



Plan of Operation

Greene County Career Center
Local Professional Development Committee (LPDC)

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Philosophy

The Greene County Career Center LPDC supports the mission of the Greene County Career Center which is to offer comprehensive workforce experiences that provide youth and adults the opportunity to successfully participate in an ever-changing, highly-skilled workforce for the 21st century.

The Greene County Career Center LPDC believes that through the creation and implementation of effective individual professional development plans, our staff will be prepared to address our overall goal of improved student achievement.

Purpose

The Greene County Career Center Local Professional Development Committee (“LPDC”) was established to determine whether the professional development to any licensed or certificated employee of Greene County JVSD meets the requirements of the state board of education’s standards for license renewal. The LPDC will develop and maintain a format for Individual Professional Development Plans (“IPDP”) and will oversee and review coursework, contact hours, and equivalent activities and convert these to Continuing Education Units (“CEU”) for license renewal or certificate conversion.

Composition of the Membership, Selection of Members and Terms of Office

A. Composition of Membership

1. Except as provided in Subsection 2.b., below, the LPDC shall be comprised of seven (7) members as follows:

- Four (4) participating teachers employed by the board and appointed by the association pursuant to the constitution and bylaws of the association who are representative of various teaching disciplines.
- Three (3) administrators employed by the board and appointed by the superintendent.

2. Temporary appointment of additional administrator member:

In the event that the LPDC meets to review or vote upon whether professional development by an administrator meets the requirements of state board of education standards for license renewal and at the request of one (1) of the administrator members of the LPDC, one (1) of the four (4) teacher members shall be temporarily excused from the LPDC and shall be temporarily replaced by one (1) additional administrator member who shall be appointed by the superintendent. The association shall determine which teacher member shall be temporarily excused. When the LPDC concludes its review of the administrator’s coursework, the temporarily appointed additional administrator member shall be excused from the LPDC and the temporarily excused teacher member shall be reinstated to the LPDC.

3. In the event of a vacancy on the LPDC, the former committee member shall be replaced according to the selection criteria above. A member appointed to fill a vacancy occurring prior to the expiration date of the predecessor's term shall hold office for the remained of that unexpired term only.

4. In the event a committee member is not fulfilling the member's duties on the LPDC, the member may be removed for just cause by a majority vote of a quorum of the LPDC. A person will be appointed to fill the vacancy created by a removal according to the selection criteria above. A member appointed to fill a vacancy on the LPDC caused by a removal occurring prior to the expiration date of the removed member's term of office shall hold office for the remainder of that unexpired term only.

5. Duties of committee members:

- Attend all scheduled meetings
- Provide information on the licensure process and answer staff questions
- Send notification to staff regarding the status of their IPDP
- Approval of IPDP submitted by staff
- Foster a standard of continuous improvement within the school district
- Promote alignment of professional growth of individuals with district needs and goals
- Emphasize student learning and achievement
- Guide the development of Individual Professional Development Plans
- Consider a broad range of approaches to professional development
- Validate educator professional development by the approval and issuance of Continuing Education Units within the district Greene County Career Center
- Review all submissions on IPDP Software regularly and before each LPDC meeting
- Return for Modification in a timely manner on IPDP Software any submissions of your assigned LPDC members for revision

B. Definition of Quorum

1. When a teacher's professional development is being reviewed by the LPDC, a quorum shall consist of five (5) committee members, at least three (3) of whom must be teachers and at least two (2) of whom must be administrators.

2. When an administrator's professional development is being reviewed by the LPDC, a quorum shall consist of five (5) committee members, at least three (3) of whom must be administrators and at least two (2) of whom must be teachers.

C. Term of Office

1. The terms of office of teacher members shall be set according to the constitution and bylaws of the association and shall be for a term of two (2) years in a staggered rotation.

2. The terms of office of administrator members are at the superintendent's discretion.

Operational Procedures

A. Chairperson and Vice Chairperson

The committee chairperson and vice chairperson shall be determined by majority vote of the committee members at the first meeting. The new committee chairperson(s) shall be elected annually.

