Jefferson County Educational Service Center Consortium

JCESC PDC

Bylaws
Forms
Charts
Reference Lists

JEFFERSON COUNTY EDUCATIONAL SERVICE CENTER BUCKEYE LOCAL SCHOOL DISTRICT
EDISON LOCAL SCHOOL DISTRICT INDIAN CREEK LOCAL SCHOOL DISTRICT HARRISON HILLS CITY SCHOOL DISTRICT TORONTO CITY SCHOOL DISTRICT

Revised 11/19/2025

Table of Contents Revised 11/19/2025

I. Philosophy & Purpose
- A. Vision /Mission Statements 4
- B. Statement of Authority 4-5
- C. Identification of Those to be Served 5
- D. Belief Statements/Ohio Standards for Professional Development 6
- E. Ohio's Standards for Professional Development 6-7
- F. Statements of Responsibility for LPDC 7
- G. Statements of Responsibility for Educators 7-8
- H. Statements of Relationships with State and Other Local Initiatives or Functions 8

II. Strategic Planning
- A. Process and Timelines for Long Range Planning 8
- B. Establishment of Long Range Goals and Measures 8
- C. Process and Timelines for Annual Planning 9
- D. Establishment of Annual Goals and Measures 9
- E. Process for Seeking Educator Needs and Suggestions 9
- F. Process for Setting Data Needs and Data Collection 9

III. Reflection/Revision
- A. Process and Timelines for Annual Evaluation of LPDC's Work 9
- B. Process and Timelines for Annual Assessment of Educators' Level of Satisfaction 9
- C. Process and Timelines for Annual Self-assessment by LPDC 9
- D. Process for Seeking and Using Suggestions from Educators 10
- E. Process for Revising LPDC's Plan of Operation 10

IV. Membership
- A. Statement of Committee Membership 10
- B. Terms for Service With Annual Beginning Date for New Terms 11
- C. Roles and Responsibilities for LPDC and Committee Members 11
- D. Process for Selection of Committee Officers and Their Duties 11-12
- E. Designation of Official Signatories and Contact Person 12
- F. Filing of Official Membership and Signatures with ODE 12
- G. Training for New LPDC Members 12-13
- H. Professional Development and Professional Memberships for LPDC Members 12-13

V. Meetings
- A. Establishment of Calendar 13
- B. Process for Creating and Keeping Official Records 13
- C. Process for Handling Requests for Records 14
- D. Process for Setting Agenda 14
- E. Statement of Quorum and Process for Making Decisions 14
- F. Process for Accommodating Public Participation 14

VI. Communication and Training
A. Publication of Calendar to Educators and Public…….14
B. Publication of LPDC Actions and Activities……14
C. Notices/Reminders to Educators……..15
D. Distribution/Publication of LPDC Materials to Membership……..15
E. Plan for Training Educators……15-16

VII. Renewal Processes/Procedures
A. Transition to Licensure……16
B. Renewal of License……..17
C. IPDPs……..17-18
D. Equivalent Other Activities…… .. 19-20
E. Using Traditional Professional Development……..20

VIII. Appeals Process
A. Process Steps, Timelines, and Responsible Parties for IPDP Appeals……...21
B. Process Steps, Timelines, and Responsible Parties for Procedural Appeals…….21-22
C. Record Keeping……..22
D. Limitation of Appeals……22

IX. Reciprocity
A. Process for "Signing Off" for Educators Leaving the District……...22
B. Process for Accepting Credits for Educators Entering the District……..22-23

X. Amending Bylaws
A. Amendment Process……..23

BY-LAWS
OF
THE JEFFERSON COUNTY EDUCATIONAL SERVICE CENTER CONSORTIUM LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE

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Preface

Along with the *Teacher Education and Licensure Standards* and passage of Senate Bill 230, ORC 3319.22 authorizes establishment of Local Professional Development Committees (LPDCs). This enactment enables Ohio to connect professional growth of educators directly to the transition to or the renewal of professional licenses.

Article I. Operational Foundations - Philosophy and Purpose

Section A. Vision/Mission Statements

1. ***Vision***
   The vision of the Jefferson County Educational Service Center LPDC Consortium is to implement the *Ohio Standards for Professional Development* that provide educators freedom to shape their individual professional development which best suits their needs.

2. ***Mission***
   The mission of the Jefferson County Educational Service Center LPDC Consortium is to implement the *Ohio Standards for Professional Development*. The consortium is committed to assisting individual educators and educational leaders as they work together to create high-quality professional development plans, teams, and systems.

Section B. Statement of Authority

1. **Senate Bill 230**
   In 1996, the Ohio General Assembly passed Senate Bill 230 authorizing the establishment of Local Professional Development Committees (LPDCs). This legislation signaled a major change in Ohio's approach to the development of its teaching force—it placed the responsibility for professional development in the hands of educators themselves.

