

SECTION I

GENERAL INFORMATION

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Introduction for District Educators

- Permanent certificates will remain for an educator's career; no permanent licenses will be issued
- Licenses will be issued as Resident Educator for entry year teachers, who must complete the *Resident Educator* program to advance to a "professional educator license," which is a five year license renewable with appropriate professional development throughout an educator's career.
- Professional development must be linked to an educator's area of certification/licensure, the needs of the students, and the goals of the school district.
- A Local Professional Development Committee (LPDC) is comprised of a majority of classroom teachers and operates under provisions approved by law. This committee is required to review and approve an educator's professional learning plan that identifies his/her professional development goals as outlined by the Ohio Teacher, Principal and Professional Development Standards (set up in 2007 by the Ohio Department of Education).
- The LPDC will review and must approve coursework and state and locally issued JMC's (a JMC stands for Jackson-Milton Credit and is one contact hour of professional development).
- Only renewals of licenses go through your local LPDC process. All new licenses and other temporary credentials go through the Department of Education. The transition from the Resident Educator License to a Professional License is through the Superintendent of the school district.
- All educators should maintain their credentials and be aware of the issue and expiration dates of those credentials. Course work should be completed by June 30th of the year the credential expires.
- Educators must be fingerprinted and go through a BCI/FBI check every five (5) years and must be current at the time of their license renewal.
- Educators must complete Child Abuse Prevention every five (5) years.
- **IT IS THE RESPONSIBILITY OF THE TEACHER AND ADMINISTRATOR TO PRINT LICENSES, IPDPs, CERTIFICATES AND RENEWAL INFORMATION TO THE LPDC COMMITTEE. DO NOT EMAIL AND EXPECT LPDC COMMITTEE TO PRINT FOR YOU.**
- **Additional information can be found at <https://education.ohio.gov/>**

How to Maintain Credentials

To renew a five-year professional license:

- ❖ Have an approved IPDP on file with the LPDC committee
- ❖ Complete the equivalent of six semester hours of coursework or 180 clock hours or 18 CEU or any combination of the options relevant to classroom teaching and/or area of certification since the latest issue date of the certificate to be transitioned
- ❖ Meet all the requirements set forth by the Jackson-Milton LPDC and BCI/FBI check
- ❖ Continue to complete six hours of coursework/JMC for each subsequent renewal; or
- ❖ Qualify for the Consistently High Performing Teachers (see page 11)

Advancement of a Resident Educator License to a five-year professional license:

- ❖ Pass the RESA program

Individual Professional Development Plan Guidelines for Submission to the LPDC

- The district LPDC will post and/or email the dates of the LPDC meetings in each building.
- Every employee of the district who holds a license must have an approved IPDP on file. The IPDP submitted will be in effect for the life of the license. **An updated IPDP must be submitted for approval at the issue date of your license.** An approved IPDP must be on file in order for an application for renewal to be reviewed by the LPDC.
- Individual Professional Development Plans must be submitted on the forms prescribed by the LPDC. All forms must be completed neatly and thoroughly. Information requested concerning an educator's credentials must be accurate. **PLEASE DO NOT EMAIL FORMS TO LPDC MEMBERS. PRINT OUT YOUR IPDP AND SUBMIT TO AN LPDC COMMITTEE MEMBER FOR APPROVAL.**
- Any submitted proposal deemed unreadable by the LPDC shall be returned to the educator without review. The proposal may be resubmitted in appropriate form for consideration at the next regularly scheduled LPDC meeting.
- Reviewed IPDP's are to be returned to the educator within five (5) working days of the LPDC review meeting. Denied IPDP's may be resubmitted with modification(s); an educator may also request reconsideration or engage in the appeal process as appropriate.
- The LPDC shall keep all IPDP reviews, evaluations, and discussions in meetings confidential. No IPDP shall be used as an example without written permission of the party involved.
- Coursework, Ohio Department of Education approved classes and workshops and locally approved JMC workshops and activities to be used to satisfy the ODE renewal requirements must be relevant to an approved IPDP and **MUST** be approved by the district LPDC.
- JMC's must be delivered by a provider on the LPDC approved list. All Mahoning County educators are encouraged to discuss with their LPDC any providers who do not appear on the approved list prior to engaging in professional growth activities which they may wish to use for certificate/license renewal.
- Credit hours and locally approved JMC's used for the renewal of the license must be (1) after the issuance of the certificate/license and (2) after the approval of an IPDP for that certificate/license.

