

*Elmwood Local Schools*

**Local Professional  
Development Committee  
Handbook for Teachers**

This Memorandum of Understanding is entered into by and between the Elmwood Education Association, OEA/NEA and the Elmwood Local School District Board of Education for the purpose of confirming their agreement as to the terms of The Elmwood Local Professional Development Committee during the term of their 2016-2019 collective bargaining agreement. The parties have agreed to the following system:

## Elmwood Local Schools Local Professional Development Committee Handbook Table of Contents

---

Introduction	3
Local Professional Development Committee	
Governance	4
Committee Procedures	5
Policies	6
Training	8
Meetings and Compensation	8
Miscellaneous	9
Group Activity Comparison	10
Group Activity Guidelines	11
Explanation of Forms	13
Possible Professional Development Goals	14
Examples of Group Activity Projects	15
Individual Professional Development Plan Form	17
Coursework Proposal Form	19
Equivalent Activity Proposal Form	21
Collaborative Activity Proposal Form	23
Equivalent Activity/Conference/Workshop Form	25

Last Updated: 4-66-16

# **Elmwood Local Schools**

## **Local Professional Development Committee**

### **Introduction**

---

Elmwood Local Schools, in accordance with the laws and policies of the State of Ohio and Ohio Department of Education, has established a Local Professional Development Committee (LPDC). The LPDC must approve all license upgrades and renewals in accordance with Individual Professional Development Plans (IPDP) submitted and approved for each educator. An IPDP is your proposed program for professional growth that you plan to continue during your current license cycle. This plan must be completed and approved by the LPDC after your license renewal is granted by ODE and before you can begin to work on your new license renewal. An IPDP is valid for the entire license cycle unless updated or replaced by the educator. If there is a significant change in your work assignment, you must revise and resubmit your IPDP. However, all activities accumulated prior to the revision of the IPDP will be applied to your renewal requirements.

The LPDC does not renew the certificates or licenses of some Ohio Department of Education certificate holders who also hold licenses from their respective State of Ohio licensing boards (i.e. School Audiologist, School Social Worker, School Speech and Language Pathologist, School Nurse, or OT/PT). In addition, any teacher who holds a 4 year Resident Educator License will not renew their license through the LPDC process as they must follow Ohio's Resident Educator requirements.

Each educator is responsible for maintaining their own professional credentials. This includes monitoring the expiration dates of credentials and the requirements for credential renewal/conversion. Laws state that educators with expired credentials will no longer be able to receive back pay for the time they are teaching with an expired credential. It is essential that educators begin the process of renewals and upgrades as soon as possible, but no earlier than November 1 of the preceding year in which the credential will expire.

In order to renew a license, an educator must complete one, or a combination of the following:

- a. Six semester hours of coursework
- b. Eighteen Continuing Education Hours (CEUs)
- c. 180 Clock hours of equivalent activities

Background checks and fingerprints are required for all educators teaching in the State of Ohio. Questions regarding background checks and fingerprinting requirements can be directed to the district central office.

If you have any questions relating LPDC policies or procedures, please contact your corresponding LPDC Member.

**ELMWOOD LOCAL SCHOOLS  
LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE  
STANDARDS AND BYLAWS**

=====

LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE

GOVERNANCE

The Elmwood Local Professional Development Committee (LPDC) policy, procedures, and governance shall not supercede the negotiated agreement and/or currently existing district policy. Proposals to the LPDC and approvals/denials by the LPDC shall not override the negotiated agreement and/or currently existing district policy.

**A. Linking Local Professional Development Committees to Continuous Improvement**

1. A major purpose for a Local Professional Development Committees is to ensure that professional development aligns with the ongoing continuous improvement of a district and school. These committees also serve as a mechanism through which educators can maintain their credentials (licenses) and participate in a broad range of meaningful activities.
2. With improved student achievement as the goal, a Continuous Improvement Plan (CIP), approved by the Board of Education and the Elmwood Education Association, addresses all elements of an education system. The ongoing professional development of educators is one element of a Continuous Improvement Plan. An LPDC builds its work upon this element and can also serve to provide feedback and suggestions to educators, staff development coordinators, and/or committees. Those responsible for professional development in the district can identify professional opportunities both within and outside of the district which align with the Continuous Improvement Plan goals.