   - While the Ohio Department of Education still issues all licenses, educators employed in Ohio public schools, or chartered nonpublic schools, and seeking to fulfill license renewal requirements must develop Individual Professional Development Plans

(IPDPs) for course work, continuing education activities, or equivalent other activities. The plans must be based on needs of educators, their students, schools, and districts.

- To review and approve IPDPs, public school districts and chartered nonpublic schools in Ohio now have LPDCs consisting of at least three classroom teachers, one principal, and one other district employee appointed by the superintendent.
  LPDCs can have additional members, but the majority must be teachers.

2. **ORC 3319.22**
   ORC 3319.22 sets forth rules establishing standards and requirements for educator licenses and local professional development committees to regulate continuing education.

3. **Board of Education Resolutions**
   Boards of Education of participating districts and the Jefferson County Governing Board adopted identical resolutions approving the LPDC consortium and authorizing participation.

Section C. Identification of Those to be Served

1. **Employees of Jefferson County LPDC Consortium**
   The Jefferson County Educational Service Center LPDC Consortium serves all certificated/licensed employees in the Buckeye Local, Edison Local, Indian Creek Local, Harrison Hills City, and Toronto City School Districts as well as the Jefferson County Educational Service Center, Franciscan University, and East Ohio Correctional Center.

2. **Educators not Employed by Jefferson County LPDC Consortium**
   The Jefferson County Educational Service Center LPDC Consortium may serve educators, including pupil services personnel, who are (1) licensed or certificated in Ohio and (2) are not either currently employed at all as an educator or by any entity that operates a local professional development committee. The Jefferson County LPDC Consortium reserves the right to exercise total discretion for accepting new members and may refuse those they feel unable to serve.

   A Jefferson County LPDC Consortium Service Fee of $100 for cash and $110 for credit card will be assessed to educators that fall under Article I Section C.2 and the nonrefundable fee must be submitted with complete paperwork as outlined in Article VII (Renewal/Procedures).

3. **All Educators Served**
   Any educator that is served by the Jefferson County LPDC Consortium must follow and abide by the State of Ohio Licensure Standards as well as all terms, processes, forms, timelines and By-Laws of the Jefferson County LPDC Consortium.

Section D. Belief Statements/Standards for Professional Development

1. Belief Statements

We Believe . . . . .

- the primary responsibility for educators' professional development lies with educators.
- high quality professional development will change the work, the roles, and the relationships that exist in schools.
- high quality professional development will require new levels and types of support from the educational system.
- high quality professional development will modify and improve teaching and increase learning.

Section E. Ohio Standards for Professional Development

2. Ohio Standards for Professional Development

The *Ohio Standards for Professional Development* define effective professional development as an ongoing, systematic process, linked to the daily practice of educators and based on data-driven needs. They guide organizations and individuals in selection of high quality professional development to meet their varied educational needs.

The seven (7) Standards, which can be found in an April, 2005 publication from the Ohio Department of Education titled ***Ohio Standards for Professional Development*** are:.

- **Standard 1**
  Learning Communities - Professional learning that increases educator effectiveness and results for all students…occurs within learning communities committed to continuous improvement, collective responsibility, and goal alignment.
- **Standard 2**
  Leadership - Professional learning that increases educator effectiveness and results for all students…requires skilled teacher leaders and administrators who develop capacity, and advocate and create support systems for professional learning.
- **Standard 3**
  Resources - Professional learning that increases educator effectiveness and results for all students…requires prioritizing, monitoring, and coordinating resources for educator learning.
- **Standard 4**
  Data - Professional learning that increases educator effectiveness and results for all students…requires the use of a variety of sources and types of student, educator, and system data to plan, assess, and evaluate professional learning.
- **Standard 5**

Learning Designs - Professional learning that increases educator effectiveness and results for all students…integrates theories, research, and models of human learning to achieve its intended outcomes.

- **Standard 6**
  Implementation - Professional learning that increases educator effectiveness and results for all students…applies research on change and sustains support for implementation of professional learning.
- **Standard 7**
  Outcomes - Professional learning that increases educator effectiveness and results for all students…aligns its outcomes with educator performance and student curriculum standards.

Section F. Statements of Responsibility for LPDC

As indicated in ORC 3319.22 and in the *Teacher Education and Licensure Standards*, LPDCs are responsible for reviewing and approving course work and other professional development activities educators propose to complete for license renewal. To carry out this responsibility, LPDCs will:

- Establish operating procedures for the submission and review of IPDPs, •

Establish clear criteria by which the LPDC will review IPDPs,

- Abide consistently by established operating procedures and criteria of the LPDC when reviewing educators' IPDPs,
- Develop an IPDP format for educators to use as they renew licenses,
- Ensure that educators' course work and other professional development activities meet the standards for transition to or renewal of licenses,
- Keep records of LPDC decisions regarding IPDPs,
- Operate under the Open Meetings Act (Sunshine Law), and
- Establish a local appeal process for educators who wish to appeal decisions of the LPDC.
- Every 3-5 years, review and revise the By-Laws using a committee consisting of one representative from each district and representatives from JCESC.