- Movement on the salary schedule as part of the district's negotiated agreement is **NOT** related to LPDC approval or coursework or JMC's for renewal purposes.
 - Previously employed new hires to a district who hold a license issued by the ODE and who have coursework and activities approved by their prior LPDC during their current renewal cycle shall have said coursework and activities approved by the district LPDC when accompanied by verifiable supporting documentation.
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Jackson-Milton Credits (JMC's) Guidelines for Providers and Educators

1. Professional development activities used for renewal of licenses must be reviewed by the LPDC (Local Professional Development Committee).
2. The LPDC may approve the professional development activity or ask that it be revised based upon the following:
 - a. The inclusion of the activity in the educator's professional development plan
 - b. The review and approval of that plan by the LPDC
 - c. The application of the activity to district, building, classroom, students and/or the educator's professional goals
 - d. The assignment of JMC's to the activity based upon the guidelines below
3. The approval and official award of JMC's will be solely the responsibility of the District LPDC as per the requirements of Senate Bill 230.
- 4. It is the sole responsibility of the educator to maintain a record of the district-approved Jackson-Milton Credits throughout his/her career.**
5. The guidelines used for the establishment of JMC's (See Credit Conversion Chart):
 - a. **One hour** of professional development activity equates **1 JMC**
 - b. When university hours and JMC's are combined for the renewal of the educator's credential, **30 JMC's** equates **1 semester hour**.
 - c. The definition of "equivalent other activity" is dependent upon the communication between the educator, his/her development plan, and the District LPDC. (See Criteria for Assessing Quality Professional Development Equivalent Activities).
 - d. Educators are encouraged by the District LPDC to create and adapt activities to their individual needs and, as applicable, the needs of students, classroom, building, district and employment responsibilities with the district.
 - e. When external "providers" are sought by the educator, he/she should verify that the district LPDC recognizes them as Quality Professional Development Providers.
 - f. Educators are encouraged to seek pre-approval for external providers.

**JACKSON-MILTON LOCAL SCHOOLS
CREDIT CONVERSION CHART**

JMC'S (Clock Hours)	COLLEGE SEMESTER HOURS	COLLEGE QUARTER HOURS
10	1/3	.5
20	2/3	1
30	1	1.5
40	1 1/3	2
50	1 2/3	2.5
60	2	3
70	2 1/3	3.5
80	2 2/3	4
90	3	4.5
100	3 1/3	5
110	3 2/3	5.5
120	4	6
130	4 1/3	6.5
140	4 2/3	7
150	5	7.5
160	5 1/3	8
170	5 2/3	8.5
180	6	9

Choosing Activities and Coursework Based on Ohio Teacher, Principal and Professional Development Standards

When choosing courses and activities, use the following standards for professional development and make sure they align themselves with the goals and standards listed on your IPDP.

OHIO STANDARDS FOR PROFESSIONAL DEVELOPMENT:

1. High quality professional development (HQPD) is purposeful, structured and continuous over time.
2. High quality professional development (HQPD) is informed by multiple sources of data.
3. High quality professional development (HQPD) is collaborative.
4. High quality professional development (HQPD) includes varied learning experiences that accommodate individual educator's knowledge and skills.
5. High quality professional development (HQPD) is evaluated by its short- and long-term impact on professional practice and achievement of all students.
6. High quality professional development (HQPD) results in the acquisition, enhancement or refinement of skills and knowledge.

