

Circleville City Schools Individual Professional Development Plan (I.P.D.P.)

Certificate/License Holder Information

As required by Senate Bill 230, beginning with the 1998-99 school year, all Circleville City Schools certified employees wishing to renew their certificate(s) or license(s), or wishing to convert their certificate to a license, must prepare an Individual Professional Development Plan (IPDP). IPDP's must be submitted to, and approved by, the Circleville City Schools Local Professional Development Committee.

Certificate/License Holder Responsibility

It is the responsibility of certificated/licensed employees of Circleville City Schools to complete the required IPDP and to gain LPDC approval of that plan prior to earning any coursework hours or contact hours. It is his/her further responsibility to complete all course work or contact hours as listed on the approved IPDP, and to provide to the LPDC documentation demonstrating the accomplishment thereof prior to the expiration of the certificate/license to be renewed. He/she shall further gain approval from the LPDC for any changes to the IPDP. **Failure to develop and carry out an approved IPDP will lead to the loss of the certificate/license.**

Appeals of LPDC Decisions

If a submitted IPDP is rejected by the LPDC, the certificate/license holder shall be notified of that decision, including specific reasons for the rejection. The certificate/license holder shall be entitled to submit an alternative plan, or to discuss the rejected plan with the LPDC. Following any such discussion, if the LPDC continues to reject the IPDP, the certificate/license holder may appeal the decision to a panel consisting of one(1) certificated/licensed employee selected by the certificate/license holder, one(1) certificated/licensed employee selected by the LPDC, and one(1) certificated/licensed employee mutually agreed upon by the certificate/license holder and the LPDC. The decision of this independent panel shall be final and binding.

The Ohio Department of Education, as the administrative agency of the Ohio State Board of Education, issues certificates/licenses as earned through, and requested by, the LPDC. ODE does not rule on appeals.

Individual Professional Development Plan (IPDP)

- * Approved IPDP's are a part of public record.
- * Course work hours and/or contact hours to be used for the renewal of a certificate/license must be earned during the life of the certificate/license to be renewed.
- * In cases where an individual is employed by Circleville City Schools during that individual's renewal cycle, Circleville City Schools LPDC shall accept approved IPDP's from other Ohio school districts, provided appropriate and sufficient documentation is provided. The Circleville City Schools LPDC reserves the right to require such new employees to alter their IPDP's to fulfill district requirements for the years they are employed by Circleville City Schools.

Course Work

The LPDC will NOT accept any coursework hours earned from institutions other than those approved by the Ohio State Board of Regents and/or the Ohio Department of Education. Those lists may be obtained through links found on the official Circleville City Schools website.

Continuing Education Units (C.E.U.'s)

- * Beginning July 1, 1998 the State Department of Education no longer awards C.E.U. credits. All such credits may only be awarded by the LPDC of each district.
- *The Circleville City Schools LPDC shall award C.E.U. credit for attendance at workshops and/or seminars which have been previously accepted by the State Department of Education, or for activities designed to provide the individual with an increased understanding of his/her teaching/administrative field.
- * The LPDC shall award C.E.U. credit, when appropriate, at the rate of .1 C.E.U. (one-tenth unit) for each one hour of professional development activity.
- * Three (3) units of C.E.U. credit shall be considered equal to one (1) semester hour of University or College credit.