Section G. Statements of Responsibility for Educators

Educators working under a professional 5-year license are responsible for meeting the requirements for renewal of this license.

LPDCs will develop procedures for reviewing professional development. However, educators will have both opportunity and responsibility for:

(1) Developing and implementing IPDPs
(2) Documenting professional development and maintaining records of such work
(3) Following renewal procedures and timelines

Such opportunities allow educators to assume responsibility for their own growth by creating plans and engaging in relevant professional development.

1. **Educators wishing to Renew a 5-year License must**
   - Complete an IPDP and obtain LPDC approval for the plan
   - Work with the LPDC for approval of Continuing Education Units (CEUs) and Equivalent Other Activities (EOAs)
   - Work through the LPDC for verification that all requirements have been met
   - Submit the renewal application along with a newly completed IPDP to the district superintendent's office.
     The superintendent's office will forward the application to the LPDC.

Section H. Statements of Relationships with State and Other Local Initiatives or Functions (e.g., Legal Counsel, CIP, Professional Development Committee)

1. The Jefferson County Educational Service Center LPDC Consortium is committed to building and maintaining a strong connection to and participation in local, state, and national initiatives and research findings that support improving the quality of educational practices and systems.

2. State and Local Professional Development Mandates will be implemented according to both the letter and the spirit of the mandate. The LPDC will rely on legal counsel for clarification as needs arise.

Article II. Operational Foundations - Strategic Planning

Section A. Process and Timelines for Long Range Planning

Long range planning shall be an ongoing informal process involving all LPDC members and a formal process involving a planning committee appointed by the LPDC Executive Committee.

Section B. Establishment of Long Range Goals and Measures

Long range goals and measures based on the Ohio Standards for Professional Development, student achievement data, district CIPs, and Ohio Report Card data shall be approved by a majority of the total LPDC membership in attendance at the voting meeting.

Section C. Process and Timelines for Annual Planning

Annual planning shall be an ongoing informal process involving all LPDC members and a formal process involving a planning committee appointed by the LPDC Executive Committee.

Section D. Establishment of Annual Goals and Measures

Annual goals and measures based on the Ohio Standards for Professional Development, student achievement data, district CIPs, and Ohio Report Card data shall be approved by a majority of the total LPDC membership in attendance at the voting meeting.

Section E. Process for Seeking Educator Needs and Suggestions

Educator needs and suggestions shall be sought through informal feedback to LPDC members, IPDP content, and periodic needs assessments as determined by the LPDC executive committee.

Section F. Process for Establishing Data Needs and Collection

Establishing data needs and collection shall be based on annual and long range goals, student achievement data, report card results, and district CIPs and then approved by the total LPDC membership in attendance at the voting meeting.

Article III. Operational Foundations-Reflection/Revision

Section A. Process and Timelines for Annual Evaluation of LPDC's Work

The Jefferson County Educational Service Center LPDC Consortium recognizes the necessity of evaluation and assessment as processes for organizational improvement. Validation of the need for improvement may be generated from self-assessment efforts as well as from customer satisfaction feedback gathered from annual assessment data.

Section B. Process and Timelines for Annual Assessment of Educators' Level of Satisfaction

The Jefferson County Educational Service Center LPDC Consortium may annually, in April, seek responses from all educators in the consortium to monitor levels of satisfaction of the LPDC work and to gather and utilize data for improvement.

Section C. Process and Timelines for Annual Self-Assessment by LPDC

The Jefferson County Educational Service Center LPDC Consortium may annually, in April, seek responses from all members of the LPDC to monitor the LPDC work and to gather and utilize data for improvement.

Section D. Process for Seeking and Using Suggestions from Educators

The Jefferson County Educational Service Center LPDC Consortium may annually, in May, gather responses from LPDC members regarding perceived levels of organizational effectiveness and suggestions for improvement.

Section E. Process for Revising LPDC's Plan of Operation (changes noted with revision dates)

The Jefferson County Educational Service Center LPDC Consortium may annually, in July, revise The LPDCs Plan of Operation utilizing data collected from customer assessment and suggestions, LPDC self-assessment and suggestions as well as any changes in the ORC and/or ODE guidelines.

Article IV. Operational Procedures - Membership

Section A. Statement of Committee Membership

The LPDC shall be made up of individuals interested in professional development relating to transition or license renewal for professional educators and individuals representing a wide range of positions in participating school districts.