1. The chairperson shall be responsible for:

- Setting meeting dates, presiding over all the meetings, preparing the agenda, and informing members of any changes in the meetings
- Acting as the initial contact person for any and all appeals
- Acting as signatory for state certification/licensure
- Initiating the training process for all new committee members
- Appointing sub committees as needed

2. The Vice Chairperson shall be responsible for the following:

- Serving in a protempore capacity in the short-term absence of the Chairperson
- Assuming the regular duties of the Chairperson (as outlined above) in the event that the Chairperson is no longer able to fulfill those duties
- Acting as co-signatory for state certification/licensure

3. In the event that the Vice Chairperson permanently assumes the Chairperson position, a new Vice Chairperson will be elected by majority vote of the committee at the next regularly scheduled meeting.

B. Training

1. Appropriate training in the IPDP development process shall be provided to all members of the LPDC

2. If the approved training is during the regular school day, committee members shall be given paid release time to attend such training.

3. LPDC members shall be reimbursed for actual and necessary expenses incurred as a part of the training in accordance with board policy.

C. Frequency and Location of Meetings

The Greene County Career Center LPDC will meet monthly during the school year or as needed. All regular meeting dates, time and location will be scheduled during non-instruction hours, as determined by the LPDC committee at the first meeting of the school year. The meetings are open to the public. Ohio's public meeting "Sunshine Law" applies. During the months of June, July and August GCCC LPDC meet only for emergencies. The meetings shall be posted at least 48 hours in advance. The chairperson has the right to call members for the purpose of cancellation if no IPDPs, course/activity proposals, or issues are submitted during a particular

month. The chairperson may call an emergency meeting with the concurrence of the majority of the members.

D. Decision Making

1. Decision-making shall be made by a majority vote of the committee members present and voting so long as quorum is present.
2. Submission of requests to the committee must be received through IPDP Software by the Friday prior to the scheduled meeting date of the committee in order to be heard by the committee at the subsequent meeting.
3. Applicants will receive email notice through IPDP Software of the committee's decision.
4. If not approved, the individual may make modifications and resubmit the plan through the IPDP Software with adjustments for approval of the committee or go to an appeals panel for the decision.
5. Plans may be amended as needed and submitted through the IPDP Software for approval of the committee.

E. IPDP Acceptance

Individual Professional Development Plan: In accordance with ORC 3319.22 and the Department of Education, each educator who desires to fulfill license requirements or an educator who chooses to renew a certificate using an IPDP is responsible for the design of an Individual Professional Development Plan (IPDP) through the IPDP Software subject to approval of the LPDC. The plan shall be based on the needs of the educator, the students, the school, and the district. It is imperative that an IPDP be submitted through IPDP Software upon receipt of one's new certification/license and it appears on IPDP Software or new employment in the district. If an IPDP is not submitted through IPDP Software by the first scheduled LPDC meeting of the school year, no professional development will be valid until after the approval date of the IPDP. The effective date of an educator's new IPDP will be established as follows: For new hires, the date of employment. For renewed licenses submitted and approved by the first scheduled LPDC meeting of the school year, the issue date of the license; otherwise, the date approved. When transitioning from a four-year to a five-year license, the effective date will be the issue date of the new license.

Completion of the IPDP: Educators will complete an IPDP on the IPDP Software. If the IPDP is reviewed by the LPDC and approved, the educator may work toward completion of identified goals throughout the life of the IPDP. The educator must submit all professional growth activities through the IPDP Software. It is the educator's responsibility to maintain copies of all professional development activities. No activities will be considered valid that are not submitted through the IPDP Software. Previously approved IPDPs of educators new to the district and all

professional development activities approved by his or her previous LPDC will be honored by the GCCC LPDC. If from out of state, the LPDC will accept any professional development earned within the effective range of the educator's current license that is approved by the educator's previous supervisor and submitted in writing.

F. Appeals Process

If the IPDP is rejected by the LPDC, the educator will be sent an explanation with suggestions for corrections through an IPDP Software email.

Level I

1. Any certified/licensed staff member requesting to appeal the decision of the LPDC may petition the LPDC in writing for review within seven (7) days after the LPDC's decision. The staff member may resubmit a written proposal with the appeal, which shall be considered by the LPDC.
2. The LPDC shall render its decision in writing with the next regularly scheduled meeting of the LPDC after the receipt of the appeal.

