



THE OHIO STATE UNIVERSITY LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE PLAN OF OPERATION

Philosophy

The Ohio State University Local Professional Development Committee (OSU-LPDC) recognizes the importance of continued professional growth and understands the relationship between high quality professional development and the improvement of educational practices.

Purpose

The OSU-LPDC is responsible for reviewing Individual Professional Development Plans (IPDPs), for Ohio State employees, to determine if they meet the requirements of licensure renewal. The OSU-LPDC will approve and issue Continuing Education Units (CEUs).

Criteria for Coursework or Professional Development Activities

The following guidelines describe the criteria by which the OSU-LPDC will evaluate an IPDP's goals and activities. The professional development experiences planned and taken by the applicant should help to foster the mission of Ohio State, the field of study, and the goals of the applicant.

Requirements include:

- A total of **18 CEUs** are required for renewal
 - 10 clock hours = 1 CEU
 - Professional development must be completed after the issue date of the license to be renewed.
- The cover sheet, professional development log, and supporting evidence (see appendices)
- Evidence for activities in at least **three of the four** following criteria areas: coursework, professional development, projects, and community. Each item is described in greater detail below.

Coursework: Taking a college course to fulfill continuing licensure or certification requirements.

- Any person seeking renewal using only coursework can bypass the LPDC and communicate directly with the Ohio Department of Education.
- Coursework should be in education or in a content area directly related to the individual's teaching field or other related professional field. The course must be taken through an accredited college or other approved post-secondary educational institution. The Ohio Department of Education will be the final arbiter regarding the acceptance or non-acceptance of coursework for license or certificate renewal.
- Three semester hours of coursework provides 9 CEUs.
- *Evidence Required:* Official Transcript



Professional Development: Taking or teaching a seminar/workshop to fulfill continuing licensure or certification requirements.

- Teaching a seminar/workshop, an adult vocational technical course, college course, or professional presentation can be submitted to OSU-LPDC. Participating in a seminar/workshop or professional presentation can also be submitted for CEUs.
- Teaching one three credit course is equal to 50 hours (5.0 CEUs). All others accrue 1 CEU for every 10 clock hours.
- *Evidence Required:* A course syllabus or copy of the seminar/workshop presentation

Projects: Participating in a Self or Group-Directed Education Project to fulfill continuing licensure or certification requirements.

- A self or group-directed educational project that applies educational skills and knowledge toward the development of a final product such as curriculum development, grant writing, or scholarly writing and publications can be submitted for CEUs. A written grant need not be awarded to receive CEUs. However, it must be submitted for review to a funder.
- Writing and/or revising an official course of study/curriculum within the program can be counted under this section. Authoring a manuscript, technical guide, report, books, and chapters can also count for CEUs under this category.
- *Evidence Required:* Documentation of clock hours, a statement of verification by a supervisor, and a copy of the final product/project/proposal

Community: Participating in a School District or Agency to fulfill continuing licensure or certification requirements.

- CEU credit will be considered when an applicant participates as a peer coach; mentor; agency volunteer; cooperating teacher or supervisor for student teachers; presenter at a professional conference; presenter at a professional workshop; presenter at a professional institute; P-12 or University service activities (i.e., committees, boards, professional organizations, etc.)
- *Evidence Required:* Agendas for meetings, conference schedules, or copies of registrations

Relationship between the OSU-LPDC and the Professions in Education

The OSU-LPDC strives to recognize activities engaged in by its members that advance the goals and mission of the university and wider educational community.

Composition and selection of the membership of the OSU-LPDC

The OSU-LPDC shall consist of five members appointed by the Director of the Office of Accreditation, Placement, and Licensure. At least three members must have an active teaching, administrative, or pupil services license. Membership will include a representative mix of faculty and staff. Membership will be reviewed in June of every even year.

The Director of the Office of Accreditation, Placement and Licensure, or his/her designee, will serve as the chair.



Operational Procedures

The OSU-LPDC reviews the professional development activities proposed by applicants and makes the appropriate recommendations.

The cover sheet, professional development log, and supporting evidence are due to the committee by May 1st of the expiration year. The OSU-LPDC shall meet in May each academic year to review submissions. Additional meetings may be scheduled as needed.

- A minimum of five OSU-LPDC members shall be required to conduct a meeting.
- A simple majority of the quorum must agree to any decision.
- All OSU-LPDC decisions and business shall be kept as confidential as permitted by law.

A decision will be communicated to the applicant by May 31st of the expiration year. If the applicant disagrees with a decision, he/she may appeal for reconsideration by the committee. This appeal must be made in writing within 30 days of the decision notification. If a resolution is not reached, the applicant may request a third-party review by a three member panel made up of one licensed educator selected by the OSU-LPDC; one licensed educator selected by the applicant; and one OSU faculty, staff, or instructor agreed upon by both parties.

Reflection and revision

The OSU-LPDC will seek feedback from the applicant following his/her experience with the Committee. The Committee will use these data to revise procedures as needed to most effectively serve its members.



**The Ohio State University
Local Professional Development Committee**

Applicant Cover Sheet

Name:
Submission Date:
Educator State ID:
Type of Certificate/License:
Certificate/License Effective Date:
Certificate/License Expiration Date:

Individual Professional Development Plan (IPDP)

IPDP Effective Dates: From _____ to _____

Professional development is a continuous process throughout the professional life of an educator. It begins upon entrance into teacher education and continues to one's retirement from the profession.

Goal(S): Identify and explain the professional development goal(s) related to your area of licensure

Relevance: Explain how the scope of the plan is relevant to licensure area, subject area content, instructional practices and learners.

Professional Development Log

Date of Activity	Description/Title of Activity	Supporting Evidence Provided*	Criteria Area (Coursework, Prof. Dev., Projects, Community)**	Contact Hours	CEUs Approved (For LPDC Use Only)

*Attach evidence for each activity
 **Activities must include at least three of the four criteria areas.

Committee Notes:

Total CEU's to be approved: _____

OSU-LPDC Chair, Signature: _____

Date: _____

Please apply for licensure renewal through the Ohio Department of Education using the OSU-LPDC IRN number: 014952.