

# Resource Guide for Establishing and Maintaining Local Professional Development Committees



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**State Board of  
Education**

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## Part 1: Requirements and Responsibilities

### The Legal Basis for Local Professional Development Committees

In 1996, the Ohio General Assembly authorized the creation of Local Professional Development Committees (LPDCs) and mandated they be established in every school district and chartered nonpublic school by September 1998 ([Ohio Revised Code 3319.22](#)). The purpose of each committee is to review the coursework and other professional development activities proposed and completed by educators in a district to determine if they have met the requirements for renewal of their licenses. The LPDC review of professional development activities does not apply to personnel with professional pupil services licenses that require credentialing through related licensure boards. **The Local Professional Development Committee's responsibility begins when an educator obtains a professional license, associate license, or advanced career-technical workforce development license.**

Other educational agencies<sup>1</sup> can establish LPDCs on their own or by collaborating with a school district or other agency that has the authority to establish them. These must be structured comparably to the LPDCs for school districts.

Based on LPDC review and approval, the State Board of Education issues licenses. Review by an LPDC does not mean the educator is qualified to work in that district only; the license is valid in any district in Ohio.

### The Specifications of Ohio Revised Code Section 3319.22

The requirements in law for LPDCs vary depending on the type of district or organization establishing and maintaining the LPDC. These types of districts or organizations include the following:

- Public school districts with collective bargaining units;
- Public school districts with no bargaining units;
- Chartered nonpublic schools; and
- Non-school entities.

Regardless of the type of district or organization, all LPDCs will include at least five total members and a majority of teacher members. For LPDCs, a teacher is someone working under a teaching certificate or license and employed under a teaching contract.

<sup>1</sup> Including, but not limited to, the Ohio Department of Education, educational service centers, county boards of developmental disabilities, college/university departments of education, Head Start programs, the Ohio SchoolNet Commission and the Ohio Education Computer Network.

## Four-Tiered Teacher Licensure Structure

Ohio provides educators opportunities to advance their professional teaching careers through a [Four-Tiered Licensure Structure](#). Through this system, teachers may advance from their Resident Educator licenses through each tier culminating in the Lead Professional Educator license.

The following pages list the highlights of the LPDC requirements. See [Ohio law](#) for the full text.

## Requirements in Law for Public School Districts *with* Collective Bargaining Units

- LPDCs will be established following the collective bargaining agreement in effect.
- If there are no specifications for selecting members, the exclusive representative of the district's teachers will select teacher members and replacements in cases of vacancy.
- If there are no specifications for the establishment of the LPDC, the district's board of education will establish the following:
  1. Committee structure – the number of committees; the distribution of teacher, administrator and other members on each; the scope of the committee (districtwide, by building, by grade level or by license type);
  2. Selection of administrative members and replacements in case of vacancy;
  3. Term length of members; and
  4. Frequency, time and place of meetings.
- The LPDC must establish a procedure by which an educator may appeal a LPDC's decision.

## Requirements in Law for Public School Districts *without* Collective Bargaining Units

- The LPDC will consist of at least:
  1. Three classroom teachers employed by the district;
  2. One administrator employed by the district; and
  3. One other district employee appointed by the district superintendent.
- The district's board of education will determine the structure and number of LPDCs, the terms of office and elections.
- LPDCs may be grouped:
  1. *At the district level:* Teacher members will be elected by a majority of the classroom teachers of the district. The administrator member will be elected by a majority vote of the district's principals, unless there are two or fewer employed in the district.
  2. *At the building level:* Teacher members will be elected by majority vote of the classroom teachers in that building.
  3. *By grade level or age level:* Teacher members will be licensed to teach at the corresponding grade or age. They will be elected by a majority of teachers with such licenses. The administrator member will be elected by other administrators in buildings with teachers with such licenses.
- The LPDC committee structure established by a district board shall remain in effect, unless with 30 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.
- Vacancies among elected teacher members will be filled by vote of the remaining members. Other vacancies will be replaced by appointment by the district superintendent. Members filling vacancies will hold office for the remainder of the term.
- LPDCs may include additional members, but the majority must be classroom teachers from the district.
- The initial meeting of an LPDC will be called by a member designated by the district superintendent. At this meeting, the committee will:
  1. Name a chairperson;

2. Select any other officers; and
  3. Adopt rules for meetings.
- Subsequent meetings will be held at the call of the chairperson or after a majority of committee members sign and file a petition with the district superintendent. Dates, times, and locations will be published within the district.
  - The LPDC must establish a procedure by which an educator may appeal an LPDC decision.