1. LPDC Membership Structure

The LPDC membership shall consist of:

- Thirty-five members with each of the five districts being equally represented by four teachers and three administrators
- Six facilitators and one website master representing the Jefferson County ESC
- A total of twenty teachers, fifteen administrators, and seven Jefferson County ESC staff members
- Five district subcommittees
- One administrative subcommittee

2. LPDC Membership Selection

Members shall be selected in the following manner:

- Teachers shall be selected by collective bargaining agreements and/or presidents of the local associations in their respective school districts.
- Administrators shall be selected by superintendents in their respective school districts.
- Educational Service Center personnel shall be selected by the Jefferson County ESC Superintendent.

Section B. Terms for Service with Annual Beginning Date for New Terms

1. All LPDC members shall be selected for two-year terms.
   The beginning date for new terms shall be August 1.

2. Committee members shall be eligible for additional subsequent 2-year terms as determined by participating districts.

Section C. Roles and Responsibilities for the LPDC and Committee Members

As indicated in statute and Standards, the LPDC and individual committee members are responsible for reviewing and approving course work and other professional development activities that educators propose to complete for license renewal.

To carry out this responsibility, the LPDC shall:

1. Review and approve coursework, local continuing education units (CEUs), and equivalent other activities (EOAs) educators will use for renewal of or transition to licensure,
2. Establish operating procedures for the submission and review of IPDPs,
3. Establish clear criteria by which the LPDC will review IPDPs,
4. Abide consistently by established operating procedures and criteria of the LPDC when reviewing educators' IPDPs,
5. Maintain an up-to-date IPDP format for educators to use as they renew licenses,
6. Keep records of LPDC decisions regarding IPDPs,
7. Operate under the Open Meetings Act (Sunshine Law),
8. Advise district administration and staff on issues affecting continuing professional development of educators employed by the district,
9. Assist in coordinating professional development opportunities sponsored by school districts and any collaborative districts or agencies, and
10. Follow an established appeals process for IPDPs that are disapproved.

Section D. Process for Selection of Committee Officers (Chairperson, Vice-Chairperson, and Secretary) and Their Duties

1. Selection of Officers

The chairperson, vice-chairperson, and secretary (Executive Committee) shall be selected from participating school districts on a rotational basis: Buckeye Local, Edison Local, Indian Creek, Toronto, and Harrison Hills.

The one-year term of office begins at the August organizational meeting.

2. **Duties**
   a. Chairperson
      - Presides at all meetings,
      - Calls meetings deemed necessary to carry out policies and business, with a majority consent of the Executive Committee,
      - Appoints special committees to conduct business of the LPDC, and
      - Represents the LPDC as the liaison to the Ohio Department of Education and may attend required meetings on behalf of the LPDC.

   b. Vice Chairperson
      - Presides in the absence of the chairperson,
      - Assists the chairperson in the fulfillment of duties,
      - Serves as an executive officer, and
      - Succeeds to the office of chairperson should that office become vacant.

   c. Secretary
      - Functions as the recording secretary for all official proceedings of the LPDC, • Assists the chairperson with all communications,
      - Serves as an executive officer, and
      - Files records of official proceedings at the Jefferson County ESC prior to the August organizational meeting.

Section E. Designation of Official Signatories and Contact Person

1. **Official Signatories**
   Successful completion of approved course work, CEUs, and/or EOAs must be verified by an official signatory who signs applications for renewal.

   - Three LPDC members from Jefferson County ESC shall be designated as official signatories.
   - The three signatures shall be filed with the Ohio Department of Education Center for the Teaching Profession, Certification/Licensure Department.

2. **Contact Person**
   One of the three signatories shall serve as official contact person for the LPDC.

Section F. Filing of Official Membership and Signatures with ODE

- All official membership and signatory forms shall be filed with ODE, upon request.

Section G. Training for New LPDC Members

1. Within the first month after the appointment of new LPDC members, the District LPDC Committee shall be responsible for providing training for their respective new members.
2. Training for new LPDC members shall occur on an annual basis.

3. The LPDC recommends that outgoing members transfer all records and materials to new members.

Section H. Professional Development and Professional Memberships for LPDC Members

Primary responsibility for professional development and/or professional memberships for LPDC members remains at the district level.

LPDC members will be encouraged to participate as opportunities through ODE and other sources become available.

Article V. Operational Procedures - Meetings

Section A. Establishment of Calendar

1. **Regular Meetings**
   - The LPDC shall meet on the third Wednesday of every month at 4:30 p.m. at the Jefferson County ESC, unless otherwise notified.
   - Email notification for all meetings shall be provided to the membership.
   - A simple majority of the membership must be present to transact business.
   - All meetings shall be conducted in accordance with *Robert's Rules of Order*.
   - Annually, in August, JCESC shall notify the *Herald Star* of the regular meetings scheduled for the upcoming school year.
   - **Cancellation** of regular meetings due to inclement weather will occur only when **ALL FIVE** LPDC Districts are closed.