**B. Representation**

1. The Local Professional Development Committee will consist of five members. Three members will be teachers selected by the Elmwood Education Association with the following requirements:
  - A. An association member appointed needs to be a full time classroom teacher.
  - B. An appointment is for a three (3) year term on a rotating basis by building so that no two (2) new association members will be on the committee at the same time.
  - C. There will be one representative for each building.
  - D. The three association representatives will be appointed by the Executive EEA Committee.
2. The remaining two positions will be filled by a Principal and the Superintendent or designee.

**C. Selection/Responsibilities**

1. Chairperson: Elected by a majority of the LPDC and Responsibilities are:
  - A. Conduct LPDC meetings.
  - B. Communicate information to the members of the LPDC.
  - C. Represent the LPDC at meetings of other stakeholder organizations.
  - D. Fill vacancies on the LPDC in accordance with selection rules.

2. Recorder/Clerk: Elected by a majority of the LPDC and the responsibilities are:
  - A. Maintain minutes of action taken during LPDC meetings.
  - B. Notify applicants of approval/resubmission/denial status of individual professional development plans and/or proposals for credit.

## COMMITTEE PROCEDURES

### **A. Procedures**

1. The LPDC will meet monthly during the school year. During the months of June, July, and August, the LPDC will meet on an as needed basis. 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.
2. An emergency meeting of the LPDC may be called by the chairperson with the concurrence of the majority of the members. Conference calls may be utilized for LPDC business.
3. A quorum, necessary to conduct LPDC business, shall be four (4) out of the five (5) LPDC members.
4. At least three (3) of the LPDC members must agree upon any proposal for it to be considered approved.
5. The LPDC shall keep confidential all reviews, evaluations, and discussions of Individual Professional Development Plans (IPDPs) 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.
6. Minutes/records of actions taken shall be maintained by the LPDC recorder/clerk. Copies of these minutes/records shall be provided to the Superintendent and EEA President(s).
7. Evaluation of IPDPs or course/activity proposals shall be evaluated by consensus. A time limit of 15 minutes per proposal should be adhered to by all LPDC members.
8. Reviewed IPDPs and/or course/activity proposals are to be returned within 3 working days of the review.

### **B. Appeals**

1. Written appeals shall be submitted to the LPDC chairperson within 20 calendar days of denial of an IPDP or credit proposal. All written appeals will be reviewed within 20 calendar days of receipt by the committee.
2. An appeal may be presented at the next regularly scheduled LPDC meeting. A request for inclusion on the agenda should be given to the LPDC chairperson no later than five (5) calendar days before that regularly scheduled LPDC meeting.

3. Written notification of the appeal decision shall be provided within seven (7) calendar days of the appeals meeting.
4. If the appeal is denied, the applicant may request a terminal opinion, a binding decision rendered by a three person mediation team chosen as follows: one person selected by the applicant, one person chosen by the LPDC, and a third person mutually agreed upon by the first two. Members of the mediation team must hold a current Ohio Department of Education Certificate or License.
5. Timelines may be necessarily varied for good cause as approved by the LPDC.

### **C. Amendments**

1. The LPDC may recommend revision of this document by a vote of four (4) LPDC members in favor of the amendment. Any such amendment shall be put into a Memorandum of Understanding. Once the appropriate signatures are attained on each side, the Board of Education shall approve the Memorandum of Understanding through its official board minutes.
2. Amendments altering the requirements for approved IPDPs and/or approved course/activity proposals shall not negatively impact any individual who has already begun pursuit of a certificate or license.
3. Amendments may be suggested by any certificated/licensed employee by submission in writing to the committee chairperson, who shall make the LPDC aware of such suggestions at the next regularly scheduled LPDC meeting.

## **POLICIES**

*It is your responsibility as an Elmwood certificated/licensed employee to monitor the expiration date(s) of your certificates(s)/license(s). Do not wait until the last minute to begin your requirements for renewal.*

### **A. Individual Professional Development Plan (IPDP)**

1. Professional development included within an IPDP should reflect the needs of the community, district, building, classroom, and individual. Anyone not specifically working on a Master's degree or additional certification is encouraged to take the majority of his/her professional development in areas relevant to his/her current working assignment.
2. Every employee of the Elmwood Local Board of Education who holds an Ohio teaching license(s), except those who hold a 4 year Resident Educator License, must have an IPDP on file by October 1, approximately two (2) years prior to expiration. Although, it is preferred that this is done ASAP after your license is renewed. This IPDP shall be approved by the LPDC.
3. Any submitted proposal deemed unreadable by the LPDC shall be returned to the person submitting the proposal without review. The proposal may be resubmitted in appropriate form for consideration at the next regularly scheduled LPDC meeting.

