

INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN

Process Summary

- A. The following steps are to be done annually. It is recommended that this be done at the start of the school year.
- a. Review copies of current certification/licenses and current log. (Form 11)
Be sure you are on schedule for completing the requirements of your license.
 - b. All LPDC information and forms are available at www.oh.lcms.org under the topic area of Education.
 - c. Forms 1-2 together make up your individual Professional Development Plan. Complete the following forms and submit each to the Chairperson of your LPDC Regional Committee.

d. Form 1 - IPDP (Individual Professional Development Plan)	Required after a new license has been issued or a new job description. Due by Sept. 30 th
e. Form 2 - Yearly Professional Growth Plan	Outlines plan for current year combining personal and school goals. Due annually by Sept. 30 th .
f. Form 3 - Sample Professional Goals	Provides sample options for setting ones own goals for completing form 2.
- B. During the year, Select the appropriate form from Appendix 8 that fits your activity and follow the instructions included on the form.
- C. Submit form to the Regional Chairperson following the instructions on that form.
- D. Credit for a Professional Development activity is given only upon completion of the appropriate forms.
- E. It is important to submit forms as soon as the activity is complete. Late or delinquent forms may not be approved.
- F. Maintain your own file of information related to your **Individual Professional Development Plan**, Certification/Licensure renewal, and professional development activities. This file should contain copies of your submissions to the Regional Committee, Approvals of those submissions received from the Regional

- committee, and forms used by the Regional committee to record your submissions and approvals.
- G. You will receive a copy of your updated log each summer. Be sure to check that your records agree with those of the Regional Committee. (You may request a copy whenever you wish.)
- H. In the last year of your current certificate/license:
- a. Be sure your credits add up to the appropriate amount. Check with your local LPDC recorder for accurate data.
 - b. Obtain the appropriate, current license form
 1. available online at www.ode.state.oh.us. Go to teacher certification in the quicklinks then to applications.
- I. The list below is the relationship between the various credits used by the LPDC.
- a. 1 contact hour = 1 clock hour
 - b. 1 CEU = 10 clock hours
 - c. 2 CEU's = 1 quarter hour
 - d. 3 CEUs = 1 semester hour
 - e. 1 semester hour = 1.5 quarter hours
 - f. Equivalentents needed to renew a license
6 semester hours = 18 CEUs = 9 quarter hours
(These may be accumulated in any combination listed above.)