High Quality Professional Development comes in many forms. On the following pages are lists of providers and suggested activities that fall under pre-approved credit proposal activities and equivalent other activities. **If you are unsure if an activity will meet your IPDP or LPDC requirements, it is advised the activity be submitted for pre-approval before the start of the activity.** Please refer to the following lists of providers and suggested credit activities as to maximum credit limits, value, verification and criteria for earned credit.

Educators should submit the right form (Section III) to the LPDC for the right procedures.

ONLY THESE FORMS WILL BE ACCEPTED BY THE LPDC. They are:

- Log of Completed Professional Development Activities Form
- Individual Professional Development Plan (IPDP)
- Evidence of Completion Form
- Equivalent Other Activity Proposal Form
- Equivalent Other Activity Assessment of Results Form
- Verification Form for Consistently High Performing Teachers
- Approval Verification for Educators Leaving the LPDC Form
- Appeal to the LPDC Form

Individual Professional Development Plan Approved Professional Development Providers

The Jackson-Milton LPDC has created the following list of “Approved Providers” for professional development. These institutions and organizations support the continuing professional development of educators, consider the delivery of quality professional development as part of their mission, and seek to meet the individual educator’s needs. This is a partial list – educators should choose professional development from providers who are committed to their needs and who have the expertise and skills to train and educate. Approved providers do not guarantee approved credits. To gain credit approval for certificate/license renewal, educators must choose activities offered by these providers that match with the goals on their Individual Development Plan. Jackson-Milton educators are encouraged to review this list and contact the LPDC about providers not included in this list.

American Association of School Administrators (AASA)
American Federation of Teachers (AFT)
Association for Supervision and Curriculum Development (ASCD)
Association of School Business Officials
Treasurer & Auditor of the State of Ohio
Buckeye Association of School Administrators (BASA)
Employing District Professional Development Activities
Far East Regional Professional Development Center (FERPDC) and Related Organizations
Government Finance Officers Association
INFOHIO
Music Educators National Conference (MENC)
National Council of Teachers of English (NCTE) and Related Organizations
National Council of Teachers of Mathematics (NCTM) and Related Organizations
National Education Association (NEA)
North Central Association of Colleges and Schools (NCA)
North Central Regional Educational Laboratory (NCREL) and Related Organizations
Northeastern Ohio Education Association (NEOEA)
Northeastern Ohio Instructional Media Center (NEOIMC) and Related Organizations
Northeastern Ohio Management Information Network (NEOMIN) & Related Organizations
Northeastern Ohio Special Educational Regional Resource Center (NEOSERRC) & Related Organizations
Ohio Association of Elementary School Administrators (OAESA) & Related Organizations
Ohio Association of School Business Officials (OASBO) & Related Organizations
Ohio Department of Education (ODE)
Ohio Education Association (OEA)
Ohio Educational Library Media Association (OOELMA)
Ohio Federation of Teachers (OFT)
Ohio Music Educators Association (OMEA)
Ohio Regional Professional Development Centers (RPDC’s)
Ohio School Boards Association (OSBA)
Ohio School Net Office
Ohio State Board of Education
Other State Board of Education
County Educational Service Centers
United States Department of Education

THE JACKSON-MILTON PROFESSIONAL LEARNING PLAN (Referred to as the IPDP)

All educators must have on file with the District LPDC a Professional Learning Plan, known as the IPDP, reflecting the goals for the current license. The IPDP form is in the back of this booklet. In 2004 Senate Bill 2 created the Educator Standards Board (ESB) that defined standards for teachers, principals and professional development. These standards are listed below and should be used when developing your professional learning plan (IPDP).

At the beginning of each license renewal, an updated IPDP must be completed. During the 5-year cycle, teachers and administrators should choose three (3) standards to work on along with any additional goals that should be achieved. **PLEASE FOLLOW THE EXAMPLE IPDP** that is in the back of this booklet. The standards are listed below.