2. **Special Meetings**
   - Special meetings shall be called by a majority consent of the Executive Committee, as needed, at a location as determined by the Executive Committee.
   - Bullets 2 and 4 from Section A-1 shall apply to all special meetings.
   - Business may be conducted by a simple majority of those present.
   - Business at a special meeting may also be conducted, if needed, by LPDC members of any district and any ESC facilitators.

Section B. Process for Creating and Keeping Official Records (Minutes, Forms, Communications, etc.)

1. Approved records maintained by the LPDC secretary and filed at the JCESC at the end of each term shall be considered the official records of the LPDC.

2. All records of official proceedings shall be permanently housed at the JCESC.

Section C. Process for Handling Requests for Records (Open Records Act)

1. All requests for copies of records shall be submitted to one of the ESC facilitators of the LPDC. The facilitators shall have 48 hours to comply.

2. Copying fees shall be in accordance with JCESC Board Policy.

Section D. Process for Setting Agenda

1. The monthly agenda shall be developed collaboratively by JCESC staff and the chairperson.

2. Any additional agenda items must be submitted to signatories or the chairperson at least 48 hours prior to the scheduled meeting date.

Section E. Statement of Quorum and Process for Making Decisions

1. A simple majority of the membership shall be present to transact business.

2. A simple majority of membership present shall transact business.

Section F. Process for Accommodating Public Participation

1. Persons desiring to participate in LPDC meetings shall submit a request in writing to one of the signatories or the chairperson at least 48 hours in advance of the meeting.

2. This process may be waived by a two-thirds vote of members present.

Article VI. Operational Procedures - Communication and Training

Section A. Publication of Calendar to Educators and Public ("Sunshine Law")

1. All regular and special meetings of the LPDC shall be open to the public, school personnel, and members of the news media.

2. All LPDC meetings shall be publicized and conducted in compliance with the Sunshine Law in accordance with ORC 121.22, 3313.15, 3313.6.

Section B. Publication of LPDC Actions and Activities (e.g., minutes, briefs, newsletters)

1. The secretary shall record all actions and activities of the LPDC, maintain official copies during the term of office, and file all records in the ESC office.

2. Records include attendance rosters, official minutes, correspondence, CEU eligibility, etc.

Section C. Notices/Reminders to Educators

1. Email notification for all meetings shall be provided to the membership.

Section D. Distribution/Publication of LPDC Materials to Membership

1. **LPDC Resources/New Licensure Standards**
   The LPDC shall provide the membership copies of ODE Publications, and updates as appropriate and/or direct them to the ODE website.

2. **Membership (names, buildings, contact numbers)**
   The seven-member district level committees are responsible for disseminating the LPDC membership roster to all certificated personnel in their respective districts.

3. **LPDC By-Laws**
   The LPDC By-Laws can be found on the LPDC website **(www.jcesc.k12.oh.us).** Dissemination of the hardcopy documents, if needed, shall be the responsibility of the District LPDC Committees.

Section E. Plan for Training Educators (with timelines and responsible parties) for the following

1. **Educators New to the District**
   The District LPDC Committee shall request from their respective superintendents a list of newly employed educators for planning and conducting training relating to the LPDC.

   The LPDC shall provide materials to superintendents/or designees for distribution to educators new to districts. The materials may include but are not limited to:

   - Cover letter
   - Membership rosters
   - By-Laws
   - IPDP forms
   - Ohio Standards for Professional Development
   - Professional Development Options
   - All forms included in the appendices
   - Conversion charts (College credit - CEUs)
   - Website address

2. **Developing an IPDP**

   Within the first month of each school year, District LPDC Committees shall be responsible for providing explanation and training in developing IPDPs for all new educators in their respective districts.

3. **Using Equivalent Other Activities (EOAs)**

   Within the first month of each school year, the District LPDC Committee shall be responsible for providing training about using Equivalent Other Activities for all new educators in their respective districts.

4. **Understanding the LPDC By-Laws**

   Within the first month of each new school year, the District LPDC Committee shall be responsible for providing training relating to the LPDC By-Laws for all new educators in their respective districts.

Article VII. Renewal Processes/Procedures

Section A. Transition to Licensure

1. **Requirements of Licensure Standards.**
   Educators shall transition to or renew their 5-year license at the time their license expires.

