

LPDC 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 needs to be approved and completed **prior to** license renewal.

2. Who must have an IPDP?

An IPDP must be completed by any educator prior to renewing a license. You must also complete one if you have completed the RESA program and are applying for your license for the first time.

3. What is the LPDC?

The Local Professional Development Committee (LPDC) is a group of NREVSD educators who review and approve each educator's IPDP and PDUs. Final approval of the LPDC is required prior to issuance of your professional educator license.

4. Who serves on the New Richmond LPDC?

Educators from New Richmond Exempted Village School District. The committee consists of five teachers (volunteers from each school) and a rotation of administrators.

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

No. IPDPs, activity forms, and PDU forms are kept in their own file separate from personnel files.

6. What are the requirements to renew a license?

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

7. 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 in this equation.

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

For details, refer to the Conversion Table. 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.

9. 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.

10. When must your IPDP be started/completed?

An IPDP must be submitted PRIOR to earning any credits towards your license renewal. Your IPDP must be completed and approved by the LPDC 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 timeline for completion of IPDP activities is the duration of your certificate/license.

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

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

12. 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 copy of your approved or rejected forms.

13. What if my activity or IPDP is denied or returned?

Any submission might be returned for further development or denied outright. An appeal process is described in the by-laws. A three-person committee is formed to review the appeal. Second appeals are handled by the Ohio Department of Education.

14. 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.

15. 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.

16. How many licenses can I have?

Each educator will have only one license. Multiple licenses will be aligned into one document per your most recent renewal.

17. How much will the license cost?

The five year license will cost \$200. Each educator will have only one license. As your old certificates expire and are added to your existing license, there will be a \$20 fee each time areas are added to your license.

18. 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.