Level II

1. Any certificated/licensed staff member requesting to appeal the decision of the Level 1 appeal may petition for review of the Level 1 decision by filing a written appeal with the chairperson of the LPDC within seven (7) days after receipt of the Level 1 decision.
2. An appeals committee will be appointed. The appeals committee shall consist of three (3) members. These members shall be one (1) teacher from the LPDC, one (1) administrator from the LPDC, and a Greene County Career Center teacher or administrator chosen by the staff member who, if possible, is certificated/licensed in the same area as the staff member.
3. Upon receipt of an appeal from Level 1, the appeals committee shall meet to hear the appeal. The committee shall render its decision in writing within fourteen (14) days after receipt of the appeal.
4. The appeal committee's decision shall be final and the decision shall not be grievable or otherwise subject to challenge.
5. The staff member shall have the right to a representative of the staff member's choice at any level of the appeals process.

G. Miscellaneous

1. The LPDC shall keep records of its meetings (minutes), decisions, and recommendations.
2. The LPDC shall keep confidential all reviews, approvals, and discussions of Individual Professional Development Plans (IPDP's) and/or course/activity proposals. No documents submitted for consideration by the LPDC shall be used as examples without written permission of the party/parties involved.
3. The LPDC shall not have authority to revise, change, delete, or modify any article/provision of the collective bargaining agreement or any state law or regulation.
4. In the event of legislative action by the Ohio General Assembly that impacts in any way on the subject matter of the LPDC, the association and the board agree to reconvene bargaining to make the appropriate adjustments, of any.

H. Records and Files

All records, files, and meeting minutes shall be kept on IPDP Software, in the Board Office, or accessible from the LPDC webpage.

Reflection and Revision

GOAL: The LPDC will establish a method to seek input from all certified employees in the district in an effort to evaluate and revise its Plan of Operations. This method will be applied on an annual basis and all certified employees will be made aware of any revisions.

METHODS:

1. A survey will be made available to all certified employees before the April meeting. The survey will seek an evaluation and comments in the following areas:
 - Effectiveness of the work.
 - Effectiveness of the procedures.
 - Effectiveness of the criteria.
2. The results of the survey will be tallied and discussed at the May meeting of the LPDC. Then these results will be used as the basis of revision of the current Plan of Operation.
3. A copy of the revised Plan of Operation will be dated, made available to all certified employees and become effective on July 1.
4. Revisions that alter the requirements for approved IPDPs and/or approved course/activity proposals shall not negatively affect any individual who has already begun pursuit of a certificate or license.

Criteria for Coursework and Equivalent Activities

The GCCC LPDC uses the IPDP Software system to manage the creation of IPDPs, the approval of activities and documentation, and tracking of Continuing Education Units (CEUs) earned toward licensure renewal.

Transition to a License or Renewing a License

When making the transition four-year to a five-year license or renewing a five-year license, educators must have completed an Individual Professional Development Plan (IPDP) through the IPDP Software, have had the plan approved by the Local Professional Development Committee (LPDC), and meet the professional development requirements listed below:

Six semester hours of college course work, or 18 CEUs, with one semester hour equaling three CEUs.

Requirements **will not** be reduced by the number of years of work experience. Course work must be completed at a recognized college or university approved by the Ohio Board of Regents. If course work credit is earned through an out-of-state or online college or university, said coursework must be approved by either the Ohio Board of Regents or the equivalent accreditation board of that state.

Equivalent Activities (EAs) may be counted toward the transition or renewal requirements if approved by the LPDC and converted to CEUs.

Note: Only the course work, CEUs and/or EAs earned after and approved IPDP may be counted toward the licensure (transition) requirements. All course work, CEUs and/or EAs **must** align with the educators approved IPDP goals and area(s) of certification/licensure.

What the GCCC LPDC will approve if included in an IPDP

Course Work:

Course work completed at a college or university approved by the Ohio Board of Regents. If coursework credit is earned through an out of state or online college or university, this coursework must be approved by either the Ohio Board of Regents or the equivalent accreditation board of that state.

