



Individual Professional Development Plan/Renewal

Every licensed educator is currently part of the LPDC five (5) year plan regardless of where you may be in your licensure cycle (Exception: educators possessing a 4-year resident educator license).

This plan was designed by the LPDC to assist you in successfully meeting the requirements for license renewal in a timely manner. Please review the information below paying particular attention to any and all deadlines.

When should I complete my IPDP?

- The Individual Professional Development Plan (IPDP) must be developed and submitted after each licensure renewal and **PRIOR** to taking any coursework or CEU activities. An IPDP can be developed and submitted any time after the issue date of the new/renewed license. Please do not confuse the issue date with the effective date of the license.
- All teachers must have a current IPDP on file with the LPDC.
- All LPDC forms are available on the Meigs Local Webpage under the tab “District Forms”.
- Each educator is responsible to keeping up to date records including the current IPDP.

What are my options for renewal:

- As printed on the Ohio Department of Education’s website:

For individuals currently employed in an Ohio public school or district, chartered non-public school or community school:

Each educator is responsible for the design of an Individual Professional Development Plan, subject to the approval of the Local Professional Development Committee. The plan should be based on the needs of the educator, the students, the school and the school district, and be aligned with the professional educator standards adopted by the State Board of Education.

In accordance with the approved plan, the educator must complete:

- Six semester hours of coursework related to classroom teaching and/or the area of licensure; or
- 18 continuing education units (CEUs) (180 contact hours); or
- Other equivalent activities related to classroom teaching and/or the area of licensure as approved by the Local Professional Development Committee of the employing school, district or agency since the issuance of the license to be renewed.

Coursework, CEUs or other equivalent activities may be combined.

Where should I submit completed forms for LPDC approval? All original paperwork plus three (3) copies (4 total) must be submitted to the Superintendent’s Office. There they will be time stamped and placed in the LPDC folder.

How will I renew?

1. Complete LPDC requirements listed on previous page.

2. **Apply Online:**

Using the My Educator Profile tool, educators can update their demographic data and pay licensure fees online using a credit card.

Each educator will need the Meigs Local IRN# to continue processing the online application:

013893

3. Submit two (2) original transcripts (for renewal coursework only)

4. FBI/BCI fingerprints in accordance with ODE requirements.

What's next?

- Once you have received your new license, remember to develop and submit a new IPDP with the LPDC.
- After IPDP approval, any coursework taken after the issue date of your new license will be credited toward your next renewal

How do I get tuition reimbursement?

- check the appropriate box on the coursework renewal form – *For Reimbursement*
- All coursework approved shall be reimbursed in September.
- Proof of payment and grade report must be submitted by August 30th.
- Payment shall be for courses completed between July 1st and June 30th of the preceding year.
- The amount of reimbursement will be determined by dividing the allocated \$12,500 by the number of credit hours for which reimbursement has been applied by bargaining unit members. (per negotiated agreement)

Helpful Hints:

- Keep a personal record of all work submitted to LPDC.
- Application for renewal can be made after January 1st of the year the license expires.
- It is suggested that all requirements and renewal applications be submitted by June 1st. This will help to assure that you will receive your new license from ODE by the first day of school.



Hours, CEUS, Contact Hours Conversion Chart

Semester	Quarter	GEUS	Contact Hours
1/3	0.5	1	10.0
2/3	1.0	2	20.0
1	1.5	3	30.0
1 1/3	2.0	4	40.0
1 2/3	2.5	5	50.0
2	3.0	6	60.0
2 1/3	3.5	7	70.0
2 2/3	4.0	8	80.0
3	4.5	9	90.0
3 1/3	5.0	10	100.0
3 2/3	5.5	11	110.0
4	6.0	12	120.0
4 1/3	6.5	13	130.0
4 2/3	7.0	14	140.0
5	7.5	15	150.0
5 1/3	8.0	16	160.0
5 2/3	8.5	17	170.0
6	9.0	18	180.0