

Hardin County Schools Consortium
Local Professional Development Committee
Steps for Renewing Your License
Steps for Converting Your Certificate to a License

- Step 1:** Develop your Individual Professional Development Plan Proposal. Submit to the Local Professional Development Committee, Hardin County Educational Service Center, 1211 W. Lima St., Kenton, Ohio 43326.
- Step 2:** Once your Individual Professional Development Plan Proposal has been approved, begin completing activities that are relevant to the identified goal areas of your plan. Be sure to document the time and other necessary information verifying completion. Please note that it is strongly recommended that Group 4 Activities be preapproved by the Local Professional Development Committee to ensure that the activity will be granted credit.
- Step 3:** Maintain a file/portfolio of your documentation. The Local Professional Development Committee will **not** maintain central records of your information, other than a copy of your preapproved Professional Development Plan Proposal.
- Step 4:** After January 1st of the year your certificate/license is due to expire, submit your payment *and* completed portfolio documenting 180 clock hours of activities to the Local Professional Development Committee for final approval.
- Step 5:** Wait for the arrival of your new license from the State Department of Education.

Submission Dates

The Local Professional Development Committee will meet four times per year to review Individual Professional Development Plans, preapprove activities, and grant final approval of portfolios. Educators can expect to receive notification of approval or rejection of submitted documents within thirty days.

<u>Submission Deadlines</u>	<u>Notification Date</u>
January 1	February 1
April 1	May 1
June 1	July 1
October 1	November 1

Appeal Procedure

Should an educator wish to appeal a decision of the Local Professional Development Committee, the appeal should be resolved as follows:

Reconsideration. If an educator disagrees with the decision of the HCSCLPDC, the educator should submit a written appeal to the RCG executive officers within twenty calendar days of the written denial of an IPDP or credit proposal. All written appeals will be determined by the Executive Appeals Committee within thirty calendar days of the receipt of the educator's written appeal. Written notification of the decision of the Executive Appeals Committee shall be provided within seven calendar days.

Third Party Review. If, after the reconsideration process has taken place, the Executive Appeals Committee and the educator are unable to come to agreement, a third party panel will review the decision. This panel will consist of three persons, one licensed/credentialed educator selected by the Executive Appeals Committee, one licensed/credentialed educator selected by the educator, and one licensed/credentialed educator agreed upon by the above two. These three individuals then function as a panel to review the decision of the Executive Appeals Committee and either uphold it or overturn it.