

# Management Council

Local Professional Development Committee  
Plan of Operation

Revised May 7, 2017

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## Philosophy

It is the intention of the Management Council Local Professional Development Committee to assist each of the ITCs in documenting the necessary information for their licensed staff, and to assess the various staff development opportunities that currently exist to determine if they are of high quality and match licensure requirements, the needs of the ITCs, and the strategic direction of the OECN.

## Purpose

The purpose of the Management Council LPDC Plan of Operation is to document the organization, procedures, and policies of the Local Professional Development Committee (LPDC) process for members of the Management Council, and to ensure that quality professional development activities are undertaken by OECN staff in meeting the requirements of the Ohio Administrative Code. This plan and any subsequent revisions will be presented to the Management Council Board of Trustees for consideration and approval.

## Criteria for coursework and professional development activities

General guidelines for activities can be found in Appendix A of this document.

## Composition of the Management Council LPDC

### Membership

The Management Council LPDC will be utilized by Management Council staff as well as licensed staff of member ITCs where the ITC has elected to participate in this plan. ITC participation is optional; alternatives could include their own local LPDC (as approved by the Ohio Department of Education) or the LPDC of their fiscal agent.

### Makeup

The Management Council LPDC will consist of five committee members who are licensed staff employed by the Management Council or any of the member ITCs participating in the Management Council LPDC. The committee will consist of at least one licensed school treasurer (or school business manager) and at least one licensed school administrator.

### Duties of the chair

The CEO of the Management Council will serve as chair of the LPDC. It is the responsibility of the chair to facilitate meetings of the LPDC, delegate or record the minutes of LPDC meetings, assign applicant submissions to committee members for review, and solicit volunteers to fill vacancies on the LPDC as they may occur. The chair is also responsible for making the final LPDC recommendation to the Department of Education when Management Council or ITC staff file their license renewal application with the Department.

### Duties of the vice-chair

The CFO of the Management Council will function as vice-chair. The vice-chair will assume responsibilities of the chair in the absence of or as delegated by the chair.

## Terms

Terms for members other than the CEO or CFO of the Management Council will be for four years. Rotating committee membership among licensed Management Council or ITC staff is encouraged. However, in light of the voluntary nature of committee membership, consecutive terms are permitted.

## Operational procedures

### Meetings

The LPDC will meet concurrent with the schedule of ITC Directors meetings and hold at least two meetings per year in September and April. The meeting calendar for the coming year will be adopted and announced no later than the April meeting of the LPDC.

### Submission of materials

The process for submitting materials for approval can be found in Appendix B of this document.

### Initial review

The chair of the Management Council LPDC will assign materials to individual LPDC members for review. In general, it is recommended that administrative members review materials submitted for administrative or educator licensure, and treasurer/business manager members review materials submitted for treasurer or business manager licensure. To the extent possible, the overall time for assigning, reviewing, and notifying applicants should not exceed 20 business days.

In the situation where an applicant's plan or activities are not approved by the assigned reviewer, a second reviewer from the LPDC will be assigned. Should the second reviewer also feel that the plan or activities are inadequate, the initial reviewer should communicate specific reasons for taking this action and make recommendations to the applicant on ways to remedy noted deficiencies. Applicants are encouraged to re-submit their materials as soon as the concerns are addressed.

### Appeals

Applicants have the right to appeal the decision of the reviewer. Appeals need to be submitted in writing to the chair of the LPDC at least 10 business days prior to the next regularly scheduled meeting of the LPDC. The appeal should include a justification for filing. If the applicant's license is set to expire before the next regularly scheduled meeting, the applicant can request a special meeting. It is the privilege of the chair to determine if an appeal will be heard and/or special meeting called.

Applicants should address the LPDC in person unless otherwise directed by the chair. It is the responsibility of the applicant to provide a justification and any supporting documentation needed to reverse the decision of the initial reviewer. The full LPDC will consider the appeal.

The original reviewer may provide input but will otherwise abstain from any consideration and decision regarding the appeal. The decision of the LPDC is final.

