specifications.

(2) The state board may issue any additional educator licenses of categories, types, and levels the board elects to provide.

(3) The state board shall adopt rules establishing the standards and requirements for obtaining each educator license issued under this section. The rules shall also include the reasons for which a resident educator license may be renewed under division (A)(1)(a) of this section.

(B) The rules adopted under this section shall require at least the following standards and qualifications for the educator licenses described in division (A)(1) of this section:

(1) An applicant for a resident educator license shall hold at least a bachelor's degree from an accredited teacher preparation program or be a participant in the teach for America program and meet the qualifications required under section [3319.227](#) of the Revised Code.

(2) An applicant for a professional educator license shall:

(a) Hold at least a bachelor's degree from an institution of higher education accredited by a regional accrediting organization;

(b) Have successfully completed the Ohio teacher residency program established under section [3319.223](#) of the Revised Code, if the applicant's current or most recently issued license is a resident educator license issued under this section or an alternative resident educator license issued under section [3319.26](#) of the Revised Code.

(3) An applicant for a senior professional educator license shall:

(a) Hold at least a master's degree from an institution of higher education accredited by a regional accrediting organization;

(b) Have previously held a professional educator license issued under this section or section [3319.222](#) or under former section [3319.22](#) of the Revised Code;

(c) Meet the criteria for the accomplished or distinguished level of performance, as described in the standards for teachers adopted by the state board under section [3319.61](#) of the Revised Code.

(4) An applicant for a lead professional educator license shall:

(a) Hold at least a master's degree from an institution of higher education accredited by a regional accrediting organization;

(b) Have previously held a professional educator license or a senior professional educator license issued under this section or a professional educator license issued under section [3319.222](#) or former section [3319.22](#) of the Revised Code;

(c) Meet the criteria for the distinguished level of performance, as described in the standards for teachers adopted by the state board under section [3319.61](#) of the Revised Code;

(d) Either hold a valid certificate issued by the national board for professional teaching standards or meet the criteria for a master teacher or other criteria for a lead teacher adopted by the educator standards board under division (F)(4) or (5) of section [3319.61](#) of the Revised Code.

(C) The state board shall align the standards and qualifications for obtaining a principal license with the standards for principals adopted by the state board under section [3319.61](#) of the Revised Code.

(D) If the state board requires any examinations for educator licensure, the department of education shall provide the results of such examinations received by the department to the chancellor of higher education, in the manner and to the extent permitted by state and federal law.

(E) Any rules the state board of education adopts, amends, or rescinds for educator licenses under this section, division (D) of section [3301.07](#) of the Revised Code, or any other law shall be adopted, amended, or rescinded under Chapter 119. of the Revised Code except as follows:

(1) Notwithstanding division (E) of section [119.03](#) and division (A)(1) of section [119.04](#) of the Revised Code, in the case of the adoption of any rule or the amendment or rescission of any rule that necessitates institutions' offering preparation programs for educators and other school personnel that are approved by the chancellor of higher education under section [3333.048](#) of the Revised Code to revise the curriculum of those programs, the effective date shall not be as prescribed in division (E) of section [119.03](#) and division (A)(1) of section [119.04](#) of the Revised Code. Instead, the effective date of such rules, or the amendment or rescission of such rules, shall be the date prescribed by section [3333.048](#) of the Revised Code.

(2) Notwithstanding the authority to adopt, amend, or rescind emergency rules in division (G) of section [119.03](#) of the Revised Code, this authority shall not apply to the state board of education with regard to rules for educator licenses.

(F)

(1) The rules adopted under this section establishing standards requiring additional coursework for the renewal of any educator license shall require a school district and a chartered nonpublic school to establish local professional development committees. In a nonpublic school, the chief administrative officer shall establish the committees in any manner acceptable to such officer. The committees established under this division shall determine whether coursework that a district or chartered nonpublic school teacher proposes to complete meets the requirement of the rules. The department of education shall provide technical assistance and support to committees as the committees incorporate the professional development standards adopted by the state board of education pursuant to section [3319.61](#) of the Revised Code into their review of coursework that is appropriate for license renewal. The rules shall establish a procedure by which a teacher may appeal the decision of a local professional development committee.

