

# STATE DEPARTMENT LICENSURE STANDARDS

(License renewal standards effective January 1, 1998)

## Provisional License - 2 Year

- Required for entry year, may be used for substitute teaching. 3 semester hours to renew (6-9 hours if lapsed)

## Professional License - 5 year

- Provisional license plus successful completion of Entry Year Program and Praxis III.
- Two-year provisional license holders are granted a 5-year license upon successful completion of the Entry Year Program and passage of the Praxis III.
- The Individual Professional Development Plan (IPDP) needs to be filed with Human Resources 90 days after receiving the 5-year license.

## Professional License - 5 year (first renewal) or transition from 8-year certificate

- Six semester hours or 180 PDU's or approved equivalent activities or combination approved by Local Professional Development Committee (LPDC).

## Professional License - 5 year (second renewal)

- Master's degree or 30 semester hours of graduate credit. If master's degree already obtained - 6 semester hours or 180 PDU's of approved activities (LPDC).

**Those who held certificates under previous standards prior to July 1, 2002 are exempted from the master's degree or 30 semester hour requirement for second renewal, but still need the 6 hours, 180 PDU's, or equivalent activities.**

## Professional License - 5 year (further renewals)

- Six semester hours or 180 PDU's of approved activities (LPDC).

**IT IS STRONGLY SUGGESTED THAT COURSEWORK BE TAKEN AT THE GRADUATE LEVEL IN PREPARATION FOR SECOND RENEWAL. ANY COURSEWORK NOT AT A 3RD OR 4TH YEAR UNDERGRADUATE LEVEL MUST BE PRE-APPROVED BY LPDC.**

Note: Based on Ohio Department of Education guidelines, the only certificated/licensed staff members excluded from the requirements listed above are those individuals renewing with a State Board license. The **school audiologist, school social worker, school speech-language pathologist, school nurse, occupational therapist, physical therapist, occupational therapy assistant and physical therapy assistant** licenses may be renewed upon evidence of a current valid license issued by the respective Ohio licensure board. A photocopy of that license, with the expiration date, must be submitted with the application for renewal.

## **HOW TO MAINTAIN YOUR LICENSE**

1. If you are currently working under a five-year professional license or an eight-year certificate, you should have an Individual Professional Development Plan (IPDP) on file that reflects your present professional goals. You are required to submit a new IPDP **within 90 days** from the issue date of each new license. Upon receiving a new license, submit one copy of your next Individual Professional Development Plan (IPDP – Form 1) to the Human Resources Office. Forms are available from your Building Representative or on FRODO under LPDC.
2. The Human Resources Office will send the IPDP to the appropriate review committee.
3. After initial review by the IPDP and LPDC committees, you will receive notice of the status of your IPDP.
4. After approval, take coursework or pursue other approved professional development activities that align with your IPDP goals.
5. If you wish to change a component of the IPDP, one copy of the revision must be submitted to Human Resources.
6. Between the months of January and May in the year of renewal, proof of completion of professional development activities must be submitted to the LPDC for approval. Submit Form 3 (Chart of Completed Requirements) to the Human Resources Office. Form 3 requires that you **provide an explanation** as to how your completed requirements (i.e. coursework, workshops, PDU's) relate to the goals you originally selected on your professional development plan.

**Prior to submitting Form 3, please make sure all forms of verification are sent to the Human Resources Office in a timely manner for LPDC final consideration (i.e. transcripts, certificates of attendance, and letters of documentation.) Note: Only official transcripts sent from the college or university to the Human Resources Department are acceptable. Copies and/or faxes will not be accepted.**

7. Once the LPDC approves your successfully completed professional development activities, you will need to make an appointment with Human Resources to be fingerprinted. House Bill 190, signed into law by Governor Ted Strickland on November 14, 2007, requires that all licensed employees be fingerprinted (Both BCI and FBI) each time they renew their licenses. Cash, check or money order for \$46.00 (made payable to Parma City Schools) is required to cover the cost of the fingerprinting process. You will also need to complete the state renewal application form and forward it with your check or money order to the Human Resources Office (check made payable to Treasurer, State of Ohio.) Renewal application forms are available from the Human Resources Office. All fees and applications are the responsibility of the renewal applicant.