## Highlights of LPDC Requirements in Law by Type of District or Organization

### CHARTERED NONPUBLIC SCHOOLS

- The chief administrative officer has the authority to establish the LPDC in any manner so long as the LPDC meets the mandate of determining whether an educator's proposed coursework or other professional development activity meets the requirements of the rules.
- The LPDC must establish a procedure by which an educator may appeal an LPDC decision.

### NON-SCHOOL ENTITIES

- Institutions or agencies that provide educational services and employ or contract the services of certificated or licensed educators are permitted to establish LPDCs.
- Such institutions or agencies shall develop a plan for the structure, membership, and operation of the committee based on guidelines established by the State Board of Education.
- The LPDC must establish a procedure by which an educator may appeal an LPDC's decision.

### REGIONAL PROVIDERS

- Institutions, agencies or professional organizations that provide services to educators are permitted to establish LPDCs.
- Such institutions, agencies, or professional organizations shall develop a plan for the structure, membership, and operation of the committee based on the guidelines established by the State Board of Education.
- The LPDC committee structure established by a regional provider shall remain in effect unless, with 30 days prior to an anniversary of LPDC establishment, the participants are notified that the committee structure is to change.
- The LPDC must include at least five licensed educators.
- The LPDC must establish a procedure by which an educator may appeal an LPDC's decision.

### EDUCATIONAL SERVICE CENTERS

- Educational service centers may establish LPDCs to serve licensed or certificated individuals who are not employed as educators or are not currently employed by entities that operate LPDCs.
- The LPDC shall determine whether proposed coursework, continuing education units or other equivalent activities meet the requirements for licensure renewal.
- Such agencies shall develop a plan for the structure, membership, and operation of the committee in a manner comparable to committees established by public school districts with collective bargaining units and public school districts without collective bargaining units. Membership in an institution, agency, or professional organization cannot be required for educators to participate in the LPDC.
- The LPDC must establish a procedure by which an educator may appeal an LPDC decision.

### CONSORTIUMS

- A consortium consists of two or more school districts or educational agencies joined together to establish an LPDC and share responsibilities for the LPDC work.

- If a school district with an exclusive bargaining unit joins a consortium in which other districts with collective bargaining units are members, the consortium will need to follow the guidelines for districts with collective bargaining units.
- If a consortium includes different districts with collective bargaining agents (such as an OEA local), an independent local would need to work together jointly and individually to undertake the responsibilities outlined for the bargaining unit.
- The LPDC must establish a procedure by which an educator may appeal an LPDC's decision.

## Responsibilities of the Local Professional Development Committee

LPDCs are responsible for reviewing and approving Individual Professional Development Plans (IPDPs), coursework, and other professional development activities that educators propose to complete to renew their licenses.

To fulfill their responsibilities, LPDCs need to:

### Be informed:

- Know the district goals, particularly as identified in the district's Comprehensive Continuous Improvement Plan (CCIP) or strategic plan;
- Know the current law, licensure standards, and State Board of Education policies regarding LPDC responsibilities for licensure renewal; and
- Ensure that educators' coursework and other professional development activities meet the standards for renewal of licenses.

### Educate and assist all members:

- Orient new members to the licensure standards and the operating principles, timelines, and processes of the LPDC;
- Align to the [Ohio Standards for Professional Development](#); and
- Promote High Quality Professional Development (HQPD) as defined by the [Ohio Standards for Professional Development](#).

### Establish and abide by operating procedures:

- Develop an IPDP format for use by educators;
- Follow criteria established by the State Board of Education for evaluation of educators' IPDPs;
- Establish operating procedures and timelines for the submission and review of an IPDP, coursework, and other professional development activities;
- Develop and use criteria for awarding Continuing Education Units (CEUs) based on educators' contact hours;
- Use the [Educators Leaving an LPDC Verification Form](#); and
- Periodically evaluate LPDC operations for effectiveness, timeliness, efficiency, and professional courtesy.

### Communicate clearly and maintain records:

- Establish communication procedures to keep all constituents up-to-date on LPDC matters;
- Communicate to all constituents in a regular and systematic way;
- Keep records of LPDC matters according to statute; and
- Encourage educators to maintain their own records as well.

### Operate under the Open Meetings Act (Sunshine Law) and the Public Records Act

Note: Legal counsel for the State Board of Education has indicated that since there is no specific exemption in law, LPDCs need to operate under the Open Meetings Act (Sunshine Law). LPDCs may choose to follow the local board of education's policies and procedures on meetings, personnel records, and reviews or may

wish to seek advice concerning these laws from local counsel. Chartered nonpublic schools are exempt from the Open Meetings Act.