OHIO TEACHER STANDARDS:

1. Teachers understand student learning and development and respect the diversity of the students they teach.
2. Teachers know and understand the content area for which they have instructional responsibility.
3. Teachers understand and use varied assessments to inform instruction, evaluate and ensure student learning.
4. Teachers plan and deliver effective instruction that advances the learning of each individual student.
5. Teachers create learning environments that promote high levels of learning and achievement for all students.
6. Teachers collaborate and communicate with students, parents and other educators, administrators, and community to support student learning.
7. Teachers assume responsibility for professional growth, performance and involvement as an individual and as a member of a learning community.

OHIO PRINCIPAL STANDARDS:

1. Principals help create a shared vision and clear goals for their schools and ensure continuous progress toward achieving their goals.
2. Principals support the implementation of high quality standards based instruction that results in higher levels of achievements for all students.
3. Principals allocate resources and manage school operations in order to ensure a safe and productive learning environment.
4. Principals establish and sustain collaborative learning and shared leadership to promote learning and achievement of all students.
5. Principals engage parents and community members in the educational process and create an environment where community resources support student learning, achievement and well being.

WRITING GOALS FOR YOUR PROFESSIONAL LEARNING PLAN (IPDP)

To write a goal for each of your chosen standards, make sure the goal is specific and measurable. Keep in mind the district goals, your building goals, your individual needs and the needs of your students. **Remember that all goals must result in improvement of student learning.**

Goals' Identification Guide:

1. Identify and develop effective goals that reflect those needs to help you, your students and/or your school district to succeed.
2. Choose 3 standards from page 9 and write one goal for each standard.
3. Make sure that your goals are relevant to your area of teaching and/or certification.
4. Design goals that will allow you to choose a greater range of high quality, professional development activities.
5. Please **DO NOT** include as one of your goals to "renew license" or "seek a higher degree".

The Basic Elements of the Goals: (See chart below)

1. Each goal should contain a verb from the first column.
2. Each goal should contain the area and an end product associated with the standard in the second and third column.
3. Each goal should reflect an increase in your students' achievement.

GOAL COMPONENTS

Select one from each column (mix and match)

I will:	In What Area	And Then
become knowledgeable about	a method (cooperative learning)	implement
read widely in	a program (history day)	modify curriculum
learn about	a discipline (science)	develop / design
study theory / practice of	a population (gifted / ADHD)	use
become skillful at	an organizational pattern (multi-age)	incorporate
gain an understanding of	an area (school reform)	apply
	a curriculum area (music)	

so that student achievement will be increased.

STATE OF OHIO TEACHER LICENSURE STRUCTURE

As of June 2011, there is now a **Four-Tiered Teacher Licensure Structure**. The structures are Resident Educator License or Alternative Resident Educator License; Professional Educator License; Senior Professional Educator License; or Lead Professional Educator License.

Please see the **Four-Tiered Teacher Licensure Structure at the back of this booklet.**

CONSISTENTLY HIGH PERFORMING TEACHERS

In January 2017, the Ohio Department of Education enacted the Consistently High Performing Teachers category. **It is highly advised as a precautionary measure that teachers who believe they meet the requirements must submit to LPDC an Action Plan outlining your leadership role as indicated on the Verification Form by the second scheduled LPDC meeting of each school year. The Verification Form for Consistently High Performing Teachers AND written narrative of detailed leadership evidence is due at the time of their license renewal and must be submitted by the last scheduled LPDC meeting of the year.** If the form is approved, then for the **next renewal** the teacher will be exempt from the requirement to complete any additional coursework for continuing education units for renewal.