4. Reviewed IPDPs are to be returned within seven (7) calendar days of the review.
5. IPDPs, which are denied, may be resubmitted with modifications, or they may be appealed.

#### **B. Coursework/Activity Proposals**

1. Coursework, CEU classes/workshops, and/or Equivalent Activities, which will be used to satisfy the Ohio Department of Education (ODE) renewal requirements, MUST be approved by the Elmwood LPDC.
2. Although required work within a Master's Degree program applies to the university degree, courses submitted to the LPDC for certificate/license renewal purposes must be relevant to an approved IPDP.
3. Approval of coursework, CEU classes/workshops, and/or Equivalent Activities does not guarantee tuition reimbursement or movement on the salary schedule. See the negotiated agreement for specific current requirements.
4. Credit hours/CEUs must have been earned during the current certification/license renewal period, and must meet previously established ODE guidelines for acceptability toward certificate renewal.

#### **C. New Employees to Elmwood with Previous Educational Experience**

1. Previously employed new hires who hold a certificate/license issued by the ODE and who have coursework/activities approved by their prior LPDC during their current renewal cycle, shall have said coursework/activities approved by the Elmwood LPDC when accompanied by verifiable supporting documentation.

#### **D. University Credit Toward Certification/Licensure Renewal**

1. Coursework must be relevant to an approved IPDP.
2. The appropriate coursework form shall be approved BEFORE beginning a course where consideration for said course toward renewal is sought. If unique situations arise where prior approval is not possible for verifiable reasons, the LPDC may waive the requirement for prior approval. Such waiver requests should be filed in writing with the LPDC chairperson as soon as possible, and will be considered at the next regularly scheduled LPDC meeting. CREDIT FOR COURSEWORK BEGUN BEFORE PROPOSAL IS NOT GUARANTEED.

#### **E. Credit for Equivalent Activities**

1. CEUs shall be awarded for recertification credit based upon the standards established by the Elmwood LPDC for equivalent activities. Activities must be directly relevant to an approved IPDP. Persons will be asked to justify the credit value sought through their activity/project.
2. Equivalent activities/projects should result in a tangible product such as, but not limited to, a book/booklet, article, report, curriculum, training module, videotape, pilot project, software package, etc.

3. Duties which are part of one's regular duties or paid supplemental duties will not be considered for equivalent activity credit.
4. The appropriate activity form shall be approved BEFORE beginning an activity where CEUs for said activity are sought. If unique situations arise where prior approval is not possible for verifiable reasons, the LPDC may waive the requirement for prior approval. Such waiver requests should be filed in writing with the LPDC chairperson as soon as possible, and will be considered at the next regularly scheduled LPDC meeting. CREDIT FOR ACTIVITIES BEGUN BEFORE PROPOSAL APPROVAL IS NOT GUARANTEED.

**F. CEUs for**

1. CEUs shall be assigned as deemed appropriate by the Elmwood LPDC. The following guidelines shall be considered:
  - a. 10 hours (of contact time) = 1 CEU
  - b. 3 CEUs = 1 semester hour equivalent
2. These guidelines do not restrict the LPDC to awarding credit solely on a contact time basis. Justification must be provided for credit sought.
3. Once an equivalent activity proposal is approved, it is the responsibility of the individual(s) to fully complete the components of the project in a timely manner as stated in the proposal. If modifications to the activity/project are to be made, these modifications should be submitted in writing to the LPDC chairperson as soon as possible. Deviations from the original proposal may result in a change in the number of CEUs granted for the activity/project.

**TRAINING**

- A.** Relevant training is encouraged. Upon prior approval of the Superintendent, members of the LPDC shall be afforded the opportunity to attend training on the LPDC purpose, responsibilities, functioning legal requirements, and requisite skills. In the event two (2) members attend any training session, one (1) must be a teacher and one (1) must be an administrator.
- B.** If the approved training is during the regular school day, committee members shall be given paid release time to attend such training.
- C.** LPDC members shall be reimbursed for actual and necessary expenses incurred as a part of the training in accordance with school district policy.