A full and current update of the [Ohio Open Meetings Act and Public Records Act](#) is available at the Ohio Attorney General's Office.

### **Regional LPDC Support Team Members**

The Regional LPDC Support Team was established in 2005 to facilitate transition to a standards-based professional development state system, specifically to:

- Organize and hold informational meetings for LPDC members in their assigned areas;
- Work cooperatively with Ohio stakeholders to develop tools and strategies for effectively implementing the Ohio Professional Development Standards across the state; and
- Develop standards-based criteria for LPDCs to use to evaluate Individual Professional Development Plans (IPDPs).

Regional support team members may cover more than one region. Review contact information for the [Regional LPDC Support Team](#) members serving your region.

## **Responsibilities of the Educator**

### **Be informed:**

- Meet [licensure renewal requirements](#) in a timely manner, including the submittal of the licensure renewal applications;
- Know the professional development and renewal application requirements for educator licensure, including the meaning of license issuance and expiration;
- Choose coursework and other professional development activities that align with the appropriate [Ohio Educator Standards](#); and
- Know district goals, particularly as identified in the district's Comprehensive Continuous Improvement Plan (CCIP) or strategic plan.

### **Abide by LPDC operating procedures:**

- Follow the LPDC procedures, criteria, and timelines for reviews of IPDPs;
- Submit the IPDP for LPDC approval soon after receiving a new or renewed license; and
- Obtain LPDC approval of the IPDP *before* engaging in professional development for licensure renewal; professional development done either before or outside the scope of an approved IPDP will not be accepted for licensure renewal.

### **Maintain records:**

- Keep records of all licensure and LPDC transactions, including:
  1. The LPDC review and approval and request for revision of an IPDP;
  2. Transcripts for coursework; and
  3. Required documentation for equivalent other activities (EOAs).

### **[Senior Professional](#) and [Lead Professional Educator Licensure](#):**

- Keep current [Master Teacher](#) information or [National Board for Professional Teaching Standards](#) certification on file.

## Part 2: Guidelines for Local Professional Development Committees

### Plan of Operation

A Plan of Operation is the description of the way in which an LPDC fulfills its responsibilities. The plan outlines the purpose, guiding principles, timelines, and processes through which the LPDC carries out its function of determining whether the coursework or equivalent professional development activities proposed by educators seeking the renewal of a license meet the requirements of Ohio's Teacher Education and Licensure Standards.

A thorough, well-developed Plan of Operation is critical to the success of an LPDC. A Plan of Operation should include the following elements, which are described in further detail below:

- Philosophy
- Purpose
- Criteria for coursework or professional development activities (see *Organizing for High Quality Professional Development*)
- Relationship among the LPDC, the building's improvement plan, the district's Comprehensive Continuous Improvement Plan (CCIP) or strategic plan, and local professional development activities
- Composition of the membership, selection of members and terms of office
- Operational procedures
- Reflection and revision
- Forms

#### ***Philosophy***

A clear statement of beliefs and values that govern the operation of the LPDC, the philosophy may be based on the vision or mission statements of the school or district that the committee serves. It should express the committee's understanding of the nature of professional development and the relationship between High Quality Professional Development (HQPD) and the improvement of educational practice.

#### ***Purpose***

This element of the plan outlines the task of the committee. LPDCs are responsible for approving Individual Professional Development Plans (IPDPs) and determining whether coursework or professional development activities are HQPD and meet the requirements of license renewal.

#### ***Criteria for coursework or professional development activities***

This element describes in detail the criteria by which an IPDP's goals and activities will be evaluated. These criteria provide the basis for the evaluation of whether the IPDP meets the needs of the district, school, educator, and students. This element is the essence of the Plan of Operation for the review and approval of an IPDP and the subsequent coursework or professional development activities taken.

LPDCs are encouraged to ground their criteria in the [Ohio Educator Standards](#).

#### ***Relationship among the LPDC, the building's improvement plan, the district's Comprehensive Continuous Improvement Plan (CCIP) or strategic plan, and local professional development activities***

Because the IPDP must reflect the needs of the district and the school, the LPDC Plan of Operation should ensure LPDC members are familiar with the CCIP or strategic plan of the district and school and the LPDC criteria are appropriately aligned.

#### ***Composition of membership, selection of members, and term of office***

The membership of the LPDC, selection of members, and terms of office must be established in accordance with [Ohio law](#) (see Part 1).