(2) In any school district in which there is no exclusive representative established under Chapter 4117. of the Revised Code, the professional development committees shall be established as described in division (F)(2) of this section.

Not later than the effective date of the rules adopted under this section, the board of education of each school district shall establish the structure for one or more local professional development committees to be operated by such school district. The committee structure so established by a district board shall remain in effect unless within thirty days prior to an anniversary of the date upon which the current committee structure was established, the board provides notice to all affected district employees that the

committee structure is to be modified. Professional development committees may have a district-level or building-level scope of operations, and may be established with regard to particular grade or age levels for which an educator license is designated.

Each professional development committee shall consist of at least three classroom teachers employed by the district, one principal employed by the district, and one other employee of the district appointed by the district superintendent. For committees with a building-level scope, the teacher and principal members shall be assigned to that building, and the teacher members shall be elected by majority vote of the classroom teachers assigned to that building. For committees with a district-level scope, the teacher members shall be elected by majority vote of the classroom teachers of the district, and the principal member shall be elected by a majority vote of the principals of the district, unless there are two or fewer principals employed by the district, in which case the one or two principals employed shall serve on the committee. If a committee has a particular grade or age level scope, the teacher members shall be licensed to teach such grade or age levels, and shall be elected by majority vote of the classroom teachers holding such a license and the principal shall be elected by all principals serving in buildings where any such teachers serve. The district superintendent shall appoint a replacement to fill any vacancy that occurs on a professional development committee, except in the case of vacancies among the elected classroom teacher members, which shall be filled by vote of the remaining members of the committee so selected.

Terms of office on professional development committees shall be prescribed by the district board establishing the committees. The conduct of elections for members of professional development committees shall be prescribed by the district board establishing the committees. A professional development committee may include additional members, except that the majority of members on each such committee shall be classroom teachers employed by the district. Any member appointed to fill a vacancy occurring prior to the expiration date of the term for which a predecessor was appointed shall hold office as a member for the remainder of that term.

The initial meeting of any professional development committee, upon election and appointment of all committee members, shall be called by a member designated by the district superintendent. At this initial meeting, the committee shall select a chairperson and such other officers the committee deems necessary, and shall adopt rules for the conduct of its meetings. Thereafter, the committee shall meet at the call of the chairperson or upon the filing of a petition with the district superintendent signed by a majority of the committee members calling for the committee to meet.

(3) In the case of a school district in which an exclusive representative has been established pursuant to Chapter 4117. of the Revised Code, professional development committees shall be established in accordance with any collective bargaining agreement in effect in the district that includes provisions for such committees.

If the collective bargaining agreement does not specify a different method for the selection of teacher members of the committees, the exclusive representative of the district's teachers shall select the teacher members.

If the collective bargaining agreement does not specify a different structure for the committees, the board of education of the school district shall establish the structure, including the number of committees and the number of teacher and administrative members on each committee; the specific administrative members to be part of each committee; whether the scope of the committees will be district levels, building levels, or by type of grade or age levels for which educator licenses are designated; the lengths of terms for members; the manner of filling vacancies on the committees; and the frequency and time and place of meetings. However, in all cases, except as provided in division (F)(4) of this section, there shall be a majority of teacher members of any professional development committee, there shall be at least five total members of any professional development committee, and the exclusive representative shall designate replacement members in the case of vacancies among teacher members, unless the collective bargaining agreement specifies a different method of selecting such replacements.

(4) Whenever an administrator's coursework plan is being discussed or voted upon, the local professional development committee shall, at the request of one of its administrative members, cause a majority of the committee to consist of administrative members by reducing the number of teacher members voting on the plan.

