

Cleveland Metropolitan School District

Local Professional  
Development  
Committee

Plan of Operation  
and Handbook



## Contents

Philosophy and Purpose .....	3
Characteristics of High-Quality Professional Development and Learning: .....	4
Individual Professional Development Plans (IPDP) Process .....	5
IPDP Approval Process: .....	5
CONVERSION CHART .....	6
LICENSE RENEWAL OPTIONS CEU VALUES .....	7
Verification Form for Consistently High Performing Teachers .....	10
National Board Certification .....	11

## Philosophy and Purpose

We believe educator's knowledge, skills, and professional growth will improve the quality of teaching and learning for Cleveland Metropolitan School District scholars. In accordance with the Ohio Department of Education Resource Guide for Local Professional Development Committees (LPDC), we provide direction, support for continued professional growth, high quality professional development, and learning for the district's educators.

The purpose of the LPDC is to review and approve Individual Professional Development Plans (IPDPs), coursework, and other professional development activities to complete for the purpose of license renewal. LPDCs are groups sanctioned by the State to review coursework and professional development activities proposed and completed by educators to determine if state certification and licensure requirements have been met.

### **Local Professional Development Committee Members 2023-2024**

Dr. Jacquinette Brown  
Dr. Yvette Brown  
Leondrea Clark  
Tianna Ferguson  
Bonnie Hedges  
Deborah Paden  
Tracy Radich  
James Wagner

The length of service for LPDC administrative members will be determined by Cleveland Metropolitan School District Chief Executive Officer. The length of service for Cleveland Teachers Union members will be determined by the President of the Cleveland Teachers Union.

## Characteristics of High-Quality Professional Development and Learning:

- Content focused, data-based, and uses data for planning, assessment and evaluation; represents best-practice models and theories of adult learning and active engagement;
- Fosters deeper knowledge for educators, improved skills and enhanced classroom instruction that work together to produce gains in student learning;
- Research-based, using what is known about change to sustain implementation; occurs within a collaborative culture in which all share information as well as collective responsibility for continuous improvement; and
- Focuses on specific goals and aligns outcomes with existing educator, professional development and student standards.

Adapted from ODE's Guidelines for Establishing Successful Professional Development Systems and Quick Reference Guide Ohio Standards for Professional Development

## Individual Professional Development Plans (IPDP) Process

If you have a 5-year license and you need to write an IPDP, please refer to the [IPDP Help Guide](#) which is linked [here](#).

To view more information regarding IPDP's please use [this link](#). If you are ready to write your IPDP, [click here to get started](#).

IPDP APPROVAL AND INFORMATION (Please contact):

Tracy Radich, CTU – [tracy.radich@clevelandmetroschools.org](mailto:tracy.radich@clevelandmetroschools.org),

Jim Wagner, CTU – [james.wagner@clevelandmetroschools.org](mailto:james.wagner@clevelandmetroschools.org)

CMSD Licensure - [licensing@clevelandmetroschools.org](mailto:licensing@clevelandmetroschools.org)

### IPDP Approval Process:

The LPDC will evaluate IPDPs within 30 days of submission. IPDPs that are not approved will receive comments detailing the needed revisions, points of clarification, and coaching opportunities by LPDC members.

IPDPs submitted by certificated, non-administrative educators will be evaluated by a majority of certificated, non-administrative LPDC members.

IPDPs submitted by administrators will be evaluated by a majority of administrator LPDC members. Continuing Education Units

Educators who hold a permanent certificate and no other certificate or license are not required to have an Individual Professional Development Plan (IPDP).

Teachers who meet the State Board of Education definition of consistently high performing teach as outlined on the LPDC's Verification Form for Consistently High Performing Teachers, are exempt from the requirement to complete any additional coursework or continuing education units for the next renewal cycle of their professional educator license.

Please use [this link](#) to view your professional development transcript at any time.