## ***Operating procedures***

This section outlines specifically how the LPDC will operate. It includes the following:

- Procedures, criteria, and timelines for the review and approval of IPDPs, coursework, and other professional development activities;
- Frequency and location of meetings;
- Duties of committee members;
- Process for selecting the committee chair;
- Process for reviewing and approving IPDPs and documenting the review process;
- Decision-making processes;
- Methods and dates for internal and external communication, including the notification of educators regarding LPDC decisions;
- Guidelines for maintaining records;
- Procedures and timelines for handling appeals;
- System for verification of professional development to educators; and
- Process for registering new LPDCs using the online CORE LPDC system. The LPDC must have at least two (no more than three) e-signers for approving licensure renewal applications (see the [E-Signer CORE User Manual](#) for instructions). **Once the LPDC has been registered with an IRN, it is not necessary to register again each year.** The date associated with the LPDC indicates the year it was registered. A change request is only necessary when updating and changing the coordinator and designees. See the webpage for [Local Professional Development Committee \(LPDC\) E-Signers](#) for more information.

## ***Reflection and Revision***

The LPDC should establish a process of self-assessment, which should include consideration of the views of district educators regarding the effectiveness of the committee's work, procedures, and criteria. The results of this self-assessment should be used to redesign and revise the Plan of Operation as necessary. All changes should be made with the advice and knowledge of the educators represented by the LPDC.

## ***Forms***

All forms used by the LPDC to facilitate the license renewal process should be included. Committees are encouraged to use the LPDC forms provided by the State Board of Education, which align directly to Ohio's Standards for Educators. See the [LPDC Resources](#) webpage, which features the following documents:

1. **CEU Conversion Chart.** This chart provides information for LPDCs related to semester hours, quarter hours, contact hours, and continuing education units (CEUs).
2. **Contact Hour Verification Form.** In Ohio, only LPDCs can award CEUs. This form can be used by vendors and professional development providers to document contact hours with participants.
3. **Educators Leaving an LPDC Verification Form.** LPDCs are to provide educators exiting their committee with a completed version of this form. This will be done as the educator leaves the district.
4. **Equivalent Other Activities Preapproval Form.** This form is to be used for obtaining LPDC pre-approval for equivalent other activities (EOA) of professional development, such as book studies, presentations, or other activities that do not offer certificates of attendance or completion of CEUs.
5. **Log of Professional Development (PD) Activities.** Educators may download this Excel spreadsheet to use as a personal log for their completed professional development.
6. **Recommended IPDP Template.** District committees may use this document as is or select portions most appropriate for their needs. Districts using online IPDP forms may wish to include some of the new content in fields made available for optional content.
7. **Verification Form for Consistently High Performing Teachers.** This form is used to verify eligibility requirements for consistently high performing teachers.

## Reciprocity

In addition to facilitating the license renewal process, the LPDC represents local collegial efforts to support and maintain a high-quality teaching force throughout Ohio. In that collegial spirit, LPDCs should honor the efforts of educators who move into the district with a current IPDP approved by their prior LPDC. Educators should use the *Verification Form for Educators Leaving an Ohio LPDC*, referred to in the forms section.

**When an educator leaves employment in a district**, upon request from said educator, the former LPDC **must** provide verification of the approval of the educator's IPDP and any coursework and professional development completed by the educator and accepted by the LPDC using the *Educator Leaving an Ohio LPDC Verification Form*. The LPDC should encourage the educator to approach the new LPDC as soon as possible with the ongoing IPDP to complete the reciprocity transfer.

**When an educator takes employment in a new district**, the new LPDC **must** honor the coursework and other professional development activities that a newly hired educator had completed pursuant to an IPDP approved by their former LPDC prior to employment in the new district. As soon as possible *after* employment and *before* engaging in any additional coursework or professional development activities, the newly hired educator must submit an IPDP in accordance with the operating procedures of the new district.

## Appeal Process

Ohio Revised Code requires LPDCs to provide every educator served with the opportunity to appeal the decisions regarding the following:

1. IPDP approval and
2. Pre-approval or approval of coursework and professional development activities.

Although the mandate requiring an appeal process is clear, **the LPDC is responsible to construct and implement it.**

To construct or revise the local appeal process, the LPDC should first **ensure the operating procedures, timelines, forms, and criteria are explicitly stated in writing and communicated to all educators served.** To reduce confusion, potential disagreements and eventual appeals, clearly communicate expectations on the following LPDC basics:

- The criteria, format, and directions for preparing the IPDP;
- The criteria, procedures, and timelines for the approval of IPDPs and the acceptance of coursework and other professional development activities;
- The communication system in place between and among the LPDC and its constituent educators;
- The revision and resubmission process for non-approved IPDPs, coursework, and other professional development activities;
- The recordkeeping policies and processes of the LPDC; and
- The process by which an educator may appeal a decision rendered by the LPDC.