2. **Process and Timelines.**
   In the process of transitioning to or renewing a license, educators must complete an IPDP and meet the professional development requirements listed below:

   - Six semester hours of college course work or 18 CEUs
   - A combination of course work and CEUs, with one (1) semester hour equaling three (3) CEUs
   - Equivalent Other Activities if approved by the LPDC and converted to CEUs
   - Course work and professional development requirements may **NOT** be reduced by the number of years of work experience

Guidelines for Educators Renewing or Aligning a Five-Year License

- All Continuing Education Units (CEUs)or coursework applied toward renewal or alignment must be completed after the issue date of the license being renewed or aligned. The Individual Professional Development Plan (IPDP) approval date must occur on or before the issue date of the renewed or aligned license. If the IPDP approval date follows the license issue date, the IPDP approval date shall serve as the official start date for earning CEUs or coursework applicable to renewal.

- For the purpose of license renewal or alignment, the IPDP will be processed only after November 1 of the academic year in which the license renewal or alignment is to occur.

- When the IPDP and documentation has been submitted to the LPDC Committee for approval and the state renewal application has been submitted, the designated electronic signer for the Jefferson County Educational Service Center (ESC) shall execute the State of Ohio renewal application only after the educator's IPDP has been fully processed and formally approved by the Local Professional Development Committee (LPDC). Educators should note that the IPDP approval date may differ from the license issue date.

- Resident Educators who have transitioned to a Five-Year Professional License may begin accruing CEUs or coursework following the initial approval date of their IPDP.

- Subsequent renewals for Resident Educators who have transitioned to a Five-Year Professional License shall be governed by the LPDC procedures and timelines applicable to Five-Year License renewals as outlined above.

3. **Holders of Permanent Certificates**
   Holders of Permanent Certificates do not need to transition to a license. However, permanent certificate holders must obtain an updated FBI check once every five (5) years (see below).

   If an individual resides continuously in Ohio, he/she only needs an FBI updated check every five years.
   If an individual lives outside of Ohio at any time during the five years, after obtaining a BCI check, then both FBI and BCI background checks will need to be updated.

   This applies to all individuals holding a State of Ohio license, certificate, or permit, including a permanent certificate.

Section B. Renewal of License

1. Requirements of Licensure Standards

The professional license is valid for five years and may be renewed upon completion of 6 semester credit hours of appropriate coursework related to classroom teaching and/or the area of licensure, 18 CEUs (180 contact hours), or EOAs approved by the LPDC.

2. Process and Timelines

Renewal of licenses for all educators employed in consortium districts at the time of application are submitted through the LPDC. Renewal for educators not employed in consortium districts (including substitute teachers) are submitted to the Ohio Department of Education, Office of Certification/Licensure, and do not require approval of the LPDC.

Educators required to complete an IPDP, must have the plan approved by the LPDC, and meet the professional development requirements listed below:

- Six semester hours of college course work or 18 CEUs
- Course work and CEUs, with one semester hour equaling three CEUs
- Course work and professional development requirements may **not** be reduced by the number of years of work experience
- EOAs may be counted toward renewal requirements if they are approved by the LPDC in accordance with the guidelines found in the "Individual Professional Development Options" document and converted to CEUs

Guidelines for Educators Renewing or Aligning a Five-Year License

- All Continuing Education Units (CEUs)or coursework applied toward renewal or alignment must be completed after the issue date of the license being renewed or aligned. The Individual Professional Development Plan (IPDP) approval date must occur on or before the issue date of

the renewed or aligned license. If the IPDP approval date follows the license issue date, the IPDP approval date shall serve as the official start date for earning CEUs or coursework applicable to renewal.

- For the purpose of license renewal or alignment, the IPDP will be processed only after November 1 of the academic year in which the license renewal or alignment is to occur.

- When the IPDP and documentation has been submitted to the LPDC Committee for approval and the state renewal application has been submitted, the designated electronic signer for the Jefferson County Educational Service Center (ESC) shall execute the State of Ohio renewal application only after the educator's IPDP has been fully processed and formally approved by the Local Professional Development Committee (LPDC). Educators should note that the IPDP approval date may differ from the license issue date.

Resident Educators

- Resident Educators who have transitioned to a Five-Year Professional License may begin accruing CEUs or coursework following the initial approval date of their IPDP.

- Subsequent renewals for Resident Educators who have transitioned to a Five-Year Professional License shall be governed by the LPDC procedures and timelines applicable to Five-Year License renewals as outlined above.

3. **Forms**
   - The ODE Renewal forms may be obtained from the JCESC website **(www.jcesc.k12.oh.us),** superintendents' secretaries, or the ODE website

Section C. IPDPs

1. **Requirements of Licensure Standards**

   Educators wishing to fulfill license acquisition or renewal requirements are responsible for developing an IPDP, subject to approval of the LPDC. Plans shall be based on the needs of educators, students, schools, and the school districts.
   OAC 3301-24-08 (A) (2) (C)

2. **Local Criteria and Process for Approval**

   Local criteria

   - Through the development of IPDPs, educators will have far greater flexibility in selecting types of professional development activities meaningful to them. Where the previous system recognized only formal course work or workshops approved for CEUs, the new structure will allow a far greater range of professional development activities.