# PROFESSIONAL DEVELOPMENT CREDIT / ACTIVITIES

**NOTE: CREDIT WILL ONLY BE GRANTED FOR ACTIVITIES WHICH ARE NOT A PART OF REGULAR DUTIES IN AN INDIVIDUAL'S JOB DESCRIPTION UNLESS DEVELOPED UNDER THE CRITERIA OF "PROFESSIONAL DEVELOPMENT ACTIVITY OPTIONS" LISTED ON PAGES 5 THROUGH 9.**

One of the critical tasks of the LPDC is to determine which professional development activities will be accepted for transition to license or renewal of licenses. Such activities must be based on the needs of the educator, the students, the school, and the school district. The following activities are acceptable:

## PROFESSIONAL DEVELOPMENT CREDIT OPTIONS:

### A. College Credit (revised 9/05)

All credit hours must be acquired from an approved Ohio Department of Education college / university or as otherwise provided in the BOE/PEA Negotiated Agreement. Teachers may take coursework from a two-year college with prior approval by LPDC. Coursework from the following institutions of higher learning must also be pre-approved by LPDC:

Walden University

Cleveland Institute of Art

Coursework and professional development requirement may not be reduced by the number of years of work experience. (SB 230 - 3301-24-08 Ohio Administrative Code)

Acceptable coursework offers content that provides new information and is offered on campus, off campus, or through extension by any accredited two or four-year college or university. Coursework must align with goals stated in the IPDP. Courses must be taken for credit, and the license holder must earn a passing grade or a "pass" in courses taken on a "pass" or "fail" basis.

- a) One semester hour = 30 PDU's
- b) One quarter hour = 20 PDU's

### B. Teacher Educational Professional Studies (TEPS)

Courses are offered by PEA with the approval of Superintendent or his/her designee. Teachers may earn a maximum of 3 TEPS credits per year for a maximum of 60 clock hours. TEPS credit is the only acceptable verification of any Educational Project/Research.

**Note: When using TEPS credits for licensure, one may apply 20 PDU's per TEPS credit. One TEPS credit is equal to one semester hour ONLY when applied to Blocks of Credit.**

## PROFESSIONAL DEVELOPMENT ACTIVITY OPTIONS:

<b>1 contact/clock hour</b>	<b>= 1 Professional Development Unit (PDU)</b>
<b>1 TEPS credit</b>	<b>= 20 PDU's</b>
<b>1 semester hour</b>	<b>= 30 PDU's</b>
<b>1 quarter hour</b>	<b>= 20 PDU's</b>

Professional Development Units for renewal may be based upon activities drawn from the following suggested options:

- A. Professional conference, workshops, inservice
- B. Teacher assessment processes, mentoring, peer assistance and peer observation
- C. Curriculum development/action research, presentation, educational travel
- D. Membership on local, state or national committees
- E. Publication of article/book
- F. Educational project/research – verified only through TEPS credit
- G. Grant writing/program development
- H. Pursuit of National Board for Professional Teaching Standards (NBPT) certification
- I. Student teacher/field experience supervision

### A. Professional Conference, Workshops, Inservice

**ALL ACTIVITIES REQUIRE VERIFICATION IN THE FORM OF A CERTIFICATE OF ATTENDANCE OR A LETTER OF CONFIRMATION FROM THE SPONSORING AGENCY**

A professional conference is any formal meeting, workshop, inservice, institute, or seminar of one or more hours which addresses educational concerns through objectives such as upgrading skills and knowledge, providing information, and/or providing motivating activities for educators or students.

Participation = 1 PDU per contact/clock hour  
Presentation = 5 PDU's per contact/clock hour

### B. Teacher Assessment Processes, Mentoring, Peer Assistance and Peer Observation

**ALL ACTIVITIES REQUIRE VERIFICATION IN THE FORM OF A CERTIFICATE OF ATTENDANCE OR A LETTER OF CONFIRMATION FROM THE SPONSORING AGENCY**

1. This option awards PDU's for mentorship and assessor functions as defined by the State of Ohio Teacher Education and Licensure Standards or as provided and pre-approved by Parma City School District.

Participation = 1 PDU per contact/clock hour  
Maximum number of PDU's = 60 per year (no more than 120 in a 5-year period)

2. Peer assistance as defined by the BOE/PEA Negotiated Agreement is a consulting teacher who provides help to new and veteran teachers to improve their knowledge and skills. Consulting teachers may provide ongoing support through observing, sharing skills and recommending materials for further study.

