



**For: New Employees
who Are Not in the
Resident Educator
Program**

Local Professional Development Committee

NOTICE OF INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN REQUIREMENT

TO: _____
Name (Employee) _____ Date _____

_____ Home Address _____ City/Town _____ State _____ Zip Code _____

_____ District _____ Building _____ Grade Level Assignment _____

According to operational guidelines of the Jefferson County Educational Service Center Consortium LPDC, all certificated/licensed employees of our consortium districts must submit an IPDP when they submit credentials for renewal.

Although, as a new employee, you have not gone through the renewal process with the Jefferson County ESC Consortium LPDC, **you are responsible for submitting an IPDP**. To assure that you fulfill your obligation to have an approved plan on file and work toward renewal of your license in a timely manner, you are urged to submit an Individual Professional Development Plan (IPDP) to the address listed below no later than

(Date)

PLEASE NOTE: University course work and CEU/EOA work taken after the issue date on the license will count toward renewal of the next license if the IPDP is submitted within 30 days of the notification date listed below. However, failure to submit the IPDP within 30 days will result in counting only university coursework and/or CEU/EOA work taken after the date the IPDP is initially considered by the LPDC for review and approval.

Signature: _____
Employee

Signature: _____
District Representative

Notification Date: _____

Notification Date: _____

Jefferson County Educational Service Center
2023 Sunset Boulevard
Steubenville, Ohio 43952

(740) 283-3347

Signed copies to:
1. Employee
2. District Representative
3. Jefferson County ESC