

Greenville City Schools

Local
Professional
Development
Committee

Guidelines

For

Equivalent Other Activities

Adopted July 1, 1998

Revised August 20, 2003

Revised June 10, 2011

Greenville City Schools
LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE

Equivalent Other Activities (revised 06/11)

Many teachers have completed coursework and are now looking for other opportunities for professional development. Teachers may submit a proposal for an activity that relates to their growth as a teacher but does not follow a formal process such a semester hour, a CEU, or already approved contact hour activity. Teachers may design their own professional activities and submit a proposal that details out the goals and the amount of time that will be spent to reach the goals.

COLLEGE CREDIT AND CEU'S CANNOT BE EARNED FOR SAME ACTIVITY





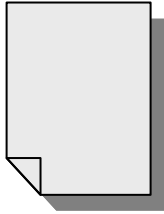
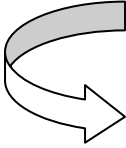
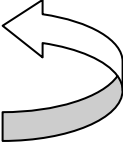
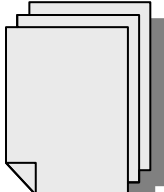
**DO NOT WAIT UNTIL THE LAST MINUTE
TO START YOUR REQUIREMENTS FOR RENEWAL!!!!**

1. Maintain a file/portfolio of your documentation. The LPDC does not maintain central records of your information other than a copy of your approved IPDP.
2. Records Review not later than the *May LPDC meeting* of the year your certificate/license is due to expire, bring and submit your completed portfolio/file documenting 18 CEU's or 6 semester hours or a combination to the LPDC for final approval with the appropriate application form. **Original CEU forms and Original College Transcripts are required documents.**
3. New employees who hold a 5-year license must complete and submit an IPDP by October 1 of hiring year (or within two months of hiring date if after September 1) *or submit an approved IPDP from your previous district.* Veteran employees must complete a new IPDP following the receipt of their new license in order to count work toward renewal of the new licensure cycle.

How do you convert your CEUs and semester hours to clock hours?

- generally, one clock hour of activity equals 0.1 CEU - See Value per activity
- one semester hour of college credit equals 30 clock hours
- one quarter hour equals 20 clock hours

LPDC Step-by-Step IPDP Approval Process

1	2	3	4
 <p data-bbox="506 354 718 440">Approval of Goals</p>	 <p data-bbox="789 354 1018 440">Pre-approval of PD</p> <p data-bbox="772 508 1035 537"><i>* if required by LPDC</i></p>	 <p data-bbox="1066 378 1304 472">Evaluation of Approved PD</p>	 <p data-bbox="1394 354 1587 493">Review for License Renewal</p>
<p data-bbox="478 558 739 686">Approve educator's IPDP goals.</p> 	<p data-bbox="779 558 1031 776">Review educator's submissions for preapproval of PD activity.</p> 	<p data-bbox="1066 558 1329 821">Review educator's evaluations of & reflections on approved PD activities.</p> 	<p data-bbox="1367 558 1619 1057">Complete final Records Review to assure that all Goals and Standards are met with evidence, reflection, and credit hours/or CEU's are provided.</p> 