**MEETINGS AND COMPENSATION**

- A.** The LPDC shall prepare rules of conduct for its meetings thereafter, and not later than September 10 of each year, post in each building their meetings schedule. If additional meetings are required, they shall be called by the LPDC Chairperson.



- B.** The LPDC shall meet as often as the members deem necessary to complete their work. All meetings, absent extraordinary circumstances, shall be held outside of the regular workday. Additional meetings beyond those that are posted may be called by the chairperson of the LPDC.
- C.** The LPDC Committee Members shall receive a stipend annually as defined in the negotiated agreement.

#### MISCELLANEOUS

- A.** The LPDC shall not have authority to revise change, delete or modify any article/provision of the collective bargaining agreement or state law and regulation.
- B.** In the event of legislative action by the Ohio General Assembly that impacts in any way on this topic matter, the parties to the collective bargaining agreement agree to reconvene bargaining to make the appropriate adjustments, if any.
- C.** Members of all LPDC's and/or Appeals committee shall be indemnified for action related to the proper performance of their duties as members of the LPDC.
- D.** Any decisions rendered by the LPDC and/or Appeals committee are not subject to the collective bargaining grievance procedures.
- E.** Individual Professional Development Plans and any other activities related to certification/licensure are not related to teacher evaluation.

**Elmwood Local Schools  
Local Professional Development Committee  
Group Activity Comparison**

<b>Group</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>Type</b>	Local Staff Development	College Coursework and Workshops	Local, County, Regional, or State Committee Work	Independent Activities & Projects
<b>Maximum Hours Permitted</b>	1 sem. hr.	6 sem. Hrs.	2 sem. Hrs.	2 sem. Hrs.
<b>Description</b>	Activities that receive approval for local district in-service requirements	College Coursework or workshops where Grades, CEUs, Contact hours or certificates of attendance are issued	Building, District, county, regional, or state level committees or other educational work that enhances professional collegiality	Independent projects developed with the purpose of enhancing or increasing an individual's educational skills
<b>Pre-approval of Activities</b>	Not Required	Required	Recommended	Required
<b>Documentation</b>	Signature of the Superintendent	CEU, Transcript, or Certificate of Attendance	Activity Verification Form	Activity Verification Form
<b>Sample Activities</b>	Any activities that are used to meet your local district in-service requirement	District wide, building level, county wide, and out of county workshops. College Courses	Mentoring, Advisory Teams, Curriculum Committees, Grant writing	Peer observation, Research, Externship, Presentations, Teaching a College Course, National Board Certification, Educational Projects, Travel, Readings, Publication, Cooperating Teacher
<b>Within Group Activity Maximums</b>	Subject to local district in-service expectations	No Limitations	Some Limitation. See Group Activity Guidelines	Some Limitations. See Group Activity Guidelines.

**Please Note:**

- All activities must relate to the goals on your Individual Professional Development Plan (IPDP) goals.
- Further information about activities is available under the Group Activities Guidelines on the next page.
- Educators are encouraged to use a variety of activities in meeting their 6 semester hour requirement.

**Elmwood Local Schools  
Local Professional Development Committee  
Group Activity Guidelines**

<b>Group</b>	<b>Activity</b>	<b>Max. Sem Hrs.</b>	<b>Verification</b>	<b>Criteria</b>
<b>1</b>	Staff Development	1 per license cycle	Superintendent's Signature	Must meet local district in-service expectations and be related to the goals on your IPDP.
<b>2</b>	College Coursework	No Limit	Transcript	Must be related to the goals on your IPDP.
<b>2</b>	Workshops	No Limit	CEU Certificate or Certificate of Attendance	Must be related to the goals on your IPDP.
<b>3</b>	Mentoring	2 per license cycle	Activity Verification Form	Mentor of teacher or administrator in Entry Year Program.
<b>3</b>	Curriculum Development	2 per license cycle	Activity Verification Form	Service on local, county, regional, state, or national formal committee.
<b>3</b>	Committee Work	2 per license cycle	Activity Verification Form	Service on local, county, regional, state, or national formal committee.
<b>3</b>	Grant Writing	2 per license cycle	Activity Verification Form	Not dependent on award of grant. Planning and preparation only, not for management of grant.
<b>3</b>	Teaching Portfolio	.33 per license cycle	Activity Verification Form and Portfolio	Must satisfy license renewal standards.
<b>4</b>	Publication	2 per license cycle	Activity Verification Form and a copy of the publication	Must contribute to the education profession and be commercially published.
<b>4</b>	Peer Observation	.33 per license cycle	Activity Verification Form	Not part of mentoring program.
<b>4</b>	National Board of Professional Teaching Standards	2 per license cycle	National Board Certificate, or Activity Verification Form (for participation only)	Must be related to the goals on your IPDP.

