

Frequently Asked Questions

1. What is an IPDP?

An Individual Professional Development Plan (IPDP) is your proposed program for professional growth that you plan to complete. This plan must be approved and completed prior to license renewal and converting from a certificate to a license.

2. Who must have an IPDP?

An IPDP must be completed by any educator prior to renewing a license and for converting a certificate to a license. If you will never receive a license (if you have a permanent certificate, or will retire before your current certificate expires), you will not need to file an IPDP.

3. What is the LPDC?

The Local Professional Development Committee (LPDC) is a group of New Richmond Exempted Village School District educators who will be reviewing and approving each educator's IPDP. Final approval of the LPDC is required prior to issuance of your professional educator license.

4. Who serves on the New Richmond LPDC?

Seven educators from New Richmond Exempted Village School District. The committee consists of five teachers (chosen by NREA) and two administrators (chosen by the Superintendent).

5. Will LPDC members have access to my personnel file?

No. IPDPs are kept in their own file which is completely separate from personnel files.

6. When can you convert to a license?

Existing certificates can be converted to licenses beginning with certificates that expire in June, 1998. If you choose to convert to a license at this time, you must meet the new license renewal requirements. If you choose not to convert to a license at this time, you may renew your certificate one more time after 1998 using the old requirements (these are explained later in this publication). When the renewed certificate expires, you must meet the new license renewal requirements in order to receive your license.

7. What are the requirements to renew and convert to a license?

In order to renew a license and to convert a certificate to a license, the requirement is the completion of 18 PDUs (Professional Development Units).

8. What is a "contact hour"?

A contact hour is an hour of time spent in actual work on a Professional Development activity. Lunch, driving time, etc. are not included.

9. How do you convert your contact hours, CEUs and semester hours to PDUs?

For details, refer to the Personal Development Activity Guide. In general, CEUs and PDUs are interchangeable, one contact hour of activity equals 0.1 PDU, and one semester hour of college credit equals three PDUs.

10. Can you combine semester hours, PDUs and contact hours?

Yes. However, we are asking that all activities be expressed in PDUs as the standard unit of measurement.

Frequently Asked Questions (continued)

11. *When must your IPDP be started/completed?*

Your IPDP should be submitted by October 1 of the first year of your current license. *An IPDP must be submitted PRIOR to earning any credits towards your license renewal.* Your IPDP must be completed and approved by the Local Professional Development Committee prior to the expiration of your current certificate/license. The sooner you begin working toward the completion of your IPDP, the longer you will have to complete your proposed activities. The time line for completion of IPDP activities is the duration of your certificate/license.

12. *Can I work on a new area of certification/licensure?*

Yes! All you have to do is make that goal part of your IPDP.

13. *How often should I submit activities for approval?*

You may submit your activities at any time. We encourage you to do so as soon as possible after the activity is completed. They will be reviewed at the next LPDC meeting and you will receive a response within 10 working days after that meeting.

14. *What if my activity or IPDP is denied or returned?*

Any submission might be returned for further development or denied outright. An appeals process is described in the by-laws. A three-person committee is formed to review the appeal (one person of your choosing, one of the LPDC's choosing, and one chosen together). Second appeals are handled by the Ohio Department of Education.

15. *How many IPDPs must you have?*

Educators will have one Individual Professional Development Plan. Many educators have multiple certificates, however, each educator will have just one IPDP. Ultimately, each educator will have just one license.

16. *What if your work assignment changes?*

If there is a significant change in your work assignment, you should review your IPDP and may want to revise and resubmit your plan. However, all activities accumulated prior to the revision of your IPDP will be applied to your 18 PDU requirement.

17. *How many licenses can I have?*

Each educator will have only one license. Multiple certificates will be phased out. As your old certificates expire and you convert them to your license, each area listed on your old certificate will be added to your existing license.

18. *How much will the license cost?*

The five year license will cost \$60. Each educator will have only one license. As your old certificates expire and are added to your existing license, there will be a \$10 fee each time areas are added to your license.

19. *What about substitute teachers?*

Substitute teachers have two options. Option One is to use the six semester hour requirement and apply for renewal directly to the State Department of Education as they have done in the past. Option Two is to participate in the Local Professional Development Committee just as any other educator in the district. The only restriction in Option Two is that substitute teachers may use only activities from Development Option Groups 2, 3 and 4 to meet their renewal requirements (See Professional Development Activity Guide).

Frequently Asked Questions (continued)

20. *What licensure/certification services does the LPDC not provide?*

The LPDC does not upgrade provisional certificates to professional certificates, upgrade professional certificates to permanent certificates, renew or approve temporary certificates, licenses or validations, or add new areas to a certificate or license.

The LPDC does not renew certificates or licenses for those substitute teachers who use six semester hours of college credit to renew a license and elect to apply directly to the Ohio Department of Education.

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 audiologists, school social workers, school speech-language pathologists, school nurses).

21. *How can I serve on the LPDC?*

If you are a teacher, tell your NREA building representative before Christmas that you are interested. If you are an administrator, tell the superintendent.