### **Local-Level Review**

In anticipation of potential appeals, the LPDC may find it beneficial to include the appeals process in the local policies and procedures. Because the appeals process is determined locally, specific features may vary from one LPDC to another. However, it is recommended every LPDC's appeal process provide for **at least two** stages of review such as *reconsideration and third-party review*.

### **Reconsideration**

If an educator disagrees with an LPDC decision, it is recommended the educator be given the opportunity to meet with the LPDC to present his or her case. The discussion should be both open and collegial with the intent to provide both the educator and the LPDC the opportunity to understand each other's perspective while seeking a mutually acceptable resolution.

If a resolution is reached at this point in the process, it should be so documented and made a matter of record for the educator and for the LPDC.

If the parties cannot reach a mutually acceptable resolution, the LPDC policies may permit the educator to advance the appeal to a subsequent level, such as a third-party review.

### ***Third-Party Review***

If the educator and the LPDC cannot reach a mutually acceptable resolution, the LPDC may provide for a local third-party review and decision. One possible method for third-party review is for the LPDC to convene a panel of three licensed educators:

1. One educator selected by the LPDC;
2. One educator selected by the educator making the appeal; and
3. One educator approved by both the LPDC and the educator.

### ***State-Level Review***

In anticipation of potential appeals, the LPDC may elect to add a *final* appeals stage: a review of the matter by the State Board of Education. **Unless an LPDC includes this step in its operating procedures, educators cannot appeal LPDC decisions beyond the third-party review.**

## Part 3: Professional or Associate License Renewal (and Certificate Transition)

**Note:** This section of the document addresses requirements *only* for those educators who are currently working through a school, school district, or an agency or institution registered with the State Board of Education of Ohio that has established an LPDC.

Licensed or certificated educators who are not working through an established LPDC must apply for renewal or transition directly through the State Board of Education's Office of Educator Licensure and Effectiveness. Since there would be no LPDC to review the other professional development activities and award continuing education units (CEUs), educators in this situation are able to use *only* college or university coursework toward renewal requirements.

### Local Professional Development Committee Authorization

#### Which situations are managed by an LPDC?

- [Renewals](#) of five-year professional or associate licenses or five-year advanced career technical workforce development licenses.
- [Transitions](#) to five-year professional from eight-year professional certificates issued prior to July 2007.
- [Alignments](#) of multiple five-year professional licenses.

#### Who *must* work through an LPDC?

All teaching, non-teaching and associate personnel (including interpreters and treasurers) who:

- Hold a certificate, professional, associate, or career technical workforce development five-year license; **and**
- Are employed full- or part-time in the school, school district, agency, or institution the LPDC represents; **and**
- Wish to fulfill the license renewal requirements.

#### Who *may* work through an LPDC?

- Educators who hold certificates or five-year licenses and are not currently employed as educators or not currently employed by entities that operate LPDCs. These individuals may work through an LPDC established by an educational service center (ESC) to fulfill license renewal requirements.
- Educators who hold certificates or five-year licenses and substitute teach or interpret on a regular basis in the school or district the LPDC represents may work with the LPDC *if* its operational procedures include that provision. LPDC bylaws may permit licensed individuals not directly employed by the organization to be served by the LPDC. If there is no such operational procedure, substitute teachers must work directly with the State Board of Education to fulfill license renewal requirements.
- Individuals who hold a **school counselor** license will renew with **renewal coursework** or professional development (as approved by their local professional development committees) **OR** a valid license issued by the respective professional Ohio board.
  1. Note that School Counselors working with students in grades 7-12 must also complete four hours of construction trades training through ACT Ohio to renew their license (beginning in 2026). Please see the [School Counselor Construction Trades Training FAQ](#) for more information.

#### Who is *exempt* from working through an LPDC?

- School social workers, school speech-language pathologists, school nurses, school audiologists, occupational therapists, physical therapists, occupational therapy assistants, and physical therapy assistants are required to maintain licensure through their respective Ohio

professional licensure boards. To renew five-year professional pupil services licenses issued by the State Board of Education in these areas, educators must maintain their respective professional board licenses. By doing so, they meet all State Board of Education renewal requirements and, therefore, do not need to work through the LPDC. These educators renew their licenses by submitting renewal applications with proof of current professional board licensure directly to the State Board of Education.