**\*IMPORTANT NOTE\*** Please be reminded that the Ohio Department of Education requires that you have an approved IPDP before CEU's are eligible to account for your renewal. If you are renewing your 5 Year License, only those professional development hours earned after your **approval of your IPDP** can count towards license renewal requirements.

To enter your IPDP approval date, in the "**Section End Date From**" box, enter the date and select search. When you scroll to the bottom of this page you will see your contact hours box and continuing education units (CEUs) box. The **CEU box is the only one you should view**, which tells you the total number you have earned. The State of Ohio requires that you earn 18 CEUs or 6 semester hours to renew your license. You may combine graduate hours and CEUs. **There is no conversion fee.**

**Continuing Education Units:**

1 CEU=10 instructional contact hours

CONVERSION CHART

**Note:** Breaks and lunch are not calculated as part of instructional contact time.

Semester Equivalent	CEU	ACTUAL CLOCK HOURS (Direct Instructional Hours earned over multiple days)
1	3	30
3	9	90
6	18	180

LICENSE RENEWAL OPTIONS CEU VALUES

Description	Maximum CEUs	CEU Value	Method of Verification	Criteria	How to Submit
College Coursework	18 (This equals 6 semester hours)	1 semester hour equals 3 CEUs	Official transcripts.	Must be taken through an accredited college or other approved post- secondary educational institution.  Must be taken for credit with a grade of "C" or better or a "P" in a pass/fail	Turn in scanned copy of official transcripts
Professional Development Professional Learning Session/ Workshop/Inservice	18	One (1) instructional contact hour in workshops = one tenth (0.1) of a CEU. Ten (10) instructional	Original Certificate of Completion	Professional Development Provider must be approved based on CMSD professional development standards  Professional learning session must be in education or in a content area directly related to the individual's assignment or working with students	Submit as External PD on the <a href="#">Professional Learning System</a>
School Based Professional Development Professional Learning Session/ Workshop/ Inservice	18	One (1) instructional contact hour = one tenth (0.1) of a CEU. Ten (10) instructional	Submission of hours by each school's designated professional hour liaison	Professional learning session must be in education or in a content area directly related to the individual's assignment	Each school's designated professional hour liaison will submit
Professional Conference/Institute/Academy	6	One (1) instructional contact hour = one tenth (0.1) of a CEU. Ten (10) instructional	Agenda & Certificate of Attendance	Must include only time spent in those portions of the conference program that contribute to the participant's improved knowledge, competence, performance, or effectiveness in education	Submit as External PD on the <a href="#">Professional Learning System</a>

Description	Maximum CEUs	CEU Value	Method of Verification	Criteria	How to Submit
State/National Committee Member	6	One (1) instructional contact hour=one tenth (0.1) of a CEU. Ten (10) instructional contact hours	Verification of membership on committee and agenda	Must be directly related to the District's educational mission and goals and meet the definition of high quality professional development.	Submit as External PD in the <a href="#">Professional Learning System</a>
District Committee Chairperson/Member	9	One (1) instructional contact hour = one tenth (0.1) of a CEU. Ten (10) instructional contact hours	Verification of membership on committee and agenda	Must be directly related to the District's educational mission and goals and meet the definition of high-quality professional development.	Submit as External PD in the <a href="#">Professional Learning System</a>
National Board Certification	18	One (1) instructional contact hour = one tenth (0.1) of a CEU. Ten (10) instructional contact hours	Must be directly related to the District's educational mission and meet the definition of highly quality professional development	A teacher who has obtained National Board Certification can write "Completing with National Board Certification" for renewal requirements" in their IPDPs and attach the official certificate. It is the responsibility of the IPDP writer to ensure that the National Board Certification is current at the time of writing the IPDP and also will be current at the time of renewal. Otherwise, the teacher will still need to write an IPDP.	Submit as an attachment with license renewal documentation and as an External PD in the <a href="#">Professional Learning System</a>
Publishing a book or article in a professional education magazine or journal	2	One (1) instructional contact hour = one tenth (0.1) of a CEU. Ten (10) instructional contact hours	A completed published product	Text of published material must be in education or in a content area directly. Must be related to the individual's assignment or work with students.	Copy of published work