1 PDU per contact/clock hour as pre-approved jointly by the PEA President and the Director of Human Resources

3. Peer observation is any systematic program of noting, analyzing, and discussing the activities of another professional in a similar area of responsibility. The observations must be planned, pre-approved by the administration, and must focus on one or more predetermined aspect of instruction and include follow-up activities such as discussion, critique, or application of what has been observed or analyzed. Peer observations should be designed to encourage assistance, modeling, and coaching while the license holder learns new skills or strategies. PDU's can be awarded to both the observer and the observed professional. (Should include conferencing with the observer)

1 PDU per contact/clock hour as pre-approved by Administration

### **C. Curriculum Development/Action Research/Presentation/Educational Travel**

<b>ALL ACTIVITIES REQUIRE VERIFICATION IN THE FORM OF A CERTIFICATE OF ATTENDANCE OR A LETTER OF CONFIRMATION FROM THE SPONSORING AGENCY</b>
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1. Curriculum Development - An educator who contracts with the district or a bona fide education publisher to write curriculum or specific part(s) or grade level(s) of curriculum for use by classroom teachers and/or students is eligible for PDU's under this option. PDU's within this option are granted for time spent in preliminary planning and development of curriculum materials.

1 PDU = 1 contact/clock hour

2. Action Research is defined as set criteria developed within the classroom setting to prove a hypothesis. The data will be shared with peers through TEPS course or in-service meeting verified by an administrator.

1 PDU = 1 contact/clock hour

3. A formal presentation consists of either a presentation of curriculum or action research within an educational setting. Verification may be obtained through TEPS course, in-service meeting verified by an administrator, or sponsoring agency official.

1 PDU = 1 contact/clock hour

4. Educational Travel - the purpose of educational travel shall be to allow the educator to acquire knowledge needed to implement existing curriculum or to develop new programs within the job assignment. A license holder shall submit to the LPDC a written plan prior to travel. Upon return, the license holder shall submit a written summary to LPDC explaining how they will incorporate the travel experience into the curriculum. Due to the subjective nature, a presentation to the IPDP committee will be required upon submission, revision, and/or completion of the plan.

1 PDU per lesson plan

#### **D. Membership on Local, State or National Committees**

<b>ALL ACTIVITIES REQUIRE VERIFICATION IN THE FORM OF A CERTIFICATE OF ATTENDANCE OR A LETTER OF CONFIRMATION FROM THE SPONSORING AGENCY</b>
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An educator who serves on an **education-related committee** either by election, appointment or volunteering may accrue PDU's within this option. These committees may be created for ad hoc purposes or may be standing committees of the district, local, state, national, or international professional or civic organizations. Individual agendas and/or notes should be available upon request. An educator may be required by the IPDP committee to submit a summary of duties, roles and responsibilities of their committee work.

1 PDU = 1 contact/clock hour

#### **E. Publication of Article/Book**

An educator who publishes an article in a **bona fide magazine and/or journal** may accrue PDU's for writing or illustrating professional research, experiences, perceptions, and beliefs in education. The written narrative, illustrations, article or report should contribute to the effective practice of the professional and/or to the body of knowledge of the profession. Articles that present the results of educational research are acceptable within this option provided the license holder had an active role in planning, analyzing, interpreting, demonstrating, disseminating, or evaluating the study of innovation. **Copy of the publication will be submitted to the IPDP committee.**

60 PDU's = 60 contact/clock hours per article, report or narrative

An educator who publishes a book **by a bona fide publisher** which focuses on concepts that support new theories or practices applicable to the teaching profession may accrue PDU's. A book whose content increases the body of knowledge of literature, history, science, or other content area may also earn credit with this option. Additionally, a series of books for use as textbooks in a classroom may earn credit. **Copy of the publication will be submitted to the IPDP committee.**

180 PDU's per book

## F. Educational Project/Research

**This Activity must be verified through TEPS Credit or a sponsoring agency.**

A license holder may engage in an educational project which enhances the skills or advances the educational needs of the students. Projects may include participation in a professional exchange program in which the license holder changes position with another educator for an extended period of time; participation in an alternative work-experience program (paid or volunteer) in which the license holder fulfills new professional responsibilities for a specified period of time; (excluding department chair, team leader, administrative internships, facilitators, etc.) and participation in a program of independent study and its product. Additional activities within the option may include self-study projects, administrative review projects, alternative assessments, and/or activities for school improvement.