(G)

(1) The department of education, educational service centers, county boards of developmental disabilities, college and university departments of education, head start programs, and the Ohio education computer network may establish local professional development committees to determine whether the coursework proposed by their employees who are licensed or certificated under this section or section [3319.222](#) of the Revised Code, or under the former version of either section as it existed prior to October 16, 2009, meet the requirements of the rules adopted under this section. They may establish local professional development committees on their own or in collaboration with a school district or other agency having authority to establish them.

Local professional development committees established by county boards of developmental disabilities shall be structured in a manner comparable to the structures prescribed for school districts in divisions (F)(2) and (3) of this section, as shall the committees established by any other entity specified in division (G)(1) of this section that provides educational services by employing or contracting for services of classroom teachers licensed or certificated under this section or section 3319.222 of the Revised Code, or under the former version of either section as it existed prior to October 16, 2009. All other entities specified in division (G)(1) of this section shall structure their committees in accordance with guidelines which shall be issued by the state board.

(2) Educational service centers may establish local professional development committees to serve educators who are not employed in schools in this state, including pupil services personnel who are licensed under this section. Local professional development committees shall be structured in a manner comparable to the structures prescribed for school districts in divisions (F)(2) and (3) of this section.

These committees may agree to review the coursework, continuing education units, or other equivalent activities related to classroom teaching or the area of licensure that is proposed by an individual who satisfies both of the following conditions:

(a) The individual is licensed or certificated under this section or under the former version of this section as it existed prior to October 16, 2009.

(b) The individual is not currently employed as an educator or is not currently employed by an entity that operates a local professional development committee under this section.

Any committee that agrees to work with such an individual shall work to determine whether the proposed coursework, continuing education units, or other equivalent activities meet the requirements of the rules adopted by the state board under this section.

(3) Any public agency that is not specified in divisions (G)(1) or (2) of this section but provides educational services and employs or contracts for services of classroom teachers licensed or certificated under this section or section 3319.222 of the Revised Code, or under the former version of either section as it existed prior to October 16, 2009, may establish a local professional development committee, subject to the approval of the department of education. The committee shall be structured in accordance with guidelines issued by the state board.

(H) Not later than July 1, 2016, the state board, in accordance with Chapter 119. of the Revised Code, shall adopt rules pursuant to division (A)(3) of this section that do both of the following:

(1) Exempt consistently high-performing teachers from the requirement to complete any additional coursework for the renewal of an educator license issued under this section or section 3319.26 of the Revised Code. The rules also shall specify that such teachers are exempt from any requirements prescribed by professional development committees established under divisions (F) and (G) of this section.

(2) For purposes of division (H)(1) of this section, the state board shall define the term "consistently high-performing teacher."

Amended by 132nd General Assembly File No. TBD, SB 216, §1, eff. 11/2/2018.

Amended by 132nd General Assembly File No. TBD, HB 438, §1, eff. 9/28/2018.

Amended by 132nd General Assembly File No. TBD, HB 49, §101.01, eff. 9/29/2017 (Vetoed).

Amended by 131st General Assembly File No. TBD, HB 64, §101.01, eff. 9/29/2015.

Amended by 130th General Assembly File No. TBD, SB 3, §1, eff. 9/17/2014.

Amended by 130th General Assembly File No. TBD, HB 487, §1, eff. 9/17/2014.

Amended by 130th General Assembly File No. 25, HB 59, §101.01, eff. 9/29/2013.

Amended by 129th General Assembly File No.17, HB 21, §1, eff. 7/29/2011.

Amended by 128th General Assembly File No.9, HB 1, §101.01, eff. 10/16/2009.

Amended by 128th General Assemblych.9, SB 79, §1, eff. 10/6/2009.

Effective Date: 06-09-2004; 07-01-2005

Source: <http://codes.ohio.gov/orc/3319.22>