**Auglaize County**

**Local Professional Development**

**Committee**

**IPDP/Portfolio**

**Guidelines & Procedures**

***September 2025***

**Table of Contents**

1. **Local Professional Development Committee (LPDC) Formation 5**
2. **Establishment 5**
3. **Function 5**
4. **Who Is/Is Not Served 5**

 **II. Project Coordinator (PC) 6**

1. **Person 6**
2. **Duties 6**

**III. Executive Board (EB) 6**

1. **Purpose 6**
2. **Board Members 6**
3. **Selection of Members 6**
4. **Quorum 7**
5. **Confidentiality 7**

**IV. LPDC Approval Committee (AC) 7**

1. **Purpose/Duties 7**
2. **Members 7**
3. **Meetings 7**
4. **Quorum 7**
5. **Confidentiality 7**

**V. Individual Professional Development Plan (IPDP) 7**

1. **Purpose of Plan 8**
2. **Requirements 8**
3. **Who Submits a Plan 8**
4. **Submitting Plan 8**
5. **Extra Notes to Educators 9**

**VI. Activity Guidelines and Continuing Education Unit (CEU) Options 9**

1. **Number of Hours for Renewal 9**
2. **Continuing Education Option Chart 9**
3. **Portfolio 9**
4. **Professional Development Hours 9**
5. **Hours for Multiple Licenses 10**
6. **Exceptions 10**

**VII. Submission of Portfolio for Verification of 18 CEUs 10**

1. **What to Submit 10**
2. **When to Submit 10**
3. **Where to Submit 10**
4. **Acceptable Verification 10**
5. **Letter of Reciprocity 10**

**VII. Appeal Process 11**

1. **Time Frame 11**
2. **Final Notification 11**

**Appendix A - College Credits and CEU Conversion Chart 12**

**Appendix B - CEU Option Chart 13**

**Appendix C - Activity Voucher Documentation 16**

**Appendix D - Independent Activity/Project Proposal Sheet 17**

**Appendix E - CEU Documentation Summary Sheet 19**

**AUGLAIZE COUNTY LOCAL PROFESSIONAL DEVELOPMENT CONSORTIUM (ACLPDC)**

1. **LPDC Formation**
	1. **Establishment**

The Auglaize County Local Professional Development Consortium (ACLPDC) was established in 1998 as authorized by Ohio Senate Bill 230 with 4 local districts and one ESC. The ACLPDC current member districts are Minster Local Schools, New Bremen Local School District, New Knoxville Local School District, Waynesfield-Goshen Local Schools, and the Auglaize County ESC.

* 1. **Function -**The primary functions of the ACLPDC are
		1. To ensure that the professional development of its member educators aligns with the rising expectations for students, schools, and teachers and contributes to the ongoing continuous improvement of the district and its schools
		2. To review academic coursework and other professional development activities proposed and completed by its member educators to determine if the requirements for renewal of certificates or licenses have been met.
	2. **Who Is Served**
		1. Who must work through ACLPDC
			1. All teaching, superintendent, principal, non-teaching and associate personnel (including interpreters and treasurers) who:
				1. Hold a certificate, a professional, or an associate 5-year license
				2. Are employed full- or part-time in the school, school district, agency, or institution the LPDC represents
				3. Those that wish to renew their 5-year license
				4. School psychs are to go through local LPDCs for verification of their required professional development.
			2. Expired license

If an educator’s current license has expired on June 30 and he/she has not met the required 6 semester hours or 18 ceu’s or a combination of the two by September 1st, ODE requires the educator to complete 9 semester hours to renew that license, and he/she must go through ODE to renew.