1 PDU per contact/clock hour

## G. Grant Writing/Program Development

Grant reports that present the results of educational research are acceptable within this option provided the license holder had an active role in planning, analyzing, interpreting, demonstrating, disseminating or evaluating the study or innovation. **A copy of the grant must be submitted along with a letter of confirmation.**

1 PDU per contact/clock hour

## H. Pursuit of National Board Professional Teacher Certification

The National Board for Professional Teaching Standards (NBPTS) is a nonprofit, nonpartisan and nongovernmental agency created in 1987 and governed by a 63 member board of directors, the majority of whom are classroom teachers. NBPTS has developed rigorous national standards and assessments for what teachers need to know and be able to do, and issues national certificates for teachers who meet those high standards.

### **For more information:**

Call NBPTS at 1-800-22-TEACH

Visit the web site <http://www.nbpts.org>

Visit the Ohio website <http://www.ode.ohio.gov/tc/nbcert.html>

Division of Professional Development & Licensure

65 South Front St. Room 1009

Columbus, OH 43215-4183

Telephone 614-466-2761

180 PDU's upon completion of requirements for certification

## **I. Student Teacher/Practicum/Field Experience Supervision or Administrative Internship Supervision**

**Either option requires verification (Form 5)**

1. Through day to day supervision, the cooperating/supervising teacher or administrator guides and monitors the student teacher/intern into the role and responsibilities of the full-time classroom teacher/administrator.

PDU's = 5 per week

1 student teacher/teacher internship supervision per school year

2. Co-operating teacher will monitor the field experience/practicum student as well as provide feedback on any completed tasks or lesson plans.

PDU's = 2 per week



## CORE COMMITTEE ROLE AND RESPONSIBILITIES - CORE

- The role and responsibilities of the Local Professional Development Committee shall be to set policy and review professional development goals for certification and license renewal for Parma City School District educators. **Findings of the committee are not subject to a grievance action. In no way are the plans to be part of an evaluative measure of a teacher's/administrator's performance.**

## CORE COMMITTEE FORMATION

1. The Parma Local Professional Development Committee (LPDC) shall be by statute; (SB 230; ORC 3301-24-08), the official licensing body for the Parma City School District.
2. The LPDC Core Team will consist of 10 members, 9 voting members. The five teacher association members will be appointed by the Parma Education Association (PEA) leadership. The four administrative members will be appointed by the Superintendent or his/her designee. The PEA President and the Director of Human Resources will be standing members. The rotation or removal of any committee member shall be mutually agreed upon between the Chairperson and the PEA President.
3. Membership shall meet on a monthly basis during the school year (July and August as needed). An annual scheduled calendar will be determined by the LPDC. If meetings are scheduled to occur outside the school year, rate of pay will be equivalent to the curriculum rate, or per the negotiated agreement. Administrators who are required to work beyond their contract year will be compensated at the same rate as teachers.
4. The chairperson shall be the Human Resources administrator. In the absence of the chairperson, the PEA President will be the acting chairperson.
5. LPDC meetings shall be held at the Parma Board of Education Administration Building, 5311 Longwood Avenue, Parma, OH 44134 or some other site mutually agreed upon.
6. Classroom substitutes will be provided to allow LPDC members to attend Core Committee meetings during the school day.
7. A secretary shall be appointed by the Superintendent or his/her designee. The secretary of the LPDC shall provide minutes of each meeting to the members, the district superintendent, building principals, and the PEA President.
8. If an administrative member is absent, a trained LPDC alternate will be provided by the Superintendent or his/her designee. If a teacher member is absent, a trained LPDC alternate will be provided by the PEA President. Each member, in the event of absence, is responsible for obtaining their own trained LPDC substitute.

## **OPERATING PROCEDURES**

1. All necessary forms/communications for the LPDC shall be submitted to the secretary designated by the Superintendent or his/her designee.
2. All LPDC records, excluding transcripts, will be kept in the Human Resources Department separate from the personnel file. The teacher/administrator will have immediate access to their Individual Professional Development Plan (IPDP) file. Records will be available to current LPDC members or individual teachers during regular business hours.
3. Teachers/Administrators will be notified of the acceptance of their IPDP in writing or electronically.
4. A Core Team member will be on each of the subcommittees.
5. An emergency meeting of the LPDC may be called by the chairperson.
6. LPDC must have a minimum of five (5) members present with the majority being teachers, to convene. All nine (9) members must be present if denial of licensure is recommended.
7. A simple majority of the committee present must agree for approval.