Contact Hours:

Workshop/seminar contact hours **must** align with the goals stated in your IPDP and must have written verification of contact time – including times and dates. If the provider is new or unusual, check with an LPDC member for approval before beginning the workshop/seminar.

Equivalent Activities:

Individually planned activities related to teaching area or job performance. Contact time will be converted to CEUs: one (1) CEU = 10 contact hours. **It is recommended that all Equivalent Activities be discussed with the educator's LPDC liaison prior to beginning.**

Note: Only the course work, CEUs and/or EAs earned after an approved IPDP's effective date may be counted toward the licensure (transition) requirements. All course work, CEUs and/or EAs **must** align with the educator's approved IPDP goals and area(s) of certification/licensure. **All activities must be submitted for approval through the IPDP Software as soon as possible after completion of the activity to allow for timely reflection. Make sure that in the "comment" box you include some relevant reflection on the activity. All activities must be submitted to the LPDC for approval through the IPDP Software by the last scheduled meeting of the school year in which the activity occurred. Activities that occur after the last scheduled LPDC meeting can be submitted for approval in the next school year.**

Questions?

Your school district and your Local Professional Development Committee are sincere in its efforts to establish high standards for the professional development of educators within the district. Those standards speak not only to the quality of the professional development, but to how responsive the development is to the needs of the educator, the district and building, and to the needs of students. Your input on how your school district and your LPDC can improve the professional development opportunities and process within the school district is important. Please submit written questions to your LPDC. These questions will be addressed at the next regularly scheduled meeting.

Continuing Education Units (CEUs)

The sole authority for issuing CEUs to educators in Ohio rests with the employing district LPDC, or in a collaborative LPDC, which has authority to review and approve the professional development plans of educators in participating districts.

Professional Development Equivalent Activities (EAs)

1. Among the most exciting features of our licensure standards is the opportunity for an educator to be innovative and creative in designing professional development that is personal and intimate to his/her professional assignment, classroom, building, district and students.
2. In the past, the Ohio Department of Education had approved Continuing Education Units (CEUs) for formalized, structured "workshop" type activities that may or may not have been responsible to the educator's needs. Beginning of July 1, 1999 educators became able to seek

CEU “credit” opportunities in a variety of ways, **generally categorized in these guideline as “Workshop” or “EA – Equivalent Activities.”**

3. The following is a non-inclusive list of activities which are considered legitimate learning experiences by the GCCC LPDC. Educators within cooperating school districts may choose one of these Preapproved Activities without the pre-approval of their LPDC and know that the LPDC will sanction the efforts. Educators must, however, document their efforts in the approved format through the IPDP Software and follow other guidelines as identified herein.

4. All educators are encouraged to be creative and innovative beyond this list and to anticipate that the end result of the activity should be a product that enhances the educator’s skills and knowledge, improves the school district, and ultimately helps students to achieve. Please remember that **other activities** need to be discussed with **your LPDC** so that any questions about their legitimacy to your plan can be answered.

5. The LPDC, through provisions of Senate Bill 230, is now the **only authority to grant CEU credit** to educators through activities such as those published here or as otherwise approved by the LPDC. The actual amount of CEUs will be verified by the educator in concert with the LPDC.

6. When applicable, the educator is responsible for his/her Professional Development Plan and for selecting and pursuing activities which assist him/her in reaching the goals identified in the plan. Documenting time commitment, keeping records, and producing a “product” that can be reviewed by the district LPDC is a **permanent responsibility of each educator**.

7. Educators should be aware that the district LPDC might identify a maximum number of CEUs that can be attached to any single activity during a certificate or license renewal period. The intent of the district LPDC is to ensure that the educator is maximizing the learning opportunities available to him or her by engaging in a diversity of educational activities.

8. District LPDCs may choose to restrict the maximum CEUs in any category of activities. Recommended maximum CEUs granted during renewal cycles are identified following each of the activities in the **Continuing Education Unit Options** table.

9. If an educator chooses to pursue an activity which does not appear on the approved list in order to seek CEUs, he or she must gain the pre-approval of the district LPDC through the IPDP Software prior to initiating the activity. The district LPDC will determine what, if any, maximum CEUs shall apply for the activity during the renewal cycle.

