

**Hardin County Schools Consortium Local Professional Development Committee  
Review Request Form (revised Oct. 2008)**

**Name:**

**District:**

**I request the following review (check all that apply):**

- IPDP
- CEU approval
- Preapproval of Group 4 activity
- Certificate renewal
- Convert certificate to license
- License renewal
- Verification form for leaving LPDC

**Date:**

**Check Committee to conduct review:**

- Early Childhood (PreK-3), Specialists (nurse, psych, etc.)
- Middle Childhood, Adolescent, Young Adult, Vocational
- Administrators, Supervisors, Treasurers

<http://www.hardinesc.org/lpdc.htm>

**Complete the chart:**

<b>Group Activity</b>	<b>CEUs* Completed (for this review)</b>	<b>Itemized list of Activities for this review (May substitute yellow CEU Organizer)</b>	<b>Documentation (attached)</b>
<b>1: Local Requirements</b>			<ul style="list-style-type: none"> <li>• Certificate(s) of Participation</li> </ul>
<b>2: College Courses and/or Workshops</b>			<ul style="list-style-type: none"> <li>• Official transcript</li> <li>• Certificate(s) of Participation</li> </ul>
<b>3: Educational Activities and/or Committee Work</b>			<ul style="list-style-type: none"> <li>• Certificate(s) of Participation</li> <li>• Group 3 Activity Verification Form (pink)</li> <li>• Portfolio of authentic work, if applicable</li> </ul>
<b>4: Independent Activities and/or Projects</b>			<ul style="list-style-type: none"> <li>• Certificate(s) of Participation</li> <li>• Pre-Approval (Group 4) and Documentation Form (lavender)</li> <li>• Portfolio of authentic work, if applicable</li> </ul>
<b>Total</b>			

\* 1 CEU equals 10 hours

**Submit to: HCSCLPDC, c/o Hardin County Educational Service Center, 1211 W. Lima St., Kenton, Ohio 43326 \* ORIGINAL CERTIFICATES are REQUIRED! All documentation will be returned.\***