* + 1. Who may work through the Auglaize County LPDC
			1. Retirees of member districts who have a current 5-year license and maintain a plan.
			2. Aides with a 5-year teacher license who have submitted a plan and wish to renew through the ACLPDC.
			3. Educators who hold a 5-year license and substitute teach on a regular basis in a district the ACLPDC represents may work with the LPDC.
			4. If educators leave the ACLPDC and do not fall under another LPDC, they can renew through the ACLPDC if they have obtained all their credits to renew before leaving
			5. Those employed through ACE Academy and SST6 holding a 5-year professional license
		2. Who is not served
1. The ACLPDC does not provide services for:
* Renewal or approval of two-year provisional teaching
* Upgrade of license for a Resident Educator
* Temporary license
* Validations
* To add areas to a license
* Substitute teaching license
* Those who need to apply directly to the Ohio Department of Education
1. Those required to maintain licensure through their respective Ohio professional licensure board: (Pupil Services)
* School social workers
* School speech-language pathologists
* School nurses
* School audiologists
* Occupational therapists
* Physical therapists
* Occupational therapy assistants
* Physical therapy assistants
* School counselors that have an active clinical counselor board license in Ohio. If they have the active board license and keep that valid, they would be renewing with the board license and not through the LPDC.

 **II. Project Coordinator**

1. **Person**
2. The Project Coordinator will be hired/appointed by the Auglaize County ESC Superintendent.
3. The PC will be a non-voting member of all committees.

 **B. Duties**

1. The PC will plan and coordinate all meetings of the Executive Board and Approval Committee.
2. The PC will maintain files, including meeting minutes, pertaining to the work of both the EB and AC for a minimum of 7 years.
3. The PC will provide appropriate and timely reports to the Executive Board (EB), Approval Committee (AC), and appropriate others.
4. The PC will write and submit letters of reciprocity.
5. The PC will receive letters of reciprocity and present them to the Approval Committee for approval.
6. The PC will inform members of any changes in ODE license procedures.
7. The PC will verify portfolios for those whose license expires that year but submissions occur after the last scheduled meeting of the school year.

 **III. Executive Board**

The Executive Board (EB) members represent all ACLPDC member teachers, administrators, and treasurers in matters that pertain to ACLPDC responsibilities.

1. **Purpose**
2. Report to districts
3. Meet as needed to set policies and procedures (including CEU guidelines)
4. Approve expenditures if appropriate
5. Act as required Appeals Board

 **B. Board Members**

1 – Superintendent

1. Principal

1 – Minster Local Teachers’ Union President or their designee

1 – New Bremen Local Teachers’ Union President or their designee

1 - New Knoxville Local Teachers’ Union President or their designee

1 - Waynesfield-Goshen Local Teachers’ Union President or their designee

1 – LPDC Coordinator (non-voting member)

 **C. Selection of members for the committee**

1. Executive Board teacher members are selected at the district level according to member district administrative and contractual agreements.
2. Superintendent and principal members are selected by their respective colleagues.

 **D. Quorum**

1. A quorum will consist of a majority of the EB members.

 **E. Confidentiality**

Employees, members, and agents of the Auglaize County Local Professional Development

Consortium Executive Board - past or present- shall not divulge any verbal or written

information, concerning individual applications, proposals, documents, or grievances presented

to the EB without written consent, unless such documents were presented at a public hearing.

EB members shall not divulge information that is required to be kept confidential.

**IV. LPDC Approval Committee**

1. **Purpose/Duties**
2. The purpose of the Approval Committee (AC) is to approve Individual Professional Development Plans (IPDPs) and make recommendations for approval/non-approval.
3. The AC will make recommendations for needed IPDP revisions for those needing them.
4. The AC will review completed plans and make recommendations for re-certification/licensure.
5. The AC will be responsible for issuing CEU pre-approval for activities requiring that on the CEU Option Chart.
6. The AC shall keep confidential all reviews, evaluations, and discussions of IPDPs and/or course/activity proposals.

 **B. Members**

**1. Selection**

 Each of the four local districts will appoint a minimum of 1 teacher representative to serve

 on the Approval Committee. The committee will also include the Auglaize County ESC

 Superintendent and the Auglaize County Project Coordinator. An Approval Committee

 member may not also serve on the Executive Board unless otherwise authorized by the LPDC

 Program Coordinator.