## **IPDP COMMITTEE FORMATION (Sub committee of LPDC)**

1. The IPDP Committee shall be the initial evaluator of Individual Professional Development Plan for certification and license renewal for the Parma City School District.
2. The IPDP Committee will consist of five (5) voting members, one of whom shall be a member of the Core Team. The grade level IPDP Committees (Elementary, [primary and intermediate], Middle School, and High School) will be comprised of three teachers and two administrators. When an Administrative plan is being evaluated, the high school IPDP Committee that will review and approve the plan will be comprised of a majority of Administrators. All teachers on the IPDP Committee will be appointed by the PEA President and all administrative members will be appointed by the Superintendent or his/her designee. Terms shall run from July 1 through June 30. Rotation or removal of any committee member shall be mutually agreed upon between the Core Committee Chairperson and the PEA President.
3. Members shall meet on a monthly basis during the school year (July and August as needed). An annual scheduled calendar, with meeting place and times indicated, will be determined by each committee. If meetings are required and approved by the Chairperson of the Core Committee outside of the school year, the rate of pay will be equivalent to the curriculum rate or per the negotiated agreement. Administrators who are required to work beyond their contract year will be compensated at the same rate as teachers.
4. The chairperson for each committee shall be the Core Team member.

5. Classroom substitutes will be provided to allow IPDP Committee members to attend meetings if held during the school day.
6. The Core Team member on the IPDP Committee will be responsible for communicating and working with the LPDC secretary to insure proper record keeping.
7. All IPDP Committee members must be present if an IPDP is denied. If time is a consideration, it may be forwarded to the LPDC.
8. In the event of absence, each member is responsible for securing his or her own trained substitute.

## **RECORDS MANAGEMENT**

### **A. Personal Record Keeping**

An important aspect of the record keeping process is the need to maintain one's own "Professional Development Portfolio." The following documents must be maintained:

- Copy of IPDP
- Copies of Certificates/Licenses
- Form 3-Chart of Completed Requirements
- District/Building Goals
- Work Samples
- Certificates of Attendance
- Confirmation Letters

### **B. District Record Keeping**

As the responsibility for licensure shifts from the state to the local level, the Human Resources Department will continue to maintain careful records.

- Copies of Certificates/Licenses
- Official transcripts
- Certificates of Attendance
- Verification Letters
- Individual Professional Development Plan (IPDP)

## **APPEAL PROCESS**

If your IPDP is not approved, you may clarify your plan or revise and submit a copy to the Human Resources Office or initiate the appeal process by submitting the Appeal Form (Form 6.)

- LEVEL 1: Written clarification or revision of the IPDP shall be made to the LPDC within 30 calendar days of date rejected.
- LEVEL 2: If the teacher/administrator disagrees with the LPDC decision, he/she may meet with the LPDC in person to discuss his/her case.
- LEVEL 3: An out-of-district LPDC third party committee may review the appeal. The decision of the committee is non-grievable and is final.

# FORMS

## SUMMARY OF FORMS (revised 8/08)

In accordance with established LPDC, employees seeking license renewal must complete an Individual Professional Development Plan (IPDP). The plan is used to outline the professional development activities that align personal, professional growth objectives with district, building, and/or student learning goals. The IPDP must be submitted for review to the IPDP Committee and final approval by the LPDC. In order to complete the IPDP, the following forms must be submitted:

<b>FORM</b>	<b>FORM TITLE</b>	<b>REQUIRED OR OPTIONAL FOR APPLICANT</b>
1	Individual Professional Development Plan (IPDP)	Required
2	Individual Professional Development Goal Resource Guide	Resource for IPDP
3	Chart of completed requirements for transition/renewal of license	Required
4	Pre-approval Form	May be required
5	Student Teaching/Practicum/ Field Experience Verification Form	Required
6	Appeal Form	Optional

Forms are located in a centralized location at your buildings and/or available on FRODO under LPDC. See your PEA representative for additional information regarding the location of your forms.