Eligibility Criteria for Teachers holding a 5 year Professional License:

During the current licensure cycle, a consistently high-performing teacher has:

1. Received the highest final summative rating on evaluations, as defined by Revised Code sections 3319.111 and 3319.112 where applicable, for at least four of the past five years; **AND**
2. Met at least one of the following additional criteria for at least three of the past five years:
 - a. Held a valid Senior or Lead Professional educator license;
 - b. Held a locally recognized teacher leadership role that enhances educational practices by providing professional learning experiences at a district, regional, state or higher education level;
 - c. Served in a leadership role for a national or state professional academic education organization;
 - d. Served on a state-level committee supporting education; or
 - e. Received state or national educational recognition or award.

Please see the Verification Form for Consistently High Performing Teachers at the back of this booklet.

IT IS THE RESPONSIBILITY OF THE TEACHER TO SUBMIT TO LPDC FOR APPROVAL.

CREDIT PROPOSAL ACTIVITIES

Option	Credit Value	Verification	Criteria
College Course	4 quarter hours = 3 semester hours	Official Transcript (can be a copy) submitted to the LPDC	<p>Must be taken through an accredited college or other post secondary institution approved by the Ohio Board of Regents.</p> <p>Must be taken for credit with a grade of "C" or better or "P" in a pass/fail course.</p> <p style="text-align: center;">Must relate to IPDP goals</p>
County Meetings for teachers and administrators	1 clock hour = 1 JMC	Certificates of attendance from meeting provider such as MCEC	<p style="text-align: center;">Must relate to IPDP goals</p> <p>Must contribute to the education profession or add to the body of knowledge in individual's field</p>
District Waiver Days / In service days	1 clock hour = 1 JMC	Certificate of attendance from superintendent's office	Must relate to IPDP goals and add to the body of knowledge in individual's field
Professional Conferences / Workshops	1 clock hour = 1 JMC	Certificate of attendance from meeting provider	Must meet goals on IPDP and/or district/building goals

CREDIT PROPOSAL ACTIVITIES

Option	Credit Value	Verification	Criteria
Mentoring	College Credit Or 1 clock hour = 1 JMC	Mentor log/attendance at county mentor meetings	Must be taken through Youngstown State U for college credit Must complete requirements for entry-year mentor program Must relate to IPDP goals
National Board Certification		Certification must be completed or participation as candidate must be verified by ODE	Must relate to IPDP goals Credit granted only in the cycle of the final adjudication
Membership on year-long school / Professional Committees	1 clock hour = 1 JMC	Log of hours / Meeting agenda / certificate of attendance at end of year	Must relate to IPDP goals and/or district/building goals

EQUIVALENT OTHER ACTIVITIES

Option	Credit Value	Verification	Criteria
Grant Writing	1 clock hour = 1 JMC	EOA Form Copy of the grant Log of writing activities Sign-off by designated provider	JMC's not dependent on awarding of the grant. Must relate to IPDP goals If in doubt – ask for LPDC review before begin the activity
Curriculum Development	1 clock hour = 1 JMC	EOA Form Project Log Copy of Course of Study Sign-off by designated provider	Must relate to IPDP goals Must be part of a formal district writing committee If in doubt – ask for LPDC review before begin the activity
Peer Observation for self-improvement	1 clock hour = 1 JMC	EOA Form Timeline/Log/Summary of observation Sign-off by designated provider	Must relate to IPDP goals Does not include mentoring If in doubt – ask for LPDC review before begin the activity
Presentation at Local, State, National Conference or building/district level	1 clock hour = 1 JMC	EOA Form Handouts of presentations/objectives Log of hours Sign-off by designated provider	Must relate to IPDP/ and/or district/building goals Presentation must be in the field of education If in doubt – ask for LPDC review before begin the activity