- While State Board of Education-licensed school counselors are not required to maintain concurrent professional (counselor) licensure through the Ohio Counselor, Social Workers and Marriage and Family Therapist Board, some individuals do hold both the State Board of Education license and a professional board license. Educators who hold a five-year professional pupil services (school counselor) license issued by the State Board of Education and hold the corresponding professional board (counselor) license may renew the State Board of Education license based on maintaining licensure through the respective professional licensure board and do not need to work through an LPDC. Holders of five-year professional school counselor licenses issued by the State Board of Education who do not maintain concurrent professional board licenses are required to work through the LPDC to renew their State Board of Education licenses.
  1. Note that School Counselors working with students in grades 7-12 must also complete four hours of construction trades training through ACT Ohio to renew their license (beginning in 2026). Please see the [School Counselor Construction Trades Training FAQ](#) for more information.
- Educators holding a standard Resident Educator license do not work through the LPDC. These individuals apply directly to the State Board of Education's Office of Educator Licensure and Effectiveness [to renew or extend their license or to advance to a professional license](#).
- Educators holding an Alternative Resident Educator license do not work through the LPDC. These individuals apply directly to the State Board of Education's Office of Educator Licensure and Effectiveness [to extend or renew their license](#) or [advance to a professional license](#).
- Educators holding an expired two-year provisional license do not work through the LPDC. These individuals apply directly to the State Board of Education's Office of Educator Licensure and Effectiveness to [transition to Resident Educator Licenses or advance to a five-year professional license](#).
- Educators holding a [provisional CTWD license](#) do not work through the LPDC. These individuals will transition to an Advanced CTWD license when they finish their programs.
- Educators holding [alternative principal licenses](#), [alternative administrative specialist licenses](#), or [alternative superintendent licenses](#) do not work through the LPDC. These individuals apply directly to the State Board of Education's Office of Educator Licensure and Effectiveness to renew, extend, or advance their licenses.
- Educators holding [one-year temporary pupil services licenses](#) do not work through the LPDC. These individuals apply directly to the State Board of Education's Office of Educator Licensure and Effectiveness to renew their temporary licenses or to advance to standard licenses in the areas in which their temporary licenses were held.
- Educators holding one-year [supplemental teaching licenses](#) do not work through the LPDC. These individuals apply directly to the State Board of Education's Office of Educator Licensure and Effectiveness to renew their supplemental licenses or to advance to the standard licenses in the areas in which their supplemental licenses were held.
- Educators holding permanent teaching certificates or [permanent non-tax certificates](#) do not work through the LPDC. These individuals are required by state law to update their FBI criminal background checks every five years through the Ohio Bureau of Criminal Investigation (BCI). In addition, updated BCI background checks are required if certificate holders have lived outside

Ohio within the past five years.

- As [background checks](#) expire, educators should get these updated and ensure the results are sent directly to the State Board of Education. If a certificate becomes inactive but the educator later successfully passes required background checks, the State Board of Education will re-activate the license upon receiving the report.

*\*Once an educator obtains a professional or advanced CTWD license, LPDC procedures apply to the renewal of that professional or advanced CTWD license.*

## Individual Professional Development Plan (IPDP)

Ohio Administrative Code Rule [3301-24-08](#) states, “Each educator wishing to fulfill the license renewal requirements is responsible for the design of an individual professional development plan, subject to the approval of the local professional development committee.”

To ensure all appropriate professional development activities may be considered to meet renewal requirements, the Individual Professional Development Plan (IPDP) should be written and submitted to the LPDC for approval as soon as possible after the issuance of the license to be renewed. After an approved IPDP is on file, the LPDC can grant credit for professional development activities in accordance with the LPDC’s Plan of Operation. A license has an effective year always beginning on July 1 and an issuance date indicating when the State Board of Education issues the license (which may precede the effective date).

To qualify for licensure renewal, the educator must complete one or a combination of the following:

- Six semester hours of coursework related to classroom teaching or the area of licensure; OR
- Eighteen continuing education units (CEUs), which represent 180 contact hours of professional development OR engagement in equivalent other activities (EOAs) related to classroom teaching or the area of licensure as approved by the LPDC of the employing school, district, or agency since the issuance of the license to be renewed.

The primary responsibility of the LPDC is to review educators’ Individual Professional Development Plans and ensure the identified goals and strategies are relevant to the needs of the district, school, students, and educator. Such decisions should be based on the committee’s local criteria and be aligned to the Ohio Standards for Professional Development. To ensure educators engage in appropriate professional development activities, **the IPDP must be submitted and approved prior to beginning the coursework or activities for which the educator seeks approval.**

The development of IPDPs allows educators to have flexibility in selection of personally meaningful coursework, workshops, and professional development, provided all content aligns with district goals and the Ohio Standards for Professional Development.

