

**Hardin County Schools Consortium Local Professional Development Committee**  
**General Guidelines About Your Individual Professional Development Plan (IPDP)**

1. **What is an *Individual Professional Development Plan*?**  
An Individual Professional Development Plan (IPDP) is an educator's proposed program for professional growth that the educator plans and completes. This plan must be approved and completed prior to renewing a license or converting from a certificate to a license.
2. **Who must have an Individual Professional Development Plan?**  
Any educator prior to renewing a license or converting a certificate to a license must complete an IPDP. If you will never receive a license, you will not need to file an Individual Professional Development Plan with the Local Professional Development Committee. (Although you will need to have your certificate renewed through the HCSCLPDC, see question 18.)
3. **What is the *Local Professional Development Committee (LPDC)*?**  
This is a group of Hardin County educators who will be approving each educator's Individual Professional Development Plan (IPDP). Final approval of the IPDP by the Local Professional Development Committee is required prior to issuance of your professional educator license.
4. **Who serves on the LPDC Regional Council of Governments?**  
Fifteen educators from Hardin County. The committee consists of eight teachers (three from each participating district, one from Hardin Co. ESC and one from MRDD), two building principals, one superintendent, one member appointed by Hardin County Superintendent of Schools who shall serve as project director, one member appointed by Hardin County Superintendent of Schools who shall be employed by Hardin Co. ESC, one member appointed by MRDD and one member appointed by SERRC.
5. **Who will actually review the Individual Professional Development Plans?**  
The appropriate subcommittee pertaining to the area of licensure needed will complete the actual review. The committees are as follows: *Early Childhood Committee*, Teachers of Children Grades Pre-K - 3; *Middle Childhood Committee*, Teachers of Children Grades 4 - 9; *Adolescent, Young Adult, Vocational Committee*, Teachers of Children Grades 7 - 12; *Intervention Specialist Committee*, Guidance Counselors, Teachers of Learning & Physically Developmentally Handicapped and Gifted Children; and *Administrators, Supervisors, and Treasurers Committee*.
6. **When can you convert to a license?**  
Existing certificates can be converted to a license beginning with certificates that expire in June 1998. If you choose to convert to a license at this time, you must meet the new license requirements of 180 clock hours of professional development. If you choose not to convert to a license at this time, you may renew your certificate one more time after 1998 using the old requirements. When the renewed certificate expires, you must meet the license requirements in order to convert to the license.
7. **What are the requirements to renew a license or convert to a license?**  
In order to renew a license or convert a certificate to a license, the requirement is the completion of any of the following, or a combination of the following:
  1. Six semester hours of course work
  2. Eighteen Continuing Education Units (CEUs)
  3. 180 clock hours of equivalent activitiesThe professional development activities the educator participates in must take place during the life of the license/certificate that is being renewed/converted. The activities must be consistent with the school district or building improvement plan, goal, and/or mission statement, and relate to your current work assignment (as stated in your Individual Professional Development Plan).
8. **Can you combine semester hours, CEUs, and clock hours?**  
Yes. However, we are asking all Hardin County educators to convert their activities into CEUs as the standard unit of measurement. So, even though you will participate in a variety of activities, when completing your paperwork for the Local Professional Development Committee, we are asking that you convert your semester hours and clock hours into CEUs.

9. **How do you convert your clock hours and semester hours to CEUs?**  
For details, refer to Group Activity Guidelines and look under the column *CEU value*. Generally, one clock hour of activity equals 0.1 CEU. One semester hour of college credit equals 3 CEUs.
10. **When must your Individual Professional Development Plan be started/completed?**  
Your IPDP must be completed and approved by the Local Professional Development Committee *prior to* the expiration of your current certificate/license. The sooner you begin working toward the completion of your IPDP, the more time you will have to complete your proposed activities. The time line for completion of IPDP activities is equal to the duration of your certificate/license (or, until the certificate/license expires).
11. **How often should you submit your activities for approval?**  
Many activities only need to be submitted when you actually apply for your license. However, some *activities should be preapproved*. These preapproved activities should be approved *prior to the commencing of the activity*.
12. **How many Individual Professional Development Plans must you have?**  
Each educator will have **one** Individual Professional Development Plan. Many educators currently hold multiple certificates, however, each educator will have just one IPDP. Eventually, each educator will have just one license.
13. **What if your work assignment changes?**  
If there is a significant change in your work assignment, you *must revise and resubmit your Individual Professional Development Plan*. However, all activities accumulated prior to the revision of your IPDP will be applied toward the completion of the revised IPDP.
14. **How many licenses can I have?**  
Each educator will have only one license. Multiple certificates will be phased out. As your old certificates expire and you convert them to your license, each area listed on your old certificate will be added to your current license.
15. **How much will the license cost?**  
The five-year license will cost \$60.00. Each educator will have only one license. As your old certificates expire and are added to your existing license, there will be a \$10 fee each time an area is added to your license. These costs are subject to change by the Ohio Department of Education.
16. **What about substitute teachers?**  
Substitute teachers have two options. *Option One* is to use the six-semester hour requirement and apply for renewal directly to the Ohio Department of Education, as they have done in the past. *Option Two* is to participate in the Local Professional Development Committee just as any other educator in the consortium. The only restriction in Option Two is that substitute teachers may use only Group 2, 3 and 4 activities to meet their renewal requirements (See Group Activity Comparison). The individual will be assessed a \$25 fee to have their portfolio reviewed by the HCSCLPDC.
17. **What licensure/certification services does the LPDC not provide?**
- o The LPDC does **not** upgrade provisional certificates to professional certificates; upgrade professional certificates to permanent certificates; renew or approve temporary certificates, licenses or validations; or add new areas to a certificate or license. (These services will continue to be provided by ODE).
  - o The LPDC does **not** renew certificates or licenses for those substitute teachers who use six semester hours of college credit to renew a license and elect to apply directly to the Ohio Department of Education (Option One as outlined in question 16).
  - o The LPDC does **not** renew the certificates or licenses of some Ohio Department of Education certificate holders who also hold licenses from their respective State of Ohio licensing boards (i.e. School audiologists, School social workers, School speech-language pathologists, School nurses).
18. **What must be done if an educator plans to renew (not upgrade) an existing certificate using the old standards?**  
Educators must submit evidence (i.e. original transcript) of having met the certificate renewal requirements to the HCSCLPDC following the submission time schedule. Certificate renewals (under the old standards) may occur once after June 1998 before the educator will be required to meet the new license requirements.