**Elmwood Local Schools  
Local Professional Development Committee  
Group Activity Guidelines (Continued)**

<b>Group</b>	<b>Activity</b>	<b>Max. Sem. Hours</b>	<b>Verification</b>	<b>Criteria</b>
<b>4</b>	Professional Vocational Board Certification	2 per license cycle	Certificate of Completion	Time in coursework/clinics for test preparation purposes only
<b>4</b>	Cooperating Teacher for a Student Teacher	2 per license cycle	Activity Verification Form	
<b>4</b>	Cooperating Teacher for a Practicum Teacher	2 per license cycle	Activity Verification Form	
<b>4</b>	Teaching a College Course	2 per license cycle	Activity Verification Form	
<b>4</b>	Professional Presentation	.33 per license cycle	Activity Verification Form	Applies to the first presentation of a topic each license cycle
<b>4</b>	Self-Directed Educational Development	2 per license cycle	Activity Verification Form	May include professional reading, research, and educational travel. Must enhance individual's work in the profession or contribute to educator's area of specialization.
<b>4</b>	Externship	2 per license cycle	Activity Verification Form	Must enhance individual's work in the profession or contribute to educator's specialization

**Please Note:**

- Equivalent of 6 semester hours are required for license renewal/conversion
- Preapproval is required for all Group 4 activities

**Elmwood Local Schools  
Local Professional Development Committee  
Explanation of Forms**

---

<b>Form Name</b>	<b>Its Use</b>	<b>When to Submit</b>
<b>Individual Development Plan Proposal (IPDP)</b>	<ul style="list-style-type: none"> <li>• For initial plan proposal</li> <li>• To revise your Professional Development Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Before beginning your activities during a new renewal cycle</li> <li>• When your job assignment changes</li> </ul>
<b>Activity Verification Form</b>	<ul style="list-style-type: none"> <li>• To record hours for Group 1, 3 and 4 activities</li> </ul>	<ul style="list-style-type: none"> <li>• When applying for a license</li> </ul>
<b>Coursework Proposal</b>	<ul style="list-style-type: none"> <li>• To request approval for coursework to be used for credential renewal or conversion</li> </ul>	<ul style="list-style-type: none"> <li>• Before course registration occurs</li> </ul>

**ELMWOOD LOCAL SCHOOLS  
LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE**

**Possible Professional Development Plan Goals**

---

The following is a list of possible goals that may be used for an IPDP. It is not meant as an all inclusive list, and other goals may be used.

1. Demonstrate understanding and use of educational theory and/or philosophy.
2. Become familiar with community resources in order to use them in the classroom.
3. Develop strategies to improve the learning environment for all students.
4. Become familiar with and increase the use of technology in the classroom.
5. Expand ways of working with special needs students.
6. Acquire knowledge and appreciation of various cultures and the ability to establish rapport with a diverse population of students and parents.
7. Meet the needs of a diverse population.
8. Gain knowledge of where and how to get needed information and how to educate students to seek and evaluate information.
9. Increase understanding of age appropriate and developmental characteristics of students.
10. Acquire ability to recognize and respond to individual differences in students.
11. Learn how to implement a variety of instructional strategies that result in high school achievement.
12. Develop strategies to manage groups of people.
13. Obtain skills of working with parents, colleagues, support staff, and supervisors.
14. Learn and apply ways of developing positive self concepts in students.
15. Develop new instructional techniques.
16. Implement ways to promote positive student behavior.
17. Develop interdisciplinary or thematic curriculum units.
18. Learn and apply new ways of evaluating student performance as tied to instruction.
19. Devise new ways of understanding cultural diversity among students, faculty, and the community.
20. Implement classroom inclusion techniques or modifications.
21. Explore various ways to develop critical thinking skills with students.
22. Increase knowledge base in areas related to my professional responsibility.
23. Keep up to date with district, state, and federal educational policies and/or laws.
24. Develop original, documented and evaluated district, school, or classroom based research.
25. Develop awareness of what students will need to know in the future and helping to anticipate this future.
26. Seek and utilize feedback from students to reflect on teaching and incorporate into teaching strategies.
27. Enhance and develop skills in my content area.
28. Learn and apply new classroom management skills.
29. Develop and implement or coordinate a building/district program.
30. Learn and implement new methods of lesson planning that take into account learning styles and multiple intelligences of students.

