

LPDC Committee

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*The Zane Trace LPDC serves
the educators of Zane Trace
Local School District with
licensure renewal and Master
Teacher designation.*

Zane Trace Local Schools

Licensed Professional Development Committee



May 2019

Dear Educator:

Next year your educator license will be up for renewal. Licensure renewal is **online only after approval** by the LPDC.

Professional development classes must be **pre-approved** by the LPDC. The LPDC will conduct monthly meetings. It is your responsibility to turn in your pre-approval form (attached) for any classes taken. Webinars are acceptable, but still must be approved. Webinars should provide certificates upon completion.

Forms in this packet are on the ZT website under STAFF-LPDC for your convenience. These forms need to be turned into the superintendent's office or chairperson and will be given to Tammy Irwin to keep until the LPDC meets. Samples are attached to this letter. **Any professional development sessions attended at Zane Trace or the Ross-Pike Educational Service Center do NOT need to be pre-approved.** Be sure to keep your certificates for anything you attend. Please make copies for your records of any documents that you turn into the LPDC.

When the paperwork is approved, you will be given further instructions as to how to renew your license with the online application as you complete the process. **When you receive your license online, please make a copy and send a copy to Tammy Irwin.**

If you have any questions, feel free to call or email an LPDC member.

The LPDC Committee

Zane Trace Local School District

Licensed Professional Development Committee



Meeting Dates for 2019-2020:

September 17.2019

October 15.2019

November 19.2019

December 17.2019

January 21.2020

February 17.2020

March 17.2020

April 14.2020

May 19.2020

Summer meeting as needed.

Members:

Jill Allen

Amy Baugh

John Berry

Susan Congrove

Zane Trace Local Schools
Ohio Professional Development
Webinar Participation Form

This form must be filled out for each webinar completed.

Educator Name:	
Webinar Title:	
Date and Time:	
Website Address:	
Hosting Organization:	
Webinar Goals and Objectives:	
Contact Hours:	
Summary of Knowledge Attained:	

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Preapproval Form for classes: To be submitted *prior to engaging in PD*

Name:

IPDP Approval Date:

Teaching/Work Assignment:

District & Building/School Name:

Date(s) of Professional Development:

Location of Professional Development:

Title of Professional Development: (Specify)

Number of Contact Hours/CEU's/Semester Hours Requested:

Select one or more as appropriate.

- College/university course
- Ongoing series of workshop sessions
- Conference
- Single workshop
- Professional Learning Team/Community Involvement
- Independent study/action research
- Professional educational organization activities
- District leadership team, LPDC, curriculum development, school improvement
- Coaching/mentoring student teachers, new teachers or teachers in need
- Other, not listed above: (Specify) _____

Description of PD

IPDP Goal(s) applicable to this PD

SIGNATURE OF THE APPLICANT: _____ Date: _____

DO NOT MARK BELOW THIS LINE. FOR LPDC USE ONLY.

- REVISE/RESUBMIT
REVISION ADVICE:**

-OR-

- APPROVED AS WRITTEN**

Approval Signature _____ **Date:** _____

Zane Trace Local School District

Licensed Professional Development Committee



Individual Professional Development Plan (IPDP)

Name:

Submission Date:

Building/Assignment:

Type of Certificate/License:

Area of Licensure:

Issue Date: Effective Date:

Expiration Date:

Plan Type (Select one):

Initial Proposal

Revised Proposal

Amended Proposal

IPDP Effective Date: *From* _____ *to* _____

Renewal Cycle (Select one):

Transitioning from certificate to license

1st renewal of 5-year license

2nd renewal of 5-year license

3rd + renewal of 5-year license

Goals

List two goals for your professional development learning. Within each goal, include three distinct aspects: (1) intention to engage in learning; (2) focus for learning; and (3) rationale for & application of learning. Indicate which Ohio Educator Standard(s) each goal reflects.

- | | |
|---|--|
| 1 | Students: Teachers understand student learning and development, and respect the diversity of the students they teach. |
| 2 | Content: Teachers know and understand the content area for which they have instructional responsibility. |
| 3 | Assessment: Teachers understand and use varied assessments to inform instruction, evaluate and ensure student learning. |
| 4 | Instruction: Teachers plan and deliver effective instruction that advances the learning of each individual student. |
| 5 | Learning Environment: Teachers create learning environments that promote high levels of learning and achievement for all students. |
| 6 | Collaboration and Communication: Teachers collaborate and communicate with students, parents, other educators, administrators and the community to support student learning. |
| 7 | Professional Responsibility and Growth: Teachers assume responsibility for professional growth, performance, and involvement as individuals and as members of a learning community. |

The goal covers these Educator Standards:

Educator Standard # _____:

Educator Standard # _____:

DO NOT MARK BELOW THIS LINE. FOR LPDC USE ONLY.

Revise/Resubmit

Revision Advice:

-OR-

Approved as written

Approval Signature _____ Date _____

Zane Trace Local School District

Licensed Professional Development Committee



Turn In Checklist

- IPDP Plan
- Coursework Log Sheet
- Certificates of completion/transcripts
- Webinar PD forms/certificates of completion
- Fingerprint and Background Check **Done**

Please go to the ODE website and fill out the application to renew **AFTER** you receive your approval letter from the LPDC. The application will be reviewed and then approved online. You will be sent an email either accepting your application or asking you for more information. You are responsible for getting your license to the treasurer's office to be put into your file. **Email a copy of your license to Tammy Irwin or take a hard copy of it to the treasurer's office.**

PLEASE NOTE:

Please remember that any coursework/workshop taken will need to be PRE-APPROVED. Please make copies of any of the sheets you need in the packet. You may turn in your request to the superintendent's office on the preapproval form in this packet. The coursework will be approved or not approved at the LPDC's monthly meeting. Remember, coursework must apply to the state teacher standard goals you wrote on your IPDP. Planning ahead will be necessary in order to fulfill your professional licensure requirements.

Zane Trace Local School District

Licensed Professional Development Committee

Date	Course	University/ESD/ZT	Semester Hours	Contact Hours

Make copies of this sheet before using.