 **C. Meetings**

1. The AC shall meet semi-monthly or as needed during the calendar year. Meeting dates will be set and posted at member schools to comply with State Sunshine Laws.
2. The LPDC Project Coordinator shall plan and coordinate all LPDC meetings and will maintain files pertaining to the work of both the Executive Board and the Approval Committee.

 **D. Quorum**

A quorum will consist of a majority of AC members

 **E. Confidentiality**

Employees, members, and agents of the Auglaize County Local Professional Development

 Consortium Approval Committee - past or present- shall not divulge any verbal or written

 information, concerning individual applications, proposals, documents, or grievances

 presented to the AC without written consent, unless such documents were presented at a

 public hearing. No documents submitted for consideration by the LPDC shall be used as

 examples without written permission of the party/parties involved. AC members shall not

 divulge information that is required to be kept confidential.

**V. Individual Profession Development Plan**

According to Ohio Administrative Code 3301-24-08, all educators in a member district (with the exception of those employed on permanent certificates or a Resident Educator license) must submit an Individual Professional Development Plan (IPDP) to the ACLPDC for approval. Only one professional development plan is required and can address more than one area of certification or licensure.

1. **Purpose of plan**

An Individual Professional Development Plan (IPDP) is an educator’s proposed program for professional growth. It identifies the educator’s goals for learning, addresses the relevancy of, and projects anticipated outcomes of those goals to the educator’s district, school, students, and the educator.

1. **Requirements**
2. Design an Individual Professional Development Plan (IPDP) using the online format

 available on the Auglaize County ESC webpage (under Services/Licensure);

1. Base the IPDP on the needs of the district, the educator, and the students;
2. Submit the IPDP to the (LPDC for approval **prior** to completion of the plan’s activities;
3. The IPDP must be completed and approved in accordance with the procedures and

 criteria established by the ACLPDC;

1. Maintain records and documentation that the activities within the IPDP have been

 completed;

1. Follow certification and licensure renewal procedures and timelines.
2. Educators with multiple licenses should address goals for each license in their IPDP

 **C. Who Submits Plan**

1. **Must Submit:** All teachers, superintendent, principal, non-teaching and associate personnel (including interpreters and treasurers) who:
2. Hold a certificate, a professional, or an associate 5-year license
3. Are employed full- or part-time in the school, school district, agency or institution the LPDC represents
4. Those that wish to renew their 5-year license

\* (Educators working under a resident educator 2-year license or educators with a permanent certificate are not required to submit an IPDP. Resident Educators should contact their RE Program Coordinator for questions regarding licensure.)

 **2. Can Submit**: Retirees of member districts, Aides with a 5-year teacher license, Educators who

 hold a certificate or 5-year licenses and substitute teach on a regular basis in a district the

 ACLPDC represents may work with the LPDC. The ACLPDC will also serve SST6 and ACE

 Academy.

 **3. Those Transferring into the ACLPDC Service Area:** Educators who were formerly employed

 in another Ohio school district outside of the ACLPDC membership must complete an IPDP

 under the procedures and criteria of the ACLPDC before engaging in any remaining work needed

 for license renewal. The ACLPDC will honor applicable professional development activity hours

 completed for license renewal if verified by the previous school district through the State

 Reciprocity Document.