Option #	Recommend Pre Approval Activity	Value per Activity	Max. Credit per License Cycle	EOA Proposal Form Required	Documentation required upon completion of activity	Criteria Relates to Student Achievement and IPDP Goals
1a.	<p>College Coursework</p> <p>Certification taken for credit at an accredited, baccalaureate degree granting college/university.</p> <p>- Licensure=taken for credit at an accredited associate or baccalaureate degree granting college/university as long as it is related to classroom teaching and/or area of licensure.</p>	<p>1 semester hour=3 CEU's.</p> <p>3 quarter hrs./2 semester hrs = 6 CEU's</p> <p>2 quarter hrs = 4 CEU's.</p> <p>1 quarter hr = 2 CEU's.</p>	No maximum	No	<p>Official Transcripts</p> <p>5-Year Professional Educator License: 6 semester hours or 18 CEU's or equivalent for 1st renewal.</p> <p>Senior Professional Educator License: Required Master's degree, Previously held a Professional Educator License, Meet criteria for accomplished or distinguished levels of performance in Ohio Standards for Educators.</p> <p>Lead Professional Educator License: same as Senior Professional plus hold NBCT or Master Teacher designation or meet additional criteria established by the Educator Standards Board.</p>	<p>Must be taken through an accredited college or other approved post secondary educational institution.</p> <p>Must be taken for credit with a grade of "C" or better, a "P" in pass/fail course.</p> <p>Coursework must be in education or in a content area directly related to the individual's teaching assignment or related areas and relate to student achievement and approved IPDP Goals.</p>
1b.	Class Audit	CEU's to be determined by the instructor.	No maximum	No	CEU's signed by the University.	Must relate to student achievement and approved IPDP Goals.
2a.	Professional Conference Workshop/ Institute/ Academy, or Staff Development	1 clock hour in workshops = 0.1 CEU	No maximum	No	CEU certificate and/or Activity Documentation Voucher	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 and relate to student achievement and approved IPDP Goals.

Option #	Recommend Pre Approval Activity	Value per Activity	Max. Credit per License Cycle	EOA Proposal Form Required	Documentation required upon completion of activity	Criteria Relates to Student Achievement and IPDP Goals
2b.	Professional Development provided by building principal	1 clock hour in workshops = 0.1 CEU	No maximum	No	CEU certificate and/or EOA Reflection document; Attach log of time spent doing this activity.	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 and relate to student achievement and approved IPDP Goals.
3.	Peer Observation for Professional Growth	Actual time in observation. 1 clock hour = 0.1 CEU	Up to 2 CEU per license cycle	No	EOA Reflection document; Attach log of time spent doing this activity.	Must relate to student achievement and approved IPDP Goals and not part of an official mentoring program.
4.	School – based initiative (e.g. approved grade-level, subject-area, or additional cluster meetings or school improvement initiatives/ pilots)	1 clock hour = 0.1 CEU Up to 30 contact hours per activity.	Up to 6 CEU per license cycle	No	CEU Certificate.	Work must be authorized by building principal, department head, or district administrator and relate to student achievement and approved IPDP Goals.
5.	Publication of Original Work Directly Related to Education.	6 CEU's for book; 3 CEU's for article in a professional journal or magazine.	Up to 6 CEU per license cycle	Yes. Equivalent Other Activity Proposal form must be submitted to the LPDC for pre-approval prior to beginning the activity.	Copy of publication or document and EOA Reflection document; Attach log of time spent doing this activity.	Must contribute to the education profession or add to the body of knowledge in the individual's specific field. Copy of article, title page of book, software, report, or curriculum unit and log of time spent. Must relate to student achievement and approved IPDP Goals.

Option #	Recommend Pre Approval Activity	Value per Activity	Max. Credit per License Cycle	EOA Proposal Form Required	Documentation required upon completion of activity	Criteria Relates to Student Achievement and IPDP Goals
6.	Teaching Portfolio	1 clock hour = 0.1 CEU's	Up to 6 CEU per license cycle	No	Completed Portfolio.	Must meet the Standards for Ohio Educators, completed within the license cycle, and relate to student achievement and approved IPDP Goals.
7a.	National Board of Professional Teaching Standards Certification	36 CEU's for the first National Board Certification attempt	36 CEU's for the first attempt.	No	National Board Certificate or letter from NBPTS must be attached.	Must be in the subject area of the individual's assignment. Certificate must be completed or participation as candidate must be verified by the expiration date of the Ohio certificate/license.
7b.	Master Teacher Program Completion	6 CEU's if achieved	Up to 6 CEU per license cycle	No	Master Teacher Certificate.	Must complete all requirements. Certificate must be completed by the expiration date of the Ohio license.
8.	Professional Certification (not NBCT)	To be determined upon LPDC review	Up to 6 CEU per license cycle	No	Certificate of completion.	Must be in area of individual's licensure and be completed by the expiration date of the Ohio license. Must relate to student achievement and approved IPDP Goals.