Not all professional development need be college courses or workshops. The following equivalent other activities (EOAs) fall under the category of professional development:

- Conference
- Single workshop
- Professional learning team or community involvement
- Independent study or action research
- Professional educational organization activities
- District leadership team, LPDC, curriculum development, school improvement
- Coaching or mentoring student teachers, new teachers, or teachers in need
- Activities leading to Master Teacher/National Board certification

LPDCs across the state continue to make decisions about licensure renewal. Educators determine and set their own professional goals. By consulting the [Standards for Ohio Educators](#), educators can make informed decisions regarding their professional growth across a developmental continuum from proficient to

accomplished to distinguished.

The Individual Professional Development Plan (IPDP) identifies an educator's goals for learning. The process of preparing and submitting an IPDP requires educators to do the following:

- Examine their practice; (self-assessment, including the Resident Educator program, Ohio Teacher Evaluation System, Ohio Principal Evaluation System)
- Determine individual priorities and goals;
- Complete the IPDP according to LPDC policy; and
- Obtain pre-approval from the LPDC (per district policy).

LPDCs should provide educators with all the materials required to prepare an acceptable IPDP. The State Board of Education provides IPDP templates and supporting documents on the website. Though LPDCs are not obligated to use these forms, LPDCs should ensure their forms align to the Ohio Standards for Professional Development and require educators to examine their own practice against the appropriate set of educator standards.

Educators are responsible for maintaining their IPDPs and any required documentation for activity and course approval. *Keep copies of all materials submitted to the LPDC.*

It is the educator's responsibility to complete the IPDP and its accompanying professional development according to the LPDC's policies and timelines. Be aware of the LPDC's meeting schedule and plan your submissions accordingly.

### **Timely Submission of Applications**

Upon determination by the LPDC that all requirements for renewal have been met, applicants must apply for renewal through their OHID accounts. Applicants must indicate the LPDC's IRN or name within the online application. See the [Renew a License webpage](#) for application instructions and the [CORE User Manual](#) for assistance with OHID accounts.

Note that educators may submit their online licensure renewal applications as early as November 1 of the school year in which their licenses expire.

### **Administrators, School Treasurers, School Business Managers, Supervisors**

When an administrator's coursework plan is being discussed or voted upon, the LPDC 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.

### **Renewal or Transition After Retirement or Termination of Employment**

When an educator retires or leaves the district, the former district will provide verification of the IPDP approval, including coursework and continuing education that is completed and accepted. It is the educator's responsibility to request and retain the approved and signed [Educator Leaving an LPDC Verification Form](#) and submit it to the new LPDC at the time of employment in the new district. If the educator is no longer working through an LPDC, the educator should submit it to the State Board of Education at the time of application for renewal.

Completed professional development activities approved by an LPDC must be honored by other LPDCs and by the State Board of Education. If the plan was not completed in total, a new plan to address the period remaining in the renewal cycle must be written and approved by the new LPDC. If the educator is not working through an LPDC, the remaining credits must be completed by taking coursework at a college or university prior to application to the State Board of Education.

### **[Renewal Requirements for Expired Licenses](#)**

Professional and associate licenses or certificates that have lapsed due to not meeting professional development requirements may be renewed upon completion of nine semester hours of coursework relevant to classroom teaching or the area of licensure since the issuance of the license to be renewed. Educators who completed CEUs in accordance with their IPDP (and approved by their LPDC) since the last issue date of their licenses may be required to complete only three additional semester hours of renewal coursework (instead of nine), if they met their renewal requirements but did not renew their licenses by October 1 of the

expiration year of the licenses.

### **Reinstatement Licenses**

Educators whose associate or professional licenses or certificates (including four-year provisional and eight-year professional certificates) have lapsed for at least one year, may work under a reinstatement license while meeting renewal requirements through their employing Ohio LPDC. Educators are responsible for the design of their IPDP, subject to the approval of their LPDC. Additionally, they must complete the renewal requirements before their reinstatement license expires.

**One-Year Reinstatement License.** Educators who have held an Intervention Specialist license or endorsement or an Education of the Handicapped license or certificate may apply for a one-year reinstatement license. Educators working under a one-year reinstatement license will complete either of the following (or a combination thereof):

- Nine semester hours of coursework related to classroom teaching or the area of licensure, OR
- Twenty-seven continuing education units (CEUs) or 270 contact hours (or other equivalent activities) related to classroom teaching or area of licensure.

**Two-Year Reinstatement License.** Educators working under a two-year reinstatement license will complete either of the following (or a combination thereof):

- Six semester hours of coursework related to classroom teaching or the area of licensure, OR
- Eighteen continuing education units (CEUs) or 180 contact hours (or other equivalent activities) related to classroom teaching or area of licensure.