- Along with increased flexibility in the types of professional development activities accepted, there is also an increased emphasis on the relevance of professional development activities. IPDPs must be based on the needs of districts, schools, students, and educators. Professional development activities must be related to district/building/personal goals, the area of licensure, and/or classroom teaching. Educators are responsible for keeping their own IPDPs and maintaining documentation that the activities outlined in the plan have been completed.

- IPDPs identify educators' goals for learning.
- Separate sets of forms have been developed for teachers, administrators, and treasurers/business managers. **(www.jcesc.k12.oh.us)**
- The IPDP development process enables educators to reflect upon their practice and take responsibility for their continued professional development.

The process consists of the following steps:

- Step 1. Complete adopted IPDP Form. Educators are encouraged to type IPDPs. • Step 2. Include a copy of your current certificate/license with your IPDP.
- Step 3. Submit the completed IPDP along with the renewal packet to the district superintendent's office. Educators should contact a member of their district LPDC committee if they have questions.
- Step 4. Applicants must allow sufficient time for the completed materials to be processed by the district superintendent's office and arrive at the JCESC no later than 3:00 p.m. on the Monday preceding the third Wednesday of the month. Otherwise, there is no assurance that the designated LPDC subcommittee will review the completed packet at that month's regular meeting.

  NOTE: Educators may expect notification from the LPDC regarding the approval status of their renewal / IPDP within 7-10 business days after the LPDC meeting.

3. Process for Revision

Educators who wish to revise their approved IPDPs may do so at any time during the life of the certificates/licenses. Revisions must receive approval of the LPDC prior to beginning coursework, EOA, or CEU activities.

4. Process for final reviews, including requirements for accountability and documentation

At the end of the renewal period, educators shall provide to the LPDC Subcommittee official documentation, as prescribed in the Individual Professional Development Options document (Appendix J) to verify that course work and/or CEU/EOA activities have been completed.

Section D. Equivalent Other Activities (EOAs)

1. Information about possible activities (resources)

- Equivalent Other Activities (EOAs) are professional development activities that go beyond traditional workshops and course work to job-related activities such as conducting action research projects, writing for publication, developing portfolios, and serving as mentor teachers. EOA credit is independent of the clock-hour requirements for granting CEUs.
- Several EOAs and their related CEU credits, some of which require preapproval, are described in Appendix K, *Individual Professional Development Options*. Educators wishing to participate in an EOA requiring prior approval shall submit a written request to the LPDC on the form found in Appendix C for preapproval before beginning the activities. If approved, the LPDC shall assign appropriate CEU credit. As additional EOAs are approved, they and related assigned CEU credits will be added to the list of options.

2. **Requirements and criteria for assigning credit** Revised 11/19/2025

Requirements and criteria for assigning credit for existing EOAs are listed in Options (Appendix K) in the last two columns titled Documentation and Criteria; the LPDC shall specify requirements and criteria for assigning credit for new EOAs as they are approved.

Factors to be considered, but not limited to, when granting credit for EOAs include:

- Activity clock hours
- Research planning hours
- Travel time
- Numbers of people involved
- Responsibility factor for educators
- Potential use by other educators
- Proportionate percentage of credit awarded in terms of the total CEU requirements

3. **Process and timelines**

- Educators selecting any EOA listed under Options as a professional development activity to fulfill requirements for IPDPs shall submit a written request on the form found in Appendix C to the LPDC for preapproval **before** beginning the activity.
- Educators wishing to participate in an EOA not listed in Options shall submit a written request on Appendix C to the LPDC for preapproval **before** beginning the activity. If approved, the LPDC shall assign appropriate credit.
- The timelines for EOAs shall follow the ones established for the license cycle.

4. **Forms to be used (and where to get them)**

- Educators electing to participate in EOAs shall complete Appendix D, *EOA/Activity Documentation Voucher* which may be accessed through the Jefferson County ESC website **(www.jcesc.k12.oh.us)** or obtained from the District LPDC Committee.

Section E. Using Traditional Professional Development

1. **Criteria for college coursework and process for approval (including acceptable documentation)**

Criteria - College coursework must be:

- taken through a college or university approved for preparation of teachers, administrators, and school employees in pupil personnel services by the State Board of Education (OAC 3301-24-01),
- taken for credit with a grade of C or better or a P in pass/fail course, and
- taken in education, areas directly related to current teaching assignments, or areas of desired licensure.