 **D.** **Submitting Plan**

1. **When**
2. The IPDP must be completed and submitted through the online Management System through the Auglaize County ESC website (under Services and then Licensure) to the ACLPDC Approval Committee **before** any contact hours can be counted toward renewal of a license with exception of new employees and new incense renewals (see below). **Contact hours occurring before the submission date will not count towards renewal.**
3. If a plan is not approved, it must be resubmitted and approved by the **next** LPDC meeting for contact hours to count that occurred from the date of the original plan submission.
4. Only contact hours that occurred after the date of which the plan was submitted will count towards the license renewal except as noted below:

**New employee/new license renewal exceptions:**

New employees and those renewing licenses after the last scheduled Approval Committee meeting of the school year have until the November ACLPDC meeting to submit their new plans, and then retroactive credit may be given for professional development taken during those months of June through October. If the educator misses the deadline of November, no retroactive credit can be awarded. New employees hired in the middle of the school year have 2 months after the hire date to submit their new plan, and then retroactive credit may be given for professional development taken during those months.

**E. Extra notes to educators**

The educator may wish to:

* Contact the district ACLPDC representative to preview the completed IPDP.
* Submit the plan proposal (online) to the ACLPDC a minimum of one week prior to a scheduled ACLPDC meeting. Late submissions may be considered at the next scheduled meeting.
* A district’s ACLPDC representative can be contacted to assist with the development of the IPDP. The online IPDP Management System is accessible at [www.auglaizeesc.org](http://www.auglaizeesc.org)

**VI. Activity Guidelines And Continuing Education Unit (CEU) Options**

The ACLPDC has established procedures for reviewing academic coursework, professional

development contact hours, and other equivalent activities in accordance with written guidelines and the

educator’s approved IPDP. Submitted professional development activities must be consistent with the

employing district and building continuous improvement plans, goals, or mission statements and clearly

 relate to the educator’s area of licensure and teaching assignment.

1. **Number of hours for renewal**

Semester hours, quarter hours, CEUs, and contact hours may be combined to meet the 180 hours (18 CEU) requirements for license renewal. (See official conversion chart of college hours (on website) and in Appendix A.

1. **The ACLPDC Continuing Education Unit (CEU) Option Chart** is designed to guide and assist the educator in selecting professional development activities. This chart can be found at [auglaizeesc.org](http://auglaizeesc.org) (Services and then Licensure) and in Appendix B of this document.
2. **Portfolio -** Anyone using the ACLPDC must submit documentation of completed requirements through a portfolio submitted for approval before an application for renewal of a five-year professional license is forwarded to the Ohio Department of Education.
3. **Professional Development Hours** - An educator must submit evidence of successful completion of 180 professional development contact hours to renew a professional license. The required hours may be semester or quarter hours, CEUs, contact hours; or a combination of academic coursework and professional development activity hours.
4. Hours that count - Professional development activities can be applied to more than one area of certification or licensure if the activities align with the stated IPDP goals in the approved plan and the activities have taken place since the submission date of plan. However, they can be added only once to count towards the required 180 hours.
5. Submitted activities must relate to the educator’s approved IPDP and current licensure.
6. The ACLPDC will honor applicable professional development activity hours that began prior to plan submission but were completed after the plan submission date.
7. Hours that do not count - The ACLPDC **cannot grant retroactive credit** for academic coursework, professional development contact hours, and other equivalent activities completed prior to the date submitted of the IPDP (except as noted for new employees/those with new licenses have until the November LPDC meeting to submit their new plans; then retroactive credit may be given for professional development taken during the months of June through October. If the educator misses this deadline of November, NO retroactive credit can be awarded.)

  **E. Hours for multiple license**

Requirements for each license renewal remain the same whether licenses are issued separately or together. Hours will need to have been completed since the issuance of the license (but not prior to plan submission) to be renewed or aligned. When all licenses have been aligned and all have the same expiration date, then renewal coursework/hours is after the **earliest issue date of all the licenses that are now aligned.**

 **F. Exceptions**

The ACLPDC will honor applicable professional development activity hours that were completed after the license issued date of an educator who was formerly employed in another Ohio school district if those hours are verified by the previous school district LPDC.

