

## **Mariemont City School District** ***Local Professional Development Committee***

General guidelines about your Individual Professional Development Plan (IPDP)

**1. *What is an Individual Professional Development Plan?***

An Individual Professional Development Plan (IPDP) is your proposed program for professional growth that you plan to complete.

**2. *Who must have an Individual Professional Development Plan?***

An IPDP must be approved and completed prior to license renewal, conversion from a certificate to a license or when renewing a certificate and using alternative professional development unit options.

**3. *Who will review the Individual Professional Development Plan?***

The review will be completed by the Local Professional Development Committee.

**4. *When can a certificate be converted to a license?***

Existing certificates can be converted to a license beginning with certificates that expire in June, 1998. If you choose to convert to a license at this time, you must meet the new license renewal requirements of 18 Professional Development Units (PDUs) over the life of the certificate you are converting. If you choose not to convert to a license at this time, you may renew your certificate one more time after September 1, 1998. When the renewed certificate expires, you must meet the new license renewal requirements in order to receive your license.

**5. *What are the requirements to convert to a license?***

In order to renew a license and to convert a certificate to a license or renew a license, the requirement is the completion of either of the following, or a combination of the following:

1. Six semester hours (9 quarter hours) of coursework.
2. Eighteen Professional Development Units (formerly referred to as CEUs)

The professional development activities you participate in must take place over the life of the license/certificate you are renewing/convertng. The activities must reflect your student, building, district and personal goals.

**6. *When must your Individual Professional Development Plan be started/completed?***

Your IPDP must be completed and then approved by the Local Professional Development Committee prior to the expiration of your current certificate/license. The sooner you begin working toward the completion of your IPDP, the longer you will have to complete your proposed activities. The timeline for the completion of your professional development activities is the duration of your certificate/license.

**7. *When should you submit your activities for approval?***

Many activities only need to be submitted when you actually apply for your license. However, all self-directed activities should be approved prior to the commencing of the activity.

**8. *How many Individual Professional Development Plans must you have?***

Educators will have one Individual Professional Development Plan. Many educators hold multiple certificates, however, each educator will have just one IPDP. Ultimately, each educator will have just one license.

**9. *What if your work assignment changes?***

If there is a significant change in your work assignment, you may need to revise and resubmit your Individual Professional Development Plan, showing that it aligns to your new work assignment.

**10. *How many licenses can I have?***

Each educator will have only one license. Multiple certificates will be phased out. As your old certificates expire, you convert them to your license; each area listed on your old certificate will be added to your existing license.

**11. *How much will the license cost?***

The five year license will cost \$50.00. Each educator will have only one license. As your certificates expire and are added to your existing license, there will be a \$10.00 fee each time areas are added to your existing license.

**12. *What license/certificate does the LPDC not provide?***

The LPDC does not upgrade provisional certificates to professional certificates, upgrade professional certificates to permanent certificates, renew or approve temporary certificates, licenses or validations, or add new areas to a certificate or license.

The LPDC does not renew the certificates or licenses of some Ohio Department of Education certificate holders who also hold licenses from their respective State of Ohio licensing boards (i.e. School audiologists, School social workers, School speech-language pathologists, School nurses.)

**13. *Where can I obtain additional information?***

The Ohio Department of Education website:

<http://www.ode.ohio.gov>

contains general information regarding certification renewal and upgrades as well as information about the transition from a certificate to a license.