- Process for Approval - Educators shall submit **ORIGINAL** transcripts or e-transcripts (with water mark or seal) as documentation.

2. **Criteria for workshops and conferences (CEUs) and process for approval (including acceptable documentation)**

   - CEU Definition - One CEU Credit consists of ten professional development contact hours approved by a LPDC.
   - Fractional CEUs are awarded based on .1 CEU per each contact hour.
   - Criteria - CEU credit for workshop and conferences shall be awarded for only instructional contact time spent in those portions of the programs that contribute to participants' knowledge, competence, performance, or effectiveness in education, and does not include travel time, breaks, lunch, etc.
   - Process for Approval - Educators shall submit CEU Certificates of Participation to receive CEU credit.

3. **Process and criteria for approving providers**

   The names of potential providers will be submitted to the JCESC facilitators for review and consideration. If approved, the names will be added to the list of acceptable providers.

Article VIII. Appeals Process

Section A. Process Steps, Timelines, and Responsible Parties for IPDP Appeals

1. **Filing IPDP Appeals**

   - Educators shall submit written appeals to the LPDC Chairperson within 15-contract days from denial of the IPDP.
   - The Chairperson shall refer appeals to appropriate subcommittees.
   - Written appeals shall be reviewed at the next regularly scheduled LPDC meeting.

2. **LPDC Response**

   - LPDC subcommittee responses to appeals may include approval, approval pending modification, or denial.

3. **Moving to the Next Step**

   - If the appeal to the subcommittee is denied, educators may appeal in person to the full LPDC Committee at its next meeting.
   - Written requests for inclusion on the agenda must be submitted to the LPDC Chairperson no later than three contract days prior to the regularly scheduled meeting.
   - Written notification of appeal decisions shall be provided to educators within five contract days or thirty calendar days of the meeting, whichever comes first.

4. **The LPDC response is the final local step in resolution of appeals.**
   - LPDC responses may include approval, approval pending modification, or denial.

Section B. Process Steps, Timelines, and Responsible Parties for Procedural Appeals

1. **Filing Procedural Appeals**
   - Educators shall submit written appeals to the LPDC Chairperson.
   - The Chairperson shall refer appeals to the LPDC membership.
   - Written appeals shall be reviewed at the next regularly scheduled LPDC meeting.

2. **LPDC Response**
   - LPDC responses may include approval, approval pending modifications, or denial.

3. **Moving to Next Step**
   - If the appeal is denied, educators may appeal in person to the LPDC at its next meeting.
   - Written requests for inclusion on the agenda must be submitted to the LPDC Chairperson no later than three contract days prior to the regularly scheduled meeting.
   - Written notification of appeal decisions shall be provided to educators within five contract days or thirty calendar days of the meeting, whichever comes first.

4. **The LPDC response is the final local step in resolution of appeals.**
   - LPDC responses may include approval, approval pending modification, or denial.

Section C. Record Keeping

1. **Official records of all appeals shall consist of the following documents:**
   - Notification of IPDP denial processed by LPDC subcommittee
   - Written appeal to the subcommittee
   - Written copy of the appeal decision by the subcommittee
   - Written appeal to the full LPDC
   - Written copy of the appeal decision by the LPDC

2. **The secretary of the LPDC shall maintain copies of all written records relating to the appeal.**

Section D. Limitation of appeals

- All appeals shall be limited to IPDP and procedural issues.

Article IX. Reciprocity

Section A. Process for Educators Leaving the District

1. LPDCs are a collegial effort to support and maintain a quality teaching force. This includes working together to ensure that educators are not penalized by the system. In the spirit of collegiality, when educators take employment in new districts, the LPDC shall provide verification of the IPDP approval, including course work and continuing education that is completed and accepted.

2. Educators leaving the district should contact the appropriate ESC Subcommittee Facilitator and request a reciprocity form (Appendix P) be completed by the LPDC.

Section B. Process for accepting credits for educators entering the district

1. Educators entering the district should work cooperatively with their District LPDC Committee in assembling documentation/verification of their credits from previous districts. New educators may opt to implement their existing IPDPs or revise according to Jefferson County Educational Service Center LPDC Consortium guidelines.

2. Verification should include:

- Reciprocity Form
- IPDP
- Original Documentation supporting the IPDP
- Name, address, and phone number of sending district LPDC official

Article X. Amending By-Laws

Section A. Amendment Process

1. All proposed amendments to this Agreement shall be submitted in writing to the LPDC Chairperson by a member of the LPDC.
2. The proposed amendment shall be presented to the LPDC for consideration at its next regularly scheduled meeting.
3. Amendments, modifications, or supplements shall be reviewed and approved by at least two-thirds of members present.
4. Any amendment, modification, or supplement shall thereupon become binding upon all members.