**VII. Submissions Of Portfolio for Verification of 18 CEUs**

 **A. What to submit**

1. A portfolio including verification of completed hours is to be submitted using the guidance of the online Management System on Auglaize County ESC webpage (Under Services and then Licensure). The portfolio is to include the following:
2. Copy of current license
3. Copy of current IPDP
4. CEU Documentation Summary Sheet (online or Appendix E) listing CEUs earned
5. The verification forms for the CEUs earned for activities listed on that summary sheet.

Note: If teachers use the State online management system, they will need to print out that document and make sure to identify which activity went with which goal.

 **B.**  **When to Submit**

1. Submissionof an educator’s portfoliocan begin anytime after January 1 of the year the license expiration date.
2. Submission of an educator’s portfolio occurring after the May meeting of the LPDC must go directly to the LPDC Project Coordinator’s office at the Auglaize County ESC for review and approval.

 **C. Where to submit**

1. An educator is to submit his/her completed portfolio to either of the following:
2. Their School District LPDC Approval Committee representative within one week prior to a scheduled LPDC meeting
3. Directly to the Auglaize County ESC within one week prior to a scheduled LPDC Approval Committee meeting

 **D. Acceptable Verification**

Verifying documents must be in the form of transcripts,certificates of attendance, and/or letters

of participation. See the Continuing Education Unit Options Chart (online or in Appendix B) for specific Verification Requirements and Criteria.

 **E. Letter of Reciprocity**

1. Educators leaving the ACLPDC must contact the LPDC Coordinator and request a Letter of Reciprocity to transfer CEU credits to their new school district providing an address or email address where to send letter
2. Educators entering the ACLPDC must contact the previous LPDC to request a letter of Reciprocity to transfer credit and present that to the local ACLPDC Coordinator.

**VIII. Appeal Process**

An educator who disagrees with the ACLPDC Approval Committee decision concerning his/her Professional Development Plan, Independent Activity/Project Proposal, or contact hours will be given an opportunity to meet with the Executive Committee in person to discuss the decision.

1. **Time Frame**
2. The educator must notify the ACLPDC Coordinator in writing that he/she wishes to meet with the Executive Board to have the decision reconsidered within 30 days of notification that an IPDP or a Portfolio has been declined.
3. The ACLPDC Coordinator will schedule the appeal hearing within 14 days of the Appeal Notification unless otherwise agreed to by both parties.

  **B**. **Final Notification** - All decisions of the Executive Board will be final.

## **Appendix A - Conversion Chart**

| Semester Hours | Quarter Hours | C.E.U.s | Contact Hours |
| --- | --- | --- | --- |
| 1/3  | ½  | 1 | 10 |
| 2/3 | 1 | 2 | 20 |
| 1 | 1.5 | 3 | 30 |
| 1 1/3 | 2 | 4 | 40 |
| 1 2/3 | 2.5 | 5 | 50 |
| 2 | 3 | 6 | 60 |
| 2 1/3 | 3.5 | 7 | 70 |
| 2 2/3 | 4 | 8 | 80 |
| 3 | 4.5 | 9 | 90 |
| 3 1/3 | 5 | 10 | 100 |
| 3 2/3 | 5.5 | 11 | 110 |
| 4 | 6 | 12 | 120 |
| 4 1/3 | 6.5 | 13 | 130 |
| 4 2/3 | 7 | 14 | 140 |
| 5 | 7.5 | 15 | 150 |
| 5 1/3 | 8 | 16 | 160 |
| 5 2/3 | 8.5 | 17 | 170 |
| 6 | 9 | 18 | 180 |
|  |  |  |  |
| Hours | CEU | CEU | Minutes |
| 1 | 0.1 | 0.008 | 5 |
| 2 | 0.2 | 0.016 | 10 |
| 3 | 0.3 | 0.025 | 15 |
| 4 | 0.4 | 0.033 | 20 |
| 5 | 0.5 | 0.042 | 25 |
| 6 | 0.6 | 0.05 | 30 |
| 7 | 0.7 | 0.058 | 35 |
| 8 | 0.8 | 0.067 | 40 |
| 9 | 0.9 | 0.075 | 45 |
| 10 | 1.0 | 0.083 | 50 |
|  |  | 0.092 | 55 |
|  |  | 0.100 | 60 |