Description	Maximum CEUs	CEU Value	Method of Verification	Criteria	How to Submit
Master Teacher	2	One (1) instructional contact hour = one tenth (0.1) of a CEU. Ten (10) instructional contact hours	Completed portfolio for submission and Master Teacher status attained	Please go to the CMSD <a href="#">Master Teacher website</a> to view criteria	Submit as External PD on the <a href="#">Professional Learning System</a>
Action Research	8	One (1) instructional contact hour = one tenth (0.1) of a CEU. Ten (10) instructional contact hours	A completed product	Pre-Approval is required. You will need to submit the Action Research Form. Submission and approval requirements are on the form.	Final product requirements submitted and acceptance from LPDC
Micro credentialing	3	One (1) instructional contact hour = one tenth (0.1) of a CEU. Ten (10) instructional contact hours	Certificate	Participation must be in education or in a content area directly related to the individual's assignment or work with students. Must have micro-credentialing reflected with successful level of mastery (minimum 80%) or passing grade	Submit as External PD in the <a href="#">Professional Learning System</a>
Online- Learning	3	One (1) instructional contact hour = one tenth (0.1) of a CEU. Ten (10) instructional hours	Certificate	Participation must be in education or in a content area directly related to the individual's assignment or work with students. Must have certificate of completion reflected with successful level of mastery (minimum 80%) or passing grade (minimum B-) from	Submit as External PD in the <a href="#">Professional Learning System</a>
ODE Learning Management System	3	One (1) instructional contact hour = one tenth (0.1) of a CEU. Ten (10) instructional hours	Certificate	Participation must be in education or in a content area directly related to the individual's assignment or work with students. Must have certificate of completion reflected with successful level of mastery (minimum 80%)	Submit as External PD in the <a href="#">Professional Learning System</a>

\*A contact hour does not include breaks or lunch.

## Verification Form for Consistently High Performing Teachers

Teachers who meet the State Board of Education definition of consistently high-performing teacher as outlined below are exempt from the requirement to complete any additional coursework or continuing education units for the next renewal cycle of their professional educator license.

**Name: State ID:**

**Submission Date: Building/Assignment:**

**Type of Certificate/License:**

**Issue Date:**

**Expiration Date:**

**Initial Eligibility Requirements:**

**Must meet both of the following criteria:**

Hold at least a five-year professional teaching license; AND  
Receive the highest final summative rating on evaluations, as defined by Revised Code sections 3319.111 and 3319.112 where applicable, for at least four of the past five years during the current licensure cycle; AND

School	1st	2nd	3rd	4th	5th
Year					
Final Summative Rating					

**Documentation Requirements:**

Attach Documentation from eTPES (all documentation for scheduled license renewal is still required.) Attach Documentation of license or participation in role checked below.

**Final Summative Rating Final Eligibility Requirements:**

Must also meet at least one of the following additional criteria for at least three of the last five years during the current licensure cycle:

Hold a locally recognized teacher leadership role that enhances educational practices by providing professional learning experiences at district, regional, state or higher education level; Served in a leadership role for a national or state professional academic education organization; Served on a state-level committee supporting education.

Received state or national educational recognition or award. Certification that the eligibility criteria have been met: Submit this form and documentation with License Renewal Materials.

## National Board Certification

National Board Certification is an advanced teaching credential. As part of this process, teachers must analyze their teaching context and students' needs, submit videos of their teaching, and provide student work samples that demonstrate growth and achievement.

A teacher who has obtained National Board Certification can write "Completing with National Board Certification" for renewal requirements" in their IPDPs. The committee will approve but it is the responsibility of the IPDP writer to ensure that the National Board Certification is current at the time of writing the IPDP and will be current at the time of renewal. If the National Board Certification is expired at the time of renewal, the teacher will need to provide evidence of coursework or CEUs in compliance with state requirements.