## Reflection and Revision

At least once per year the agenda for an LPDC meeting will include an opportunity for LPDC members to provide input regarding the policies, procedures, and operational plan of the LPDC. The LPDC will consider these inputs in recommending changes to the plan.

## Forms

Applicants are advised to use the recommended process described under “Submission of Materials” whenever possible. Forms are offered in Appendix C to assist the applicant in collecting and preparing materials subsequent to submission, and as an alternative to submitting via the prescribed process should it be unavailable.

## Appendix A: General Guidelines for Activities

### CEU Guidelines Table A-1: Activity Types

**Please Note:** There is a minimum of one contact hour that can be submitted for all activities.

Minimum 2 CEUs per year (LDPC members working toward renewing their professional license may exceed the specified limits.)

Category	Description	CEU Restrictions
<p><b><u>College Coursework</u></b></p> <p>No limit on coursework hours per year for OECN LPDC credit. Must meet licensure requirements for licensure credit – see table A-2 for credit hour to CEU conversion.</p>	<p>Scheduled class, course, seminar, or lecture taken through an accredited college or other approved post-secondary educational institution.</p>	<p>Must be taken for credit with a grade of “C” or better, or a “P” in pass/fail course. Coursework must be in education or in a content or licensure area related to the individual’s work assignment or credit toward degree completion. Courses should reflect the Professional Development Plan. Activity verification includes photocopies of official transcripts, grade slips, or Certificate of Completion.</p>
<p><b><u>Formal Instruction</u></b></p> <p>No limit on CEU’s per year for OECN LPDC credit. Must meet licensure requirements for licensure credit.</p>	<p>Specific designated PD Event such as a seminar, lecture, class, lab, professional conference, podcast, webcast, professional development day, online coursework or <u>graded</u> self-study program (print or electronic).</p>	<p>One hour of documented activity equals 0.1 (one-tenth) CEU credit. Activity verification could include certificate, agenda, booklet, or other proof of attendance indicating the material covered by the event.</p>
<p><b><u>Informal Instruction</u></b></p> <p>No limit on CEU’s per year for OECN LPDC credit. Must meet licensure requirements for licensure credit.</p>	<p>Activities include items such as:</p> <ul style="list-style-type: none"> <li>• Book, manual, or video review</li> <li>• <u>Ungraded</u> self-study (print or electronic)</li> <li>• Mentoring</li> <li>• State or regional professional meetings, committees, boards, or advisory groups</li> <li>• Presenter &amp; Preparation</li> <li>• Grant writing</li> </ul>	<p>One hour of documented activity equals 0.1 (one-tenth) CEU credit. For books, manuals, self-study and mentoring, a summary report is required as proof of activity. For presenter and preparation, the initial preparation and the <i>first</i> instance of delivery can be counted towards CEU credit. Two hours of preparation can be claimed for each hour of presentation.</p>

## General Activity Approval Guidelines

1. Employee must submit their individual professional development plan before activities will be approved. Exception: Activities between 07/01/2015 and 6/30/2017 will be “grandfathered” pending approval of the IPDP.
2. An Activity aligned to the IPDP does not require pre-approval.
3. Staff work should align to the continuous improvement plan, strategic plan, or mission/vision of the organization. Director work should consider personal goals in light of the overall future growth, strategic direction, and benefit of the OECN collective.

Table A-2: College Coursework Credit Hour to CEU Conversion

<b>Semester or Trimester Hours</b>	<b>Quarter Hours</b>	<b>CEU Credit</b>
6	9	18
5	7.5	15
4	6	12
3	4.5	9
2	3	6
1	1.5	3



## Appendix B: Process for Submitting Materials

### Submission Process

Submit requests and materials by sending an email to LPDC@mcoecn.org. The message must follow this format:

1. The subject of the email must contain your name, ITC/Entity, and the purpose for the request. For Example:
  - a. "Mary Smith, NCOCC, IPDP Plan Approval"
  - b. "Activity Approval for Mark Jones, HCC"
2. In the body of the email include the following items:
  - a. Your name
  - b. Contact information including email and phone number
  - c. Other important information that might be helpful, such as your licensure renewal date, summary of the activity, etc.
3. Multiple activities can be submitted at one time – ***this is preferred***. A list of activities may be submitted in place of individual activity verification forms. The following information should be included for each activity on the list:
  - a. The date (or date range) of the activity
  - b. The course or event title and a brief synopsis/description
  - c. Name of the institution/organization sponsoring the class or event
  - d. Number of CEU hours earned/requested
  - e. Along with the list, Include any required documentation as an attachment(s) to the email. Combine attachments into one file where possible, in order of items on the list. If one file is not possible, use file names that correlate with list items.
4. If submitting an individual activity, include the plan or activity verification form and other required documentation as an attachment(s) to the email.

Initial processing is done using an automated process. Failure to follow the requirements outlined above could result in additional delay.

### Certification/Licensure Renewal Process

Please note that individuals applying for certification or licensure renewal must follow the requirements and guidelines in place by the Ohio Department of Education in addition to the CEU requirements for the OECN.

#### **New Online Licensure Renewal Process:**

- 1) Applicant gets or opens an existing ODE SAFE Account. If applicant needs an ODE SAFE Account, they can go to [www.ode.state.oh.us](http://www.ode.state.oh.us) and click SAFE Sign-In at the top, then choose Sign Up and follow the remaining steps.
- 2) Go to the section on license renewal and complete the online application.
- 3) If they are an ITC staff member, they need to be sure to check the box where it asks if you are working in a district that has an LPDC.

- 4) Pay for the license renewal online. This is done once you are in your OSE SAFE Account: go to ODE Core, then My Educator Profile. That should give you the option to apply for and pay for your new license application.
- 5) Submit an email to [LPDC@mcoecn.org](mailto:LPDC@mcoecn.org) with verification the applicant has met all of the CEU requirements to renew the license
- 6) The applicant needs to send a fingerprint records check to ODE if they have not done so in the last 5 years.
- 7) Submit any questions or issues to [LPDC@mcoecn.org](mailto:LPDC@mcoecn.org) or send to Mr. Geoff Andrews at [Andrews@mcoecn.org](mailto:Andrews@mcoecn.org).

## Appendix C: Forms

These forms are included on the following pages:

1. Staff Development Plan
2. Activity Verification
3. Transfer Approval

# Management Council LPDC Plan of Operation

## Staff Development Plan

**A new plan is required at least once every five years for licensure renewal**

Name \_\_\_\_\_ Date \_\_\_\_\_

ITC/Entity \_\_\_\_\_ Position \_\_\_\_\_

FTE (full-time equivalency) \_\_\_\_\_ (*change in FTE requires submitting a new plan*)

1. ***What growth targets will you emphasize in your staff development? Consider articulating at least two goals; One inward-facing (for personal self-improvement) and the other systemic (for the benefit of your organization).***

2. ***How will your staff development address the goals of the continuous improvement plan, strategic plan, or mission/vision of your employer?***

3. ***Indicate type of activities which you plan to complete (check all that apply):***

\_\_\_\_\_ College Course Work

\_\_\_\_\_ Workshops, Conferences, Clinics, Seminars

\_\_\_\_\_ Committee Work

\_\_\_\_\_ Independent Activity Projects

\_\_\_\_\_ State/Regional Discussions

4. Local review \_\_\_\_\_  
*ITC Director or Supervisor Signature* *Date*

5. Employee's signature \_\_\_\_\_ Date \_\_\_\_\_

# Management Council LPDC Plan of Operation

## Staff Development Plan

(Please make a copy of this form for your personal records.)