**Appendix B: Continuing Education Unit (CEU) Options**

| **OPTION** | **MAXIMUM CEUs** | **CEU VALUE** | **VERIFICATION** | **CRITERIA** |
| --- | --- | --- | --- | --- |
| College | No Limit | (See Conversion Chart) | Original or copy of transcripts or original grade slips or certificate of completion.  | Must be taken through accredited college or other secondary/post secondary educational institution. Must be taken for credit with a grade “C” or better, a “P” in pass/fail course.Coursework must be in education or in a content area directly related to the individual’s teaching assignment or working with students. |
| Professional Conference/Workshop/Institute/Academy or Inservice Credit | No Limit | 1 contact hour in workshops = 0.1 CEU Do not count lunch break  | Activity Documentation Voucher or Workshop Attendance Certificate  | Must include only time spent in those portions of the conference program that contribute to the participant’s knowledge, competence, performance, or effectiveness in education. |
| Peer Observation | 1 CEU per license cycle | 1 clock hour = 0.1 CEU | Activity Documentation Voucher | Completed Activity Documentation Voucher |
| Publication of Original Work | As determined in pre-approval | As determined in pre-approval | Copy of publication or document and Activity Documentation Voucher | Must contribute to the education profession or add to the body of knowledge in the individual’s specific field.Must be a commercially published book or article.Must be pre-approved |
| Teaching Portfolio | 1 CEU per license cycle | 1 CEU | Completed Portfolio and Activity Documentation Voucher  | Must be completed within the license/certification cycle.Certificate must be verified by the expiration date of the Ohio certificate/license |
| National Board of Professional Teaching Standards Certification | 6 CEUs per certificate/license cycle for candidate completing process but not getting the NBPTS Certificate.13 CEUs for certification |  | Official copy of the National Certificate or Activity Documentation Voucher for candidate not completing certificate | Must be in the subject area of the individual’s assignment Certificate must be verified by the expiration date of the Ohio certificate/license |
| Mentoring | 9 CEUs per license cycle3 CEUs per pear |  | Activity Documentation Voucher | Must be mentoring of teacher, administrator, or specialist through the Resident Educator program or through administration assignment |
| Cooperating Teacher for a Student Teacher  | 6 CEUs per license cycle2 CEUs per quarter3 CEUs per semester |  | Activity Documentation Voucher | Must be supervisor of undergraduate student, graduate student, or undergraduate intern |
| Teaching a college course | 12 CEUs per license cycle2 CEUs per quarter course3 CEU’s per semester course |  | Activity Documentation Voucher  | May be used for the **first** time teaching the courseCourse cannot be a part of your regularly scheduled teaching assignment  |
| Teaching an Adult Vocational or Technical Course  | 6 CEUs per license cycle 1 CEU per quarter course1.5 CEU per semester course |  | Activity Documentation Voucher  | May be used for the **first** time teaching the courseCourse cannot be a part of your regularly scheduled teaching assignment  |
| Project which applies educational skills and knowledge towards the development of a final product or report | Determined in pre-approval | 1 clock hour = 0.1 CEUDocumented clock hours in planning and preparing | Activity Documentation Voucher. A copy of the final product or portfolio or report on the project | Project must have prior approval and final approval after completion and verification by LPDC |
| Curriculum Development  | 9 CEUs per license cycle | 1 clock hour = 0.1 CEU | Activity Documentation Voucher | Must be in service on formal committee organized by local, state, national, or international education agency or organization |
| Grant Writing | 6 CEUs per license cycle | 1 clock hour = 0.1 CEU | Activity Documentation Voucher | CEUs not dependent on awarding of grant Documented hours in planning & preparation |
| Professional Committee | 6 CEUs (total) per license cycle | 1 clock hour = 0.1 CEU | Activity Documentation Voucher | Must be service on formal committee organized by local, state, national, or international education agency or organizationMust contribute to the education profession or add to the body of knowledge in the individual’s specific field |
| Field Trip for Students | 3 CEUs per license cycle | 1 clock hour = 0.1 CEU | Activity Documentation Voucher | Must be related directly to the teacher’s curriculum. Must be used for the first time conducting the field trip **each license/certificate cycle**Documented clock hours in planning and preparing for field trip (classroom instruction not included) |
| Self-directed Educational Development such as Professional Reading, Research, Educational Travel | 6 CEUs per license cycle | 1 clock hour = 0.1 CEU | Activity Documentation Voucher | Must enhance individual’s work in the profession or contribute to teacher’s specialization  |
| Related work experience or externship | 12 CEUs per license cycle | 1 clock hour = 0.1 CEU | Activity Documentation Voucher | Must enhance individual’s work in the profession or contribute to teacher’s specialization  |