# Glossary

**Administrator.** An individual working under any of the following certificates or licenses:

- Superintendent License, Superintendent Certificate or Local Superintendent Certificate
- Assistant Superintendent Certificate
- Principal License, Principal Certificate
- Vocational Director License, Vocational Director Certificate
- Educational Administrative Specialist Certificate
- Administrative Specialist License
- Supervisor Certificate
- Vocational Supervisor Certificate
- Treasurer License
- Business Manager License

Note: For purposes of meeting the requirements in ORC 3301-24-08 regarding the composition of LPDCs when discussing or voting upon administrators' coursework plans, school treasurers and school business managers are included in this category.

**Appeal Process.** The process by which an educator can have the decision of an LPDC reviewed.

**Approved Institution.** A college or university that has been approved for the preparation of teachers, administrators, and school employees in pupil personnel services by the State Board of Education.

**CEU.** A Continuing Education Credit is 10 professional development contact hours approved by an LPDC. Professional development providers *do not* award CEUs, LPDCs do. Professional development providers should supply their participants with certificates of the *contact hours* of the professional development experience.

**Chartered Nonpublic School.** A nonpublic school that operates under applicable State Board of Education rules and is chartered by the State Board of Education.

**Consortium.** Two or more school districts or educational agencies joined together to establish an LPDC and share responsibilities for the LPDC work.

**Contact Hours.** The direct clock hours spent engaged in a professional development activity.

**Educator.** An individual certified or licensed by the State Board of Education to teach or practice in Ohio's schools.

**EOA (Equivalent Other Activity).** A professional development activity other than college or university courses, seminars and workshops.

**HQPD (High-Quality Professional Development).** The acronym identifying the standard for Ohio professional development, as delineated in the Ohio Standards for Professional Development.

**IPDP (Individual Professional Development Plan).** The document prepared by individual educators as a record of personal professional development goals and as a document of their achievements.

**Issue Date v. Effective Date.** All Ohio certificates and licenses have an EFFECTIVE date of July 1. The effective date is the beginning of the validity period or duration of the license. The ISSUE date is the date that a license is actually issued to an educator. An issue date may be any business day as licensure applications are processed and issued continuously throughout the year.

**Lead Professional Educator License.** The lead professional educator license, issued to those who meet the degree requirement, experience, and demonstration of practice shall be valid for five years and shall be renewable.

**Licensure Standards.** The Ohio Licensure Standards are sections of the Ohio Administrative Code and Ohio

Revised Code that establish requirements for licensing. Included in the standards are requirements for obtaining and maintaining all available types of educator credentials including teaching, administrator, and pupil services credentials, permits, alternative credentials, and substitute and temporary credentials. Administrative rules are reviewed on an ongoing basis, and the State Board of Education may revise these rules periodically or create new ones in response to recommendations from the Educator Standards Board or other education stakeholders.

**Permanent Certificate.** A permanent certificate is an educator credential that was issued under former law that is valid for the lifetime of the certificate holder unless it is limited, suspended, or revoked under ORC [3319.31](#).

**Permanent Non-Tax Certificate.** Non-tax certificates are issued to teachers and administrators working in nonpublic schools.

**Professional Certificate.** An educator credential issued by the State Board of Education through 2003 to an individual who is deemed to be qualified, under the 1987 *Teacher Education and Certification Standards*, to teach or practice in Ohio's schools.

**Professional License.** The professional or associate license that is valid for five years and may be renewed by an individual currently employed in a school or school district upon verification that the requirements listed in paragraph (A1) and (A2) of Ohio Administrative Code 3301-24-08 have been completed since the issuance of the license to be renewed.

**Provisional License.** Ohio's former beginning teacher license. Educators who held this license will transition to the Resident Educator license or advance to a professional license.

**Provisional CTWD License.** Ohio's beginning career-technical workforce development teaching license. Educators who complete this licensure pathway will advance to the Advanced CTWD license.

**Resident Educator License/Alternative Resident Educator License.** Ohio's initial beginning teacher license may be extended or renewed by the State Board of Education on a case-by-case basis to enable the license holder to complete the Ohio Resident Educator program.

**Senior Professional Educator License.** The senior professional educator license, issued to those who meet the degree requirement, experience, and demonstration of practice shall be valid for five years and shall be renewable.

**Standards for Ohio Educators.** Ohio Standards for the Teaching Profession, Ohio Standards for Principals, Ohio Standards for Professional Development, Ohio Standards for School Counselors and others adopted by the State Board of Education focus the goals and objectives of educators as they seek to improve the profession and guide their professional learning.