Examples of Equivalent Activities (EAs)

Business/Industry Partnerships (*creating opportunities to partner with business and industry to improve the resources and knowledge base to ensure that students and schools are all that they can be*)

- Document your time in an activity log
- Attach any product(s) for LPDC review and final approval through the IPDP Software.

Coaching of Sports or Academic Competitive Teams Grades 6 and Above

- Document your time in an activity log
- Attach any product(s) for LPDC review and final approval through the IPDP Software.

Community Service and/or Development (opportunities to become involved in the improvement of the school community that demonstrably improves the environment for learning within the district)

- Document your time in an activity log
- Attach any product(s) for LPDC review and final approval through the IPDP Software

Continuous Improvement Planning, Site-Based Planning, and Strategic Planning

(involvement in creating short and long-range plan for the district, completing research or data collection to assist in planning, implementation of such plans, etc.)

- Document your time in an activity log
- Attach any product(s) for LPDC review and final approval through the IPDP Software

Course of Study & Curriculum Revision Projects *(internal district efforts, consortium projects, county-wide collaborations, projects that are part of university learning that directly impacts district and educator improvement, etc.)*

- Document your time in an activity log
- Attach any product(s) for LPDC review and final approval through the IPDP Software.

Data Acquisition and Application *(to apply existing and created data to analyze and improve the effective performance of the educator and the success of student and district goals)*

- Document your time in an activity log
- Attach any product(s) for LPDC review and final approval through the IPDP Software.

Educational Service Center Activities *(steering committees, task committees, related research and activities, training, internships, etc.)*

- Document your time in an activity log
- Attach any product(s) for LPDC review and final approval through the IPDP Software.

Individual Inquiry *(investigation, research and involvement that enables the educator to pursue an area of interest that will enhance performance and benefit his/her students, district, community, etc.)*

- Document your time in an activity log
- Attach any product(s) for LPDC review and final approval through the IPDP Software.

Local Professional Development Committee Service *(service as a member of an LPDC is considered legitimate growth and learning for the educator, and by the nature of the service will improve teaching and learning within the school district)*

- Document your time in an activity log
- Attach an activity log for LPDC review and final approval through the IPDP Software.

Mentoring *(either as a part of the formal Entry-Year Program, as supervision of student teachers, or by choice or assignment to aide a colleague or special project as an advisor)*

- Document your time in an activity log
- Attach any product(s) for LPDC review and final approval through the IPDP Software.

National Board Certification *(the educator's study and research to lead toward certification by the National Board of Teacher Certification)*

- Document your time in an activity log
- Attach any product(s) for LPDC review and final approval through the IPDP Software.

North Central Association *(steering committees, task committees, related research and activities, etc.)*

- Document your time in an activity log
- Attach any product(s) for LPDC review and final approval through the IPDP Software.

Presentation *(opportunities to present to various publics which in itself creates learning and growth for the educator and acquisition of skills which improve teaching and learning within the classroom, building and district)*

- Document your time in an activity log
- Attach any product(s) for LPDC review and final approval through the IPDP Software.

Professional Associations *(service in office, steering committees, task committees, related research and activities, etc., if the educator can verify new skills and knowledge that will benefit his/her classroom, students, building, district, etc.)*

- Document your time in an activity log
- Attach any product(s) for LPDC review and final approval through the IPDP Software.

Program Creation *(innovative creation of new programs, activities, etc., that is shown to benefit the educator's assignment, students, building, district)*

- Document your time in an activity log
- Attach any product(s) for LPDC review and final approval through the IPDP Software.

Published Research or Other Writing *(opportunities for the educator to not only learn from the research and creation, but to communicate this growth and development to others)*

- Document your time in an activity log
- Attach any product(s) for LPDC review and final approval through the IPDP Software.

Regional Professional Development Center (*steering committees, task committees, related research and activities, etc.*)

- Document your time in an activity log
- Attach any product(s) for LPDC review and final approval through the IPDP Software.

Research-based Project (*grant applications, teaching area research, opportunities to connect educational research to real improvement*)

- Document your time in an activity log
- Attach any product(s) for LPDC review and final approval through the IPDP Software.