EQUIVALENT OTHER ACTIVITIES

Option	Credit Value	Verification	Criteria
Publication of work	JMC's will vary depending on the published work	EOA Form Copy of publication Sign-off by designated provider	Must contribute to the education profession or add to the body of knowledge to the individual's field. Must be commercially published book or article
Preparation for Teaching a College Course, Adult, Vocational, or Technical Course	30 JMC's	EOA Form Copy of syllabus with listed objectives Sign-off by designated provider	Must relate to IPDP goals Course taught must be in education or in a content area related to individual's teaching assignment or working with children
Educational Project or Program Design / Documentation	1 clock hour = 1 JMC	EOA Form Log of hours Final Product Sign-off by designated provider	Must relate to IPDP goals Must meet a building/district need
Other EOA not listed above	1 clock hour = 1 JMC	EOA Form Log of hours Sign-off by designated provider	Must meet goals of IPDP / and/or district/building goals Activity must be in the field of education

SECTION II

STANDARDS, BYLAWS AND POLICIES

Governance

Representation

Leadership and Responsibilities

Committee Procedures

Appeals

Amendments

Policies

JACKSON-MILTON LOCAL SCHOOL DISTRICT LPDC STANDARDS, BYLAWS AND POLICIES

ARTICLE I – GOVERNANCE

Section 1. The Jackson-Milton Local Professional Development (LPDC) policy, procedures, and governance shall not supersede the negotiated agreement, district policy, and/or be contrary to law.

ARTICLE II – REPRESENTATION

Section 1. Teacher representatives shall consist of one teacher from grades K-5, one teacher from grades 6-8, one teacher from grades 9-12, and two teachers at large. Representation will be administered by the Jackson-Milton Education Association. A teacher is defined as any bargaining unit member holding a valid Ohio teaching certificate/license issued by the Ohio Department of Education (ODE).

Section 2. The Superintendent shall choose two members as administrative representatives. These members shall be any employee of the Jackson-Milton Local School District who holds a valid Ohio certificate/license issued by the Ohio Department of Education.

Section 3. Vacancies will be filled based on the criteria specified in Sections 1 and 2 above.

ARTICLE III - LEADERSHIP AND RESPONSIBILITIES

Section 1. Chairperson. The Chairperson shall be elected annually by a majority of the LPDC at the May meeting. Responsibilities shall include conducting the LPDC meetings; communicating information to the members of the LPDC; and representing the LPDC at meetings of other stakeholder organizations.

Section 2. Secretary. The Secretary shall be elected annually by a majority of the LPDC at the May meeting. Responsibilities shall include maintaining minutes of action taken during LPDC meetings; notifying applicants of approval/resubmission/denial status of Individual Professional Development Plans (IPDPs) and/or proposals for credit.

Section 3. Absence of officer. If either the Chairperson or Secretary is absent a pro tem shall be elected for that meeting by those present.

ARTICLE IV – COMMITTEE PROCEDURES

Section 1. The LPDC will meet during the months of **September, November, January, March, and May** at the Jackson-Milton Middle/High School unless otherwise specified. The Chairperson may call additional meetings of the LPDC with the concurrence of the majority of the members. The meetings shall be posted at least 48 hours in advance. The Chairperson has the right to call members for the purpose of cancellation if no IPDP's credit proposals, or issues are submitted.

Section 2. A quorum necessary to conduct LPDC business shall be five (5) out of the seven (7) LPDC members. For an IPDP and/or credit proposal to be considered the rules for majority composition of the committee must be maintained. At least four (4) members must agree upon any action for it to be considered approved.

Section 3. The LPDC shall keep confidential all reviews, evaluations, and discussions of IPDPs and/or credit proposals. No documents submitted for consideration by the LPDC shall be used as examples without written permission of the party/parties involved. This policy shall conform to any applicable law(s).

The Secretary shall maintain minutes of actions taken. Copies of these minutes shall be provided to the Superintendent, building administrators, JMEA president, and committee members.

All LPDC members should adhere to a time limit of 15 minutes per IPDP and/or credit proposal.

Reviewed IPDPs and/or credit proposals are to be returned within three (3) working days of the review.

Documentation of credit awarded shall be included with the employees' IPDPs on file with the LPDC.