##

##

**Appendix C - Activity Verification Document**

**LPDC - ACTIVITY DOCUMENTATION VOUCHER**

(Note: If you have documentation from participation in an activity, then an Activity Documentation Voucher is not required unless otherwise noted on the CEU Option Chart.)

Name

CEU Option Number of CEU’s

 Please check( ) the area of professional development to which this activity applies.

( ) District Goal ( ) Professional Goal #1 ( ) Professional Goal #2

 From your **IPDP**, copy the applicable goal.

Write a brief description of the activity and how it helped you to grow professionally;

Include date(s) and hours when activity or portions of the activity was/were performed.

Attach any publications, copies of certificates, agenda, etc., that could be used for verification; or include a signature of verification.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# **Verification Signature Position Date**

## **Appendix D – Pre-Approval Form for Independent Activity**

**Independent Activities/Projects Proposal**

(Submit a Separate Proposal for each Activity/Project)

Educator:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ District: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Activity Title (“X” one)

| \_\_\_ Educational Project\_\_\_ Publication\_\_\_ Self-Directed Educational Development  | Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Explain:  |
| --- | --- |

| **Anticipated Timeline for Planning, Implementation and Assessment of Activity/Project:****Anticipated Completion Date of Activity/Project:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| --- |
| **PROCESS: Describe the proposed Activity/Project.** |
| **RATIONALE. Briefly explain the basis for choosing this Activity/Project.** |
| **BENEFITS. Describe the anticipated benefits to yourself, students, building and/or district resulting from this Activity/Project.** |
| **DISSEMINATION. If the benefits of this activity can be shared with other staff or community members, describe how and with whom you plan to share it.** |
| **COLLABORATION: If this is a collaborative effort, list all team members along with their expected roles and responsibilities.** |
| **\*VERIFICATION: Provide information on how the activity will be verified.****\* Attachments Required (Official transcript, letter/certificate of participation, presentation to LPDC executive committee, log of hours, report or copy of product created)** |

Anticipated Contact Hours Required for Activity/Project Completion:

(see Activity Guidelines for maximum allowable hours)

IA/PP reviewed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature of District LPDC Representative Date

Signature of Educator\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**LPDC Use Only**

Date IA/PP Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approval \_\_\_\_\_\_

Denial \_\_\_\_\_

Signature of LPDC Program Coordinator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix E**

**CEU DOCUMENTATION SUMMARY SHEET**

List activities **chronologically** beginning with the **earliest to the most recent date**. Required Verification Forms (as directed by the CEU Option Chart) should follow this cover sheet in chronological order, also. Make sure that you pay attention to any CEU limitations for that particular category. Use additional sheets if necessary.

**Related Goal Codes: DG = District Goal PG-1 = Professional Goal #1 PG-2 = Professional Goal #2**

| **Date** | **Activity** | **Related Goal Code** | **CEUs** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

 **Total CEUs for this page = \_\_\_\_\_\_\_\_\_**