

Management Council

Local Professional Development Committee
Plan of Operation

Revised July 24, 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><u>College Coursework</u></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><u>Formal Instruction</u></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><u>Informal Instruction</u></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"> • Book, manual, or video review • <u>Ungraded</u> self-study (print or electronic) • Mentoring • State or regional professional meetings, committees, boards, or advisory groups • Presenter & Preparation • Grant writing 	<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

Semester or Trimester Hours	Quarter Hours	CEU Credit
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

New Process (Revised July 2017)

1. Participants will be migrated to the new process in order of your pending renewal date – those with earlier dates have service priority.
2. Each LPDC participant will be provided with an individual online page for managing their plan and activities.
 - a. To request creation of your LPDC page, send the following information to LPDC@mcoecn.org:
 - i. Full Name
 - ii. Email Address
 - iii. ITC
 - iv. License(s) held
 - v. Date license(s) expire
3. After manual verification, an invitation will be sent to the address provided via electronic mail
 - a. Click the link provided in the invitation to create an account (no cost) and access your page
4. Submit your plan and/or activities using the appropriate “card” on your page.
5. See <https://community.mcoecn.org/display/LPDC/Frequently+Asked+Questions> for additional instructions

Alternate Submission Process – Use this process until you are migrated to the new format

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.

Appendix C: Licensure Renewal Instructions

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 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. The MCOECN LPDC IRN is 013779. You will need this when you renew via your SAFE account.
- 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 and cc: Andrews@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 or send to Mr. Geoff Andrews at Andrews@mcoecn.org.

Appendix C: Forms

LPDC forms are available at:

<https://community.mcoecn.org/display/LPDC/LPDC+Plan+and+Forms>

The following forms are available in printable and fillable formats:

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

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.