

**Hancock County Local Professional Development Committee
General Guidelines About Your Individual Professional Development Plan (IPDP)**

1. What is an Individual Professional Development Plan?

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 Individual Professional Development Plan?

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, you will not need to file an Individual Professional Development Plan with the Local Professional Development Committee unless your collective bargaining agreement requires you to do so.

3. What is the Local Professional Development Committee?

This is a group of Hancock County educators who will be reviewing and approving each educator's Individual Professional Development Plan (IPDP). Final approval of the Local Professional Development Committee is required prior to issuance of your professional educator license.

4. Who serves on the Local Professional Development Committee?

The LPDC Executive Committee consists of thirteen educators from Hancock County. The committee consists of seven teachers (one from each member district), two superintendents, one high school principal, one elementary school principal, one at-large principal and one member appointed by the county superintendent.

5. Who will actually review the Individual Professional Development Plans?

A sub-committee of at least three to five educators will complete the review of each professional development plan. These educators will hold certificates/licenses in the same area of those IPDP's that they are reviewing.

6. What if I hold an 8-year Professional Certificate?

If you hold an 8-year professional certificate issued on or before September 1, 1998, you **may either** transition this certificate to a license **OR** you may renew this certificate one more time under the 1987 standards, until September 2, 2006. If you choose to transition to a license you must follow the guidelines listed in Question # 7. If you choose to renew your certificate for one final time, you must transition it to a license when that certificate expires. Be sure to complete an IPDP and get it approved as soon as you receive your final professional certificate in order to begin completing courses or activities that will count towards the transition to a license.

If you hold an 8-year professional certificate issued **after** September 1, 1998, you **MUST** transition this certificate to a five-year license using the guidelines set forth in Question # 7.

7. What are the requirements to renew a license or transition to a license?

In order to renew a license or to transition a certificate to a license, the requirement is the completion of one of the following, or a combination of the following:

1. Six semester hours of coursework
2. Eighteen Continuing Education Units (CEUs)
3. 180 clock hours of equivalent activities

The professional development activities you participate in must take place over the life of the license/certificate you are renewing/transitioning. The activities must be consistent with your school district's goals, Continuous Improvement Plan or strategic plan, and relate to your current work assignment (as stated in your Individual Professional Development Plan).

8. Can you combine semester hours, CEUs, and clock hours?

Yes. However, we are asking all Hancock County educators to convert their activities into CEUs as the standard unit of measurement. So, even though you will participate in a variety of activities, when completing your paperwork for the Local Professional Development Committee, we are asking that you convert your semester hours and clock hours to CEUs.

9. How do you convert your clock hours and semester hours to CEUs?

For details, refer to Group Activity Guidelines and look under the column CEU Value. Generally, one clock hour of activity equals 0.1 CEU. One semester hour of college credit equals 3 CEUs.

10. When must your Individual Professional Development Plan be started/completed?

Your IPDP must be completed and approved by the Local Professional Development Committee prior to commencing activities that you expect to count toward licensure. 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. If your submitted IPDP is rejected and revisions are requested, these changes must be re-submitted and approved at the next submission cycle, or your professional development activities will not count.

11. How often should you submit your activities for approval?

Many activities only need to be submitted when you actually apply for your license. However, some activities must be pre-approved. These pre-approved activities must be approved prior to the commencing of the activity.

12. How many Individual Professional Development Plans must you have?

Educators will have only one Individual Professional Development Plan for each license cycle. Many educators hold multiple certificates; however, each educator will have just one IPDP. Ultimately, each educator will have just one license. Each time it is renewed you must complete a new Individual Professional Development Plan that will cover the length of your new license (5 years).

13. What if your work assignment changes?

If there is a significant change in your work assignment, you must revise and resubmit your Individual Professional Development Plan. However, all activities accumulated prior to the revision of your IPDP will be applied to your 18 CEU requirement.

14. 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.

15. 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.

16. What about substitute teachers?

Substitute teachers must meet the six-semester hour requirement and apply for renewal directly to the State Department of Education.

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

The LPDC does not 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 substitute teachers.

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).