ARTICLE V – APPEALS

Section 1. Level 1: A written request for an Appeal (form provided) shall be submitted to the LPDC Chairperson within 20 work days of denial of an IPDP or credit proposal. A written appeal may be presented in person. All appeals will be reviewed at the next meeting of the LPDC. Written notification of the appeal decision shall be provided within five (5) work days or 30 calendar days, whichever comes first.

Section 2. Level 2. If the appeal is denied, the applicant may request a binding decision rendered by a three-person mediation team chosen as follows: one person selected by the applicant, one person chosen by the LPDC, and a third person mutually agreed upon by the first two. Members of the mediation team must hold a current Ohio Department of Education Certificate or License.

ARTICLE VI – AMENDMENTS

Section 1. The LPDC may recommend revision of this document by a vote of four (4) LPDC members in favor of the amendment. It is understood that the LPDC is a part of the negotiated agreement and any such amendments so proposed must be agreed upon by the bargaining unit either at the next regularly scheduled negotiated meeting or at an interim period.

Section 2. Amendments altering the requirements for approved IPDPs and/or credit proposals shall not negatively impact any individual who has already begun pursuit of a certificate or license.

Section 3. Any certificated employee may suggest amendments by submission in writing to the committee Chairperson who shall make the LPDC aware of such suggestions at the next regularly scheduled LPDC meeting.

ARTICLE VII – POLICIES

Failure to maintain your file could result in the loss of your certificate/license. It is your responsibility as a Jackson-Milton certificated/licensed employee to monitor the expiration date(s) of your license(s). Do not wait until the last minute to begin your requirements for renewal.

Ohio Department of Education Rules state that courses/workshops/activities must be commenced after the date of issue. Also, all applications for renewal must be submitted prior to June 30th expiration date. Otherwise, the certificate/license will be deemed EXPIRED and requirements for renewal are increased.

Section 1. Individual Professional Development Plan (IPDP): Professional development included within an IPDP should reflect the needs of the community, district, building, classroom, and individual. The committee recommends that every employee who holds an Ohio provisional/professional license(s) immediately file an IPDP for approval upon issuance of a new license. **If an IPDP is not on file prior to completion of a course/workshop/activity, such work will not be considered for credit toward renewal.**

Every employee of the Jackson-Milton Board of Education who holds an Ohio license must have an approved IPDP on file at the beginning of the school year and must submit a new updated IPDP when the license has been renewed.

Any submitted IPDP deemed unreadable by the LPDC shall be returned to the person submitting the proposal without review. The IPDP may be resubmitted in appropriate form for consideration at the next LPDC meeting.

IPDP forms shall be available at each school building throughout the district.

All IPDP's must be submitted to an LPDC member one week prior to the next scheduled meeting.

IPDPs which are denied may be resubmitted with modifications or they may be appealed.

Section 2. Credits toward license renewal: Courses/workshops/activities must be relevant to an approved IPDP. An official transcript (can be copy) must be submitted to the LPDC along with a description of the class and/or workshop.

Section 3. Equivalent Activities: Jackson-Milton Credits (JMCs) for equivalent activities shall be awarded for recertification credit based upon the standards established by the Jackson-Milton LPDC. If you have questions whether an activity will be accepted, please check with the LPDC before you begin the activity. Activities must directly relate to an approved IPDP.

Section 4. Credits: (see page 6 for Credit Conversion Chart)
(1 hour of clock time = 1 JMC)

10 JMC (clock time) = 1 CEU

3 CEU = 1 semester hour

30 JMCs = 1 semester hour equivalent

180 JMCs = 6 semester hours

SECTION III

FORMS

Log of Completed Professional Development Activities

Individual Professional Development Plan (IPDP)

Example of IPDP

Evidence of Completion

Equivalent Other Activity Proposal

Equivalent Other Activity Assessment of Results

Appeal to the LPDC

Approval Verification for Educators Leaving the LPDC

Verification Form for Consistently High Performing Teachers

Four-Tiered Teacher Licensure Structure