Technology Applications and Projects (*within the classroom and district, effective management issues, etc.*)

- Document your time in an activity log • Attach any product(s) for LPDC review and final approval through the IPDP Software.

College and University Credit Learning (*Colleges and universities that are recognized by the Ohio Department of Education as certificate or license grantees, whether in-state, out-of-state, or online, are approved providers if the learning goals of the program help to complete the educator's IPDP, etc.*)

- During certificate renewal, no pre-approval of hours is required.
- Attach transcript(s) for LPDC review and final approval through the IPDP Software.

University Teaching (*legitimate if the educator demonstrates the learning of new skills and knowledge that helps him/her achieve IPDP goals, benefit the building and district, and help students achieve*)

- Document your time in an activity log
- Attach documentation for LPDC review and final approval through the IPDP Software.

Venture Capital Projects (*steering committees, task committees, related research and activities, etc.*)

- Document your time in an activity log
- Attach any product(s) for LPDC review and final approval through the IPDP Software.

Workshops (*delivered by a provider approved by the district LPDC*)

- No pre-approval by the LPDC if an approved provider is used.
- Verification is an official certificate from a provider indicating completion of contact hours.
- Attach verification for LPDC review and final approval through the IPDP Software.

Vocational Student Organization Advisor

- Document your time in an activity log

- Attach any product(s) for LPDC review and final approval through the IPDP Software.

Professional Reading (*education-related reading that enhances your professionalism, knowledge, and skills*)

- Document your time in an activity log
- Attach a one-to-two-page reflective essay for LPDC review and final approval through the IPDP Software.

Greene County Career Center LPDC Continuing Education Unit Options

Content Creation				
Options	Maximum CEUs	CEU Value	Verification	Criteria
Publication of Original Work	6 CEUs per licensure cycle (equivalent to 60 contact hours)	6 CEUs for book (equivalent to 60 contact hours) 3 CEUs for published article (equivalent to 30 contact hours)	Copy of published work	Must contribute to the educational profession or add to the body of knowledge in the educator's specific field.
Educational Project with Final Product	3 CEUs per licensure cycle (equivalent to 30 contact hours)	1 clock hour = 0.1 CEU	Activity log and samples or final product	Project should have prior approval
Curriculum Development	3 CEUs per licensure cycle (equivalent to 30 contact hours)	1 clock hour = 0.1 CEU	Documentation voucher/Activity log	Subject matter must relate to teaching field
Grant Writing	6 CEUs per licensure cycle (equivalent to 60 contact hours)	1 clock hour = 0.1 CEU	Documentation voucher/Activity log	CEUs are not dependent on awarding of grant

Formal Education				
Options	Maximum CEUs	CEU Value	Verification	Criteria
College & University Coursework	None	1 Semester Hour = 3 CEUs <i>(equivalent to 30 contact hours)</i>	Official Transcript(s)	Must be taken through an accredited college or University or other approved educational institution Must be taken for credit with a grade of “C” or a “P” in pass/fail course. Must be in education or in a content area related to your educational assignment.
Teaching a College Course	3 CEUs per licensure cycle <i>(equivalent to 30 contact hours)</i>	1.5 CEUs per semester course <i>(equivalent to 15 contact hours)</i> 1.0 CEU per quarter course <i>(equivalent to 10 contact hours)</i>	Documentation voucher	Must be used for the first time teaching the course each license/certification cycle
Teaching an Adult Education Class (Outside regular contract duties)	3 CEUs per licensure cycle <i>(equivalent to 30 contact hours)</i>	1.5 CEUs per semester course <i>(equivalent to 15 contact hours)</i> 1.0 CEU per quarter course <i>(equivalent to 10 contact hours)</i> 1 clock hour = 0.1 CEU	Documentation voucher/Activity log	Must be used for the first time teaching the course each license/certification cycle