**ELMWOOD LOCAL SCHOOLS  
LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE**

**Examples of Equivalent Activity Projects**

---

**Related Work Experience**

Related work experience refers to activities that has relevance to the area of the educator's certification, results in a product, and goes beyond "routine" activity.

For Example:

Development of a new curriculum unit for ESL classes in the community.

Development of software that a non-profit organization uses to track clients.

Development of inter-disciplinary or thematic units.

**Curriculum Development**

Curriculum that is developed outside of the school context.

For Example:

Develop an art/geometry dyad

Develop a curricular unit

**New Program Development and Implementation**

For Example:

Development and implementation of new program.

Develop and coordinate a student/teacher advisory program.

Develop and coordinate a conflict resolution program for students.

**School/District Improvement**

For Example:

Develop and initiate a new discipline plan for the building.

Develop and coordinate a summer school program for at-risk students.

Develop and initiate a program that increases student attendance.

Develop an improved grading policy.

**Workshop/In-Service Presentation**

An individual who presents a local workshop or in-service will receive three times the CEUs as workshop or in-service participants. The presenter will receive CEUs for the first time they make a presentation. Additional CEUs may not be accumulated for repeating the same presentation, unless the presenter can show the LPDC significant revision and or new material.

For Example:

Share information with other staff members in a formal setting.

Give a presentation at a building, or district in-service on successful activities that have helped students.

### **Professional Educational Organizations**

Task forces, commissions, working groups etc. for professional educational organizations.

### **Published Written Materials**

Book, articles, chapters, columns, etc. for professional journals or community newspaper. Grant writing would also be acceptable.

### **Other Published Materials**

Videotapes, Multi-media presentations, software packages.

### **Community/Business Educational Improvement Activity**

School/community/business partnership. Community/business educational improvement activities refers to partnerships and other collaborations that strengthen learning, teaching, and leadership.

For Example:

Develop and implement a plan for a community based homework center.

Design and coordinate a series of computer courses for parents and community members.

Design and coordinate with local business a series of Math Nights for parents.

Develop and implement a parent/community volunteer program.

Develop and implement an innovative parent-teacher communication method.

Develop and coordinate a senior citizen volunteer/mentor program for students.

### **Other Examples**

Research, Action Research

Serving as a mentor teacher

Peer Coaching

Student-teacher supervision

School visitations

Reflective/analytical portfolios such as those completed for National Board Certification

Teacher networks

Coaching/shadowing/externships



**ELMWOOD LOCAL SCHOOLS  
PROFESSIONAL DEVELOPMENT COMMITTEE  
Individual Professional Development Plan**

---

Name \_\_\_\_\_

Date \_\_\_\_\_

Current Certificates/Licenses

Expiration Date(s)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Current Assignment(s)

Building(s)

\_\_\_\_\_  
\_\_\_\_\_

HS MS ES  
HS MS ES

=====

**List your educational goals to be addressed during this renewal cycle.**

=====

**Will you be enrolled in a graduate degree program during this renewal cycle? \_\_\_\_\_**

**If "YES", please complete the following.**

**College/University \_\_\_\_\_**

**Degree \_\_\_\_\_ Anticipated Completion Date \_\_\_\_\_**

**Provide a brief rationale for pursuing this degree.**

Are you pursuing any additional certification/licensure areas outside a regular degree program during this renewal cycle? \_\_\_\_\_

If you answered "YES", please complete the following.

College/University

\_\_\_\_\_

Certification/licensure area(s) \_\_\_\_\_

Anticipated completion date \_\_\_\_\_

Provide a rationale for pursuing this (these) certification/licensure area(s).

=====

I certify that the information provided in this Individual Professional Development Plan is true and accurate to the best of my knowledge.

Signature \_\_\_\_\_ Date \_\_\_\_\_

=====

Approval / Disapproval. (This section will be completed by the LPDC.)