Option #	Recommend Pre Approval Activity	Value per Activity	Max. Credit per License Cycle	EOA Proposal Form Required	Documentation required upon completion of activity	Criteria Relates to Student Achievement and IPDP Goals
9.	Mentoring/ Peer Coaching	1 clock hour = .1 CEU	Up to 6 CEU per license cycle Both participants are eligible.	No	EOA Reflection document and attach log of time spent doing this activity.	Must be either in a formal mentoring program in the school district or an informal program under the guidance of the building principal. Must relate to student achievement and approved IPDP Goals.
10.	Cooperating teacher for a student teacher or Cooperating Educator for a Method/ Practicum or Intern student	2 CEU's per semester 1 CEU per quarter per license cycle	Up to 3 CEU's per license cycle	No	EOA Reflection document and attach log of time spent doing this activity.	Must be supervisor of undergraduate student, graduate student or undergraduate intern, or student teacher with college program which provides university supervisor. Placement must be approved by the district and university.
11.	Teaching a course, seminar, adult, or technical course	3 CEU's per semester course 2 CEU's per quarter course	Up to 6 CEU per license cycle	Yes. Equivalent Other Activity Proposal form must be submitted to the LPDC for pre-approval prior to beginning the activity.	Official University Signature / documentation	One course maximum per cycle. Must relate to student achievement and approved IPDP Goals.

Option #	Recommend Pre Approval Activity	Value per Activity	Max. Credit per License Cycle	EOA Proposal Form Required	Documentation required upon completion of activity	Criteria Relates to Student Achievement and IPDP Goals
12.	Professional Presentation (In-services, workshops, etc.)	Presenter may receive documented prep hours for each presentation plus hours of presentation. 1 clock hour presentation = 0.1 CEU	Maximum of 3 CEU's per license cycle	No	EOA Reflection document and attach log of time spent doing this activity. Applied to first presentation only and must include copy of presentation or copy of program including times.	Must contribute to the education profession or add to the body of knowledge in the individual's specific field. Must relate to student achievement and approved IPDP Goals.
13.	Professional Organization Committees	1 clock hour = 0.1 CEU	3 CEU's per committee with a maximum of 6 CEU's per license cycle.	No	EOA Reflection document with documentation of hours verified by the president or chair of the committee or CEU's.	Must be service on formal committee organized by local, state, national, or international education agency or organization. Must contribute to the education profession or add to the body of knowledge in the individual's specific field. Documented clock hours of committee work. Must relate to student achievement and approved IPDP Goals.
14.	Participation on Building/District Committees	1 clock hour = 0.1 CEU	2 CEU's per committee with a maximum of 6 CEU's per license cycle	No	CEU Certificate.	Must be one of the following committees: program advisory committee, Intervention Assistance Team (IAT), Building Leadership Team (BLT), Principal Advisory Committee (PAC), District committee, Curriculum Dev. committee, or LPDC. Must relate to student achievement.

Option #	Recommend Pre Approval Activity	Value per Activity	Max. Credit per License Cycle	EOA Proposal Form Required	Documentation required upon completion of activity	Criteria Relates to Student Achievement and IPDP Goals
15.	Educational Travel	2 clock hours = 0.1 CEU	Up to 6 CEU per license cycle	Yes. Equivalent Other Activity Proposal form must be submitted to the LPDC for pre-approval prior to beginning the activity.	Must include a copy of educational objectives for the trip. Log activities, including actual time involved in the activities and in the instruction of the objectives and log of time spent, reflective journal.	Must pertain to the individual's certification/licensure or district or building goals. Must include evidence of pre-planned activities centered around the educational objectives of the trip. