

# **Licensure and Certification Renewal Handbook**

## **Committee Members:**

Mark Ault, Assistant Superintendent  
Jim Nichols, Primary School Principal  
Anne Kuhn, High School  
Kim Given, Middle School  
Mark Richardson, Elementary School  
Dana Snyder, Primary School

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# **PHILOSOPHY AND PURPOSE**

## **I. DISTRICT MISSION:**

The Indian Hill Exempted Village School District is a community of learners, dedicated to the intellectual development, personal growth, and social responsibility of each student.

## **II. DISTRICT CRITERIA FOR PROFESSIONAL DEVELOPMENT**

The following list will be used to evaluate your IPDP for pre-approval and final recommendation for recertification/licensure.

Professional Development:

- is an ongoing process and is conducted in a long-term sustaining manner.
- enriches teaching and improves learning for all students.
- supports teacher development both as individuals and educators.
- is job-embedded and inquiry-based.
- contributes to the growth and effectiveness of the district, school, organization, students, staff and community.
- supports current beliefs and research about teaching and learning.
- occurs through a variety of structures and models to accommodate the needs of various learners.
- builds a climate of shared purpose, collegiality and continuous growth and working conditions.
- meets state law requirements for licensure.

## **III. LPDC VISION:**

The LPDC will facilitate the pursuit of relevant professional development activities for educators that enhance their growth and maximize student achievement.

## **IV. LPDC BELIEFS ABOUT PROFESSIONAL DEVELOPMENT:**

Professional development:

- is an ongoing process.
- enriches teaching and improves student learning.
- may be job-embedded and inquiry-based.
- contributes to the growth and effectiveness of the district as a community of learners.
- is based upon current research and best practice in teaching and learning.
- occurs through a variety of structures and models to accommodate the needs of various learners.
- builds a climate of shared purpose, collegiality, continuous growth and working conditions that are conducive to individual and organizational development.

## **V. LPDC PURPOSE:**

- A. To review and approve coursework and other professional development activities proposed and completed by educators within the Indian Hill School District for renewal or issuance of licenses.
- B. To achieve this, the LPDC will:
  - Establish procedures for the development of the Individual Professional Development Plan (IPDP).
  - Establish the criteria by which the LPDC will review educator's IPDPs.
  - Review professional development activities to determine the eligibility of the educator for renewal of licenses.
  - Keep an official record of the LPDC's decisions regarding educators' professional development plans.
  - Communicate annually with staff members about their rights and responsibilities under state laws governing certification and licensure.
  - Establish a process for educators who wish to appeal the decision of the LPDC.
  - Establish procedures for CEU approval for activities.

## PROCEDURES FOR LICENSURE RENEWAL

- Develop a five year Individual Professional Development Plan (IPDP) and submit through PDExpress. Once submitted, activities toward renewal may begin.
- If approval not granted, revise IPDP and resubmit within 30 days.
- As you are working on fulfillment of IPDP goals, maintain documentation and update activities on PDExpress.
- Fingerprints and a background check will need to be completed every five years as well. Both can be completed at the Board Office of a cost of \$46.

## REQUIREMENTS FOR LICENSURE RENEWAL

The State of Ohio requires the completion of 6 semester hours of graduate credit or 18 Continuing Education Units or a combination of both.

Semester Hours	Quarter Hours	CEUs
1	1.5	3
2	3	6
3	4.5	9
4	6	12
5	7.5	15
6	9	18

## PROCEDURES FOR LICENSURE RENEWAL

Apply online using the My Educator Profile tool. Educators can update their demographic data and pay licensure fees online using a credit card. Access My Educator Profile by signing into SAFE.

- Create a SAFE account
- Sign in to SAFE
- My Educator Profile Help

**Teachers should submit their application for renewal to ODE no later than June 30 of the year of expiration.**

## FOR RESIDENT EDUCATORS

The Ohio Resident Educator Program is a 4-year induction system of support and mentoring for new teachers. Successful completion of the residency program is required to qualify for a 5-year professional educator license.

## CONTINUING EDUCATION OPTIONS CHART

OPTION	HOURS/ CEU	MAX CEU	CRITERIA	VERIFICATION
<b>EDUCATION</b>				
Graduate coursework	1 sem hr = 3 CEU 1 qtr hr = 2 CEU	18	Must be through accredited university	Official transcript
Professional workshop	1 clock hour = 0.1 CEU	18	Must be related to assignment	Copy of registration/agenda
<b>PROFESSIONAL DEVELOPMENT PROVIDER</b>				
Professional Committee	1 clock hour = 0.1 CEU	6	Must be a formal committee outside of the school district which contributes to the education profession.	Documentation of hours served, verified by committee chair
Teaching course/seminar	1 clock hour = 0.1 CEU	6	May be used twice for renewal of license for up to 12 CEUs within one license period	Course syllabus/announcement
Professional presentation	1 clock hour = 0.1 CEU	6	May be used twice for renewal of license for up to 12 CEUs within one license period	Copy of presentation
Peer coaching	1 clock hour = 0.1 CEU	4 per participant	Must include pre and post observation discussion	Journal / action plan
Mentor Training	Full year = 3 CEU	6	Must be formal mentoring program	Journal / action plan
Cooperating Teacher for Student Teacher	1 quarter = 3 CEU 1 semester = 6 CEU	6	Must be through formal college program	Copy of evaluation
Professional conference presentation	1 clock hour = 0.1 CEU	6	May include only time spent in preparation and presentation	Conference agenda
<b>NATIONAL BOARD CERTIFICATION</b>				
Certification program	18 CEU	18	Must be completed and verified	Copy of certificate
<b>SELF DIRECTED EDUCATION</b>				
Publication of original work, i.e. book, article	Determined by LPDC	18	Must be a tangible product related to work assignment	Finished product
Educational project	Determined by LPDC	6	Must be a tangible product related to work assignment	Finished product
Curriculum development	1 clock hour = 0.1 CEU	6	Must be a formal committee	Final document
Grant writing	1 clock hour = 0.1 CEU	6	Grant need not be awarded	Grant proposal/ time log
Professional reading	1 clock hour = 0.1 CEU	6	Must be related to assignment and pre-approved by LPDC	Reflective journal/ time log
Educational travel	1 clock hour = 0.1 CEU	6	Must be related to assignment and pre-approved by LPDC	Reflective journal/ time log
Related work experience	1 clock hour = 0.1 CEU	6	Must be pre-approved by LPDC	Reflective journal/ time log

## **APPEALS PROCESS**

### **Level One**

The educator has the right to arrange a meeting with the LPDC to review the committee's decision within 10 working days of notification. The educator may use this opportunity to provide additional verification of having met their goals as stated in their original IPDP.

### **Level Two**

Reconsideration of the IPDP can be made to a third party panel consisting of one licensed educator selected by the LPDC, one licensed educator selected by the appellant, and one licensed educator agreed upon by the two.

## **SPECIAL CIRCUMSTANCES**

### **Teachers new to the district:**

For new employees, an IPDP should be submitted in the first year of employment. If a new employee already has an IPDP and activities approved by another LPDC, the entire portfolio should be submitted for review by September 30, of the first year of employment.

### **Leaving to teach in another district:**

When an educator takes employment in a new district in Ohio, approved document should be submitted for review by the new LPDC.

### **Multiple Certificates:**

As multiple certificates expire they will convert to the current license and will be renewed with that license on the 5-year cycle.

## WRITING YOUR GOALS

### EDUCATOR-STUDENT CONNECTION:

- Expand ways of working with special needs students.
- Develop strategies to improve the learning environment for all students.
- Increase understanding of age appropriate and developmental characteristics of students
- Acquire ability to recognize and respond to individual differences in students.
- Learn how to implement a variety of teaching methods that result in high student achievement.
- Learn and apply ways of developing positive self concepts in students.
- Develop strategies to increase positive student behavior.
- Learn and apply new ways of evaluating student performance as tied to instruction.
- Explore various ways to develop critical thinking skills with students.
- Develop awareness of what students will need to know in the future and helping students to anticipate the future.

### EDUCATOR-COMMUNITY CONNECTION:

- Become familiar with community resources in order to use them in the classroom.
- Increase skill in working with parents, colleagues, support staff, and supervisors.
- Devise new ways of understanding cultural diversity among students, faculty and the community.

### PROFESSIONAL KNOWLEDGE:

- Enhance and develop skills in your particular *content areas*.
- Demonstrate understanding and use of *educational theory and/or philosophy*.
- Develop *new instructional techniques*.
- Develop *interdisciplinary curriculum units*.
- Learn and apply new *administrative, pedagogical and managerial skills*.
- Keep up to date with *district, state, and federal educational policies and/or laws*.
- Develop original, documented and evaluated district, school, or classroom based *research*.
- Seek and utilize *feedback from students to reflect on teaching* and incorporate into teaching strategies.
- Become familiar and increase use of *technology in an educational setting*.
- Develop strategies for using a variety of *informational sources in an educational setting*.