\_\_\_\_\_ This Individual Professional Development Plan has been approved as submitted.

Signature of LPDC Chairperson \_\_\_\_\_ Date \_\_\_\_\_

=====

\_\_\_\_\_ This Individual Professional Development Plan has merit but has not been approved as submitted.

Please note the highlighted sections and comments and then consult the LPDC Staff Information Booklet. Revise and resubmit your IPDP.

Signature of LPDC Chairperson \_\_\_\_\_

Initial LPDC Review Date \_\_\_\_\_

=====

**ELMWOOD LOCAL SCHOOLS  
PROFESSIONAL DEVELOPMENT COMMITTEE  
Coursework Proposal**

**(Note: You must submit a separate coursework proposal for each proposed course.)**

Name \_\_\_\_\_ Building HS MS ES

Course Title \_\_\_\_\_ Course # \_\_\_\_\_

University/College \_\_\_\_\_

Number of Credit Hours \_\_\_\_\_ (SEM/QTR) OR Number of CEUs \_\_\_\_\_

Yes No Not Applicable

If you are currently enrolled in a graduate degree program, will this course apply toward fulfillment of that degree?

Yes No Not Applicable

If you are currently pursuing an additional certificate/license, will this course apply toward fulfillment of that certification/license?

**Provide a brief description of the course:**

**Rationale.**

**Explain the basis for choosing this course.**

**Benefits.**

**Describe the anticipated benefits to yourself, students, building, and/or district as a result of successful completion of this course.**

**Timeline.**

**Provide a completion date or timeline for the completion of this course.**

**Dissemination.**

**If the benefits of this course can be shared with other staff or community members, describe how and with whom you plan to share it.**

**Additional comments and/or information for the LPDC relating to this proposal:**

---

---

---

---

**I certify that the information provided in this coursework proposal is true and accurate to the best of my knowledge.**

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

**Approval/Disapproval (This section will be completed by LPDC.)**

\_\_\_\_\_ **This course has been approved as submitted for the equivalent of \_\_\_\_\_ semester hour(s) credit.**

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

\_\_\_\_\_ **This course has merit but has not been approved as submitted. You may refine the highlighted areas and resubmit the proposal.**

**Signature of LPDC Chairperson** \_\_\_\_\_

**Initial LPDC Review Date** \_\_\_\_\_

\_\_\_\_\_ **This course has been denied at this time. The purposes, process, and benefits of the course in relation to your Individual Professional Development Plan are unclear. If you still feel that this course is worthwhile, please redefine and restate your proposal before resubmitting.**

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

- \* Credit toward certificate/license renewal/conversion will be awarded upon receipt of a transcript/CEU certificate confirming successful completion of coursework.
- \* Any certified staff member may personally present a coursework proposal by requesting an appointment at a regularly scheduled LPDC meeting.

**ELMWOOD LOCAL SCHOOLS  
PROFESSIONAL DEVELOPMENT COMMITTEE  
Equivalent Activity Proposal**

(Note: You must submit a separate activity proposal page for each proposed activity.)

---

Name \_\_\_\_\_ Building HS MS ES

Title of Activity \_\_\_\_\_

Number of equivalent semester hours (See LPDC Manual) requested for participants upon completion of this activity. \_\_\_\_\_

=====

**Process.** Describe the activity which you are going to do.

**Rationale.** Explain the basis for choosing this activity.

**Benefits.** Describe the anticipated benefits to yourself, students, building, and/or district as a result of this activity.

**Assessment.** Describe how the impact of this activity will be assessed and identify the person(s) responsible for the completion of this activity.

**Dissemination.** If the benefits of this activity can be shared with other staff or community members, describe how and with whom you plan to share it.

**Timeline.** Provide a timeline for implementation/completion of the activity.

**Budget.** Identify any expected costs of this activity and the anticipated source of funding.

**Collaboration.** If this is a collaborative effort, list all team members and their expected roles and responsibilities.

**Role of the Mentor.** If a mentor is to be involved in this activity, describe their role and the reporting strategy which they plan to use.

Additional comments: \_\_\_\_\_  
\_\_\_\_\_

Include copies of related descriptions, forms, applications, approvals, etc.

=====  
I certify that the information provided in this Activity Proposal is true and accurate to the best of my knowledge.