Formal Professional Development & Training				
Options	Maximum CEUs	CEU Value	Verification	Criteria
Professional Conference, Workshop, Institute, Academy, Inservice Credit	None	1 clock hour = 0.1 CEU	Documentation voucher	Must include only time spent in those portions spent on educational activities.
National Board of Professional Teaching Standards Certification	6 CEUs per licensure cycle for candidate completing process <i>(equivalent to 60 contact hours)</i>	Completion and verification in area of assignment during certificate cycle = all required CEUs	Valid copy of the National Certificate or Documentation Voucher for candidate not completing certificate	Must be in the subject area of the educator's assignment
Professional Presentation	3 CEUs per licensure cycle <i>(equivalent to 30 contact hours)</i>	1 clock hour = 0.1 CEU	Documentation voucher/Activity log	Applies to first presentation each license/certificate cycle

Individual & Specialty Development				
Options	Maximum CEUs	CEU Value	Verification	Criteria
Peer Observation	1 CEUs per licensure cycle <i>(equivalent to 10 contact hours)</i>	1 clock hour = 0.1 CEU	Documentation voucher/Activity log	Must include a statement of authorization from a supervisor and reflection on the observation
Planning Student Field Trips	3 CEUs per licensure cycle <i>(equivalent to 30 contact hours)</i>	1 clock hour = 0.1 CEU	Documentation voucher/Activity log	Must be related to curriculum (extracurricular activities excluded) Must be used for the first time for field trip each license cycle. <i>Actual field trip hours NOT included.</i>
Self-Directed Educational Development	3 CEUs per licensure cycle <i>(equivalent to 30 contact hours)</i>	1 clock hour = 0.1 CEU	Documentation voucher/Activity log	Must enhance educator's work in profession or contribute to area of specialization
Professional Reading	3 CEUs per licensure cycle <i>(equivalent to 30 contact hours)</i>	1 clock hour = 0.1 CEU	Activity log & two-page reflective essay	Must enhance educator's work in the profession or contribute to area of specialization

Individual & Specialty Development Cont.				
Options	Maximum CEUs	CEU Value	Verification	Criteria
Research	3 CEUs per licensure cycle <i>(equivalent to 30 contact hours)</i>	1 clock hour = 0.1 CEU	Documentation voucher/Activity log	Must enhance educator's work in the profession or contribute to area of specialization
Educational Travel	3 CEUs per licensure cycle <i>(equivalent to 30 contact hours)</i>	1 clock hour = 0.1 CEU	Documentation voucher/Activity log	Must enhance educator's work in the profession or contribute to area of specialization
Coaching of Sports or Academic Competitive Teams (Grades 6 and Above)	3 CEUs per licensure cycle <i>(equivalent to 30 contact hours)</i>	1 clock hour = 0.1 CEU	Documentation voucher/Activity log	

Mentoring & Supervision				
Options	Maximum CEUs	CEU Value	Verification	Criteria
Mentoring	None	1 clock hour = 0.1 CEU	Documentation voucher/Activity log	Must be mentoring of teacher, administrator or specialist in official licensing process
Cooperating Teacher	None	1 clock hour = 0.1 CEU	Documentation voucher of successful completion of contract	Must be supervisor of supervisor undergraduate or graduate student, intern, or student teachers
Career-Technical Student Organization (CTSO) Advisor	3 CEUs per licensure cycle <i>(equivalent to 30 contact hours)</i> Pro-rated as per stipend	1 clock hour = 0.1 CEU	Documentation voucher/Activity log	May be used for the first time serving as advisor each license/certificate cycle

Service, Committees & Administrative Work				
Options	Maximum CEUs	CEU Value	Verification	Criteria
Local Professional Development Committee Service	3 CEUs per licensure cycle <i>(equivalent to 30 contact hours)</i>	1 clock hour = 0.1 CEU	Documentation voucher/Activity log	See description above for rationale
Professional Committee	6 CEUs per licensure cycle <i>(equivalent to 60 contact hours)</i>	1 clock hour = 0.1 CEU	Documentation voucher/Activity log	Must be service on formal committee. Must contribute to education profession or add to body of knowledge in educator's specific field.
Related Work Experience	12 CEUs per licensure cycle <i>(equivalent to 120 contact hours)</i>	1 clock hour = 0.1 CEU	Documentation voucher/Activity log	Must enhance educator's work in the profession or contribute to area of specialization
Serving on a School Board	6 CEUs per licensure cycle <i>(equivalent to 60 contact hours)</i>	1 clock hour = 0.1 CEU	Documentation voucher/Activity log	