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### LPDC REVIEW

Comments:

Action:

\_\_\_\_\_ Approved

\_\_\_\_\_ Returned for additional detail (see comments)

Reviewed by:

\_\_\_\_\_  
*Reviewer Printed Name*

\_\_\_\_\_  
*Reviewer Signature*

\_\_\_\_\_  
*Date*

# Management Council LPDC Plan of Operation

## Activity Verification

Submit a new form for each completed activity that aligns with an approved professional development plan

Name \_\_\_\_\_ Date \_\_\_\_\_

ITC/Entity \_\_\_\_\_ Position \_\_\_\_\_

### Instructions:

- Complete each numbered area
- Please refer to *Management Council Local Professional Development Committee Plan of Operation* Appendix A1 and A2 for any required documentation and verification that must accompany this request form, and Appendix B for instructions on submitting your form and materials.
- Submit this as soon as possible and no later than one (1) calendar year following the activity to receive credit for activities during the previous year.

### **1. Indicate type of activities which you completed:**

\_\_\_\_\_ College Course Work  
(Formal coursework completed for academic credit)

\_\_\_\_\_ Formal instruction  
(Examples: professional conference; teleconference, webcast, or podcast; workshop, lab, lecture, class, or seminar; online coursework, professional development day; graded self-study program)

\_\_\_\_\_ Informal instruction  
(Examples: book, manual, or video review; un-graded self-study program; mentoring; state or regional professional meeting, committee, board, or advisory group; presenter and preparation; grant writing)

**2. Indicate Specific Title of Activity** \_\_\_\_\_

**3. Date(s) of Activity** \_\_\_\_\_

**4. CEU Hours/College Credit Hours Requested** \_\_\_\_\_

**5. Local review** \_\_\_\_\_  
*ITC Director or Supervisor Signature* *Date*

**6. Employee's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

# Management Council LPDC Plan of Operation

## Activity Verification

(Please make a copy of this form for your personal records.)

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### LPDC REVIEW

Comments:

Action:

\_\_\_\_\_ Approved

\_\_\_\_\_ Returned for additional detail (see comments)

Reviewed by:

\_\_\_\_\_  
*Reviewer Printed Name*

\_\_\_\_\_  
*Reviewer Signature*

\_\_\_\_\_  
*Date*

# Management Council LPDC Plan of Operation

## Transfer Approval Form

Complete this form and have it authorized to receive credit for activities approved at your previous LPDC

Employ Name \_\_\_\_\_ Date \_\_\_\_\_  
(Please print)

Current Employer \_\_\_\_\_ Position \_\_\_\_\_

Name of Previous Employer \_\_\_\_\_

Last date of previous employment \_\_\_\_\_

Employees previous IPDP Approved on \_\_\_\_\_

Approved CEU credits:

- a) College/University Credit Hours \_\_\_\_\_
- b) Other local CEU's \_\_\_\_\_
- c) Total CEU's earned (a plus b) \_\_\_\_\_

The undersigned acknowledge the information provided is complete, truthful, and accurate

Former Employer \_\_\_\_\_  
Authorized signature of former Employer Date

Transferring Employee \_\_\_\_\_  
Signature of Employee Date

Include a copy of the individual professional development plan (IPDP) approved by your previous employer

# Management Council LPDC Plan of Operation

## Transfer Approval Form

(Please make a copy of this form for your personal records.)

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### LPDC REVIEW

Comments:

Action:

\_\_\_\_\_ Approved

\_\_\_\_\_ Returned for additional detail (see comments)

Reviewed by:

\_\_\_\_\_  
*Reviewer Printed Name*

\_\_\_\_\_  
*Reviewer Signature*

\_\_\_\_\_  
*Date*



## Appendix D: Reference Materials

[Resource Guide for Establishing & Maintaining Local Professional Development Committees \(LPDCs\)](#), v2016, Ohio Department of Education

[ORC 3319.22, Standards and requirements for educator licenses – local professional development committees.](#) Ohio Revised Code effective date 07-01-2005.

[OAC 3301-3-07 Performance requirements](#) (for Information Technology Centers), Ohio Administrative Code, effective date 7/27/2015.

[OAC 3301-24-08 Professional or associate license renewal](#), Ohio Revised Code, effective date 04/25/2013.