Signature \_\_\_\_\_ Date \_\_\_\_\_

=====  
Approval / Disapproval. (This section will be completed by the LPDC.)

\_\_\_\_\_ This activity has been approved as submitted for the equivalent of \_\_\_\_\_ semester hour(s) credit.

Signature of LPDC Chairperson \_\_\_\_\_ Date \_\_\_\_\_

=====  
\_\_\_\_\_ This activity has merit, but has not been approved as submitted. You may refine the highlighted areas and resubmit the proposal.

Signature of LPDC Chairperson \_\_\_\_\_

Initial date of LPDC review \_\_\_\_\_

=====  
\_\_\_\_\_ This proposal has been denied at this time. The purposes, process, and benefits of the project are unclear. If you still feel that this activity is worthwhile, please redefine and restate your proposal before resubmitting.

Signature of LPDC Chairperson \_\_\_\_\_ Date \_\_\_\_\_

**ELMWOOD LOCAL SCHOOLS  
PROFESSIONAL DEVELOPMENT COMMITTEE  
Collaborative Activity Proposal**

---

Name \_\_\_\_\_ Building HS MS ES

Title of activity \_\_\_\_\_

Number of equivalent semester hours (See LPDC Manual) requested for  
participants upon completion of this activity. \_\_\_\_\_

=====

**Participants.** Identify the prospective certified staff participants seeking credit for this activity.

**Process.** Describe the proposed activity.

**Rationale.** Explain the basis for this activity.

**Benefits.** Describe the anticipated benefits to staff, students, building, and/or district as a result of this activity.

**Assessment.** Describe how the impact of this activity will be assessed and identify the person(s) responsible for the completion of the assessment.

**Dissemination.** If the benefits of this activity can be shared with other staff or community members, describe how and with whom you plan to share it.

**Timeline/Agenda.** Provide a timeline for the planning, implementation, and assessment phases of this activity. If a printed agenda is to be used, please include a copy with this proposal.

**Budget.** Identify any expected costs of this project the district and/or to participants.

**Additional comments:** \_\_\_\_\_

\_\_\_\_\_  
**Include copies of related descriptions, forms, applications, approvals, etc.**  
=====

**I certify that the information provided in this Activity Proposal is true and accurate to the best of my knowledge.**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
=====

**Approval / Disapproval. (This section will be completed by the LPDC.)**

\_\_\_\_\_ **This activity has been approved as submitted for the equivalent of \_\_\_\_\_ semester hour(s) credit for each participant.**

**Signature of LPDC Chairperson** \_\_\_\_\_ **Date** \_\_\_\_\_  
=====

\_\_\_\_\_ **This activity has merit, but has not been approved as submitted. You may refine the highlighted areas and resubmit the proposal.**

\_\_\_\_\_ **This proposal has been denied at this time. The purposes, process, and benefits of the project are unclear. If you still feel that this activity is worthwhile, please redefine and restate your proposal before resubmitting.**

**Signature of LPDC Chairperson** \_\_\_\_\_

**Initial date of LPDC review** \_\_\_\_\_  
=====

**\* Credit toward certification/licensure will be awarded upon successful completion of the activity upon receipt of documentation.**

**\* Any certified staff member may personally present an activity proposal by requesting an appointment at a regularly scheduled LPDC meeting.**



**ELMWOOD LOCAL SCHOOLS  
LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE  
Equivalent Activity/ Conference/ Workshop Verification Form**

(Note: A separate form must be submitted for each activity or conference/workshop)

=====

Name \_\_\_\_\_ Current Assignment \_\_\_\_\_

Description of Activity or Conference \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

For conference/workshop/clinic activities attach the following to this form: Certificate of attendance or other proof of attendance and a copy of the agenda or brochure. A signature on this form is only required if a certificate or other proof of attendance is not issued or provided.

For other activities (including inservice and district activities), use this form as a log to track your progress and your hours spent. Upon completion, have your building principal, other administrator, or group supervisor sign the form before submitting it to the LPDC.

<u>Date</u>	<u>Goals or Tasks Accomplished</u>	<u>Contact Hours</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**I certify that this form reflects actual time spent on this activity.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal/Group Leader \_\_\_\_\_

**The LPDC has granted \_\_\_\_\_ semester hour equivalent for this activity.**

LPDC Chairperson \_\_\_\_\_ Date \_\_\_\_\_