

LPDC FACT SHEET

*****A quick reference guide for CCBDD staff*****

1. Locate your license. Check the Issue Date (located in the right hand corner) and the Expiration Date (located at the bottom).

- a. The Issue date is important! It is the LPDC “start” date for crediting ongoing professional development activities on your current license. Activities PRIOR to that issue date are not valid for renewal purposes.
- b. The Expiration Date is always an “end of June” date. It ends the 5-year/8-year cycle of your credential. By this date, all LPDC renewal activities must be completed; all forms must be signed and received in HR Department.
- c. If your credential renewal requires background check/fingerprinting requirements, you must meet those deadlines set in the HR notification.

2. Complete an Individual Professional Development Plan (IPDP).

- a. If you hold a current 5-yr. license/8-yr. certificate, an IPDP **MUST** be submitted to/approved by the LPDC. IPDP’s are valid for the life of your license and must be “renewed” or updated at each renewal cycle, to reflect your current ODE credential. You have 6 months (until December 30) of the same year of your renewal to submit an IPDP for the new credential. IPDP may/should be revised at any time to reflect changes in your position or your certification.
- b. A copy of your current credential(s) must be submitted with your IPDP.
- c. IPDP forms can be found in the LPDC Document (white binder) that each staff member involved with the LPDC has received – or obtained from your site secretary, the ACCESS website <http://access.ohea.us>, on the LPDC computer program, and on Infonet (beginning March 9, 2010). If you need assistance, please contact an ACCESS-LPDC member.
- d. Upon approval of your IPDP, you may begin to accumulate credit towards your next renewal. You will need to accrue 6 semester hrs = 18 CEU’s = 180 PDU’s (hours) for renewal of your credential.

3. Maintain a Professional Development Summary Log.

- a. A Professional Development Summary Log (PDSL-2) is available for use. As you complete professional development activities, log them on this sheet – recording title, date, hours, and location. Attach a copy of the flyer/registration sheet/course description as supporting documentation. Complete the Evaluation Form 8 (1/2 sheet) for each PD activity listed and attach it to your log, or send a official transcript to HR for coursework.

***NOTE:** Revised PDSL-3, effective/available March 9, 2010. If you complete an IPDP on the newly revised Forms 1 and 2, you will be required to use PDSL-3. If you are currently maintaining a PDSL-2 log, continue to do so following the “old” procedure.

- b. You may accumulate professional development activities for up to 5 years. At the end of five years, or any time prior to that if you like, submit your entire PDSL-2 and supporting documentation /evaluations to the LPDC for review. This will assure you that procedures are correct and credit is approved.
- c. Selecting to maintain your professional development on the PDSL-2 eliminates the LPDC Pre-approval/Evaluation paperwork process for EACH activity. Easier for you, and the LPDC, but BE CERTAIN that professional development submitted for credit towards renewal pertain to the GOALS/Educator Standards/HQPD Standards stated in your IPDP or it will not be approved.

4. Submit Pre-Approval /Evaluation form for PD activities

- a. LPDC Pre-Approval (Form 3) and the LPDC Evaluation (Form 4) have been revised and must be used beginning March 9, 2010.
 OLD FORMS WILL NOT BE ACCEPTED AFTER MARCH 9, 2010.
 A “pink” Pre-approval (Form 3- with supporting documentation) should be submitted prior to attending the activity. The “blue” Evaluation (Form 4) is completed 4-6 weeks after the activity (attach a certificate of attendance to the evaluation form).
- b. Make sure to use the correct form for Pre-Approval: it is now Form 3 for all CEU/PDU/Coursework.
- c. Make sure to fill in a number for the amount of CEU/PDU’s you are requesting for a professional development activity.
- d. Make sure to sign and date all forms.
- e. You will receive a Certificate of Approval from the LPDC if this process is followed correctly and to completion.
- f. For coursework to be approved and a Certificate of approval issued, an official transcript from college/university must be sent to HR for your personnel file.
 You do not need to do Evaluation (Form 4) for college coursework.

5. Final Reminders

- a. You are responsible to complete and submit for credit the professional developmental activities necessary to maintain your teaching credential. HR does notify staff in Feb/Mar of their certification expiration (in June) and sends you a renewal application/LPDC Verification Form for completion.
- b. Use your Professional days and Inservice days! Select activities that COUNT! Be sure they pertain to your goals/ Educator Standards/High Quality Professional Development Standards set in your IPDP. Keep PD descriptions and certificates for your renewal purposes.

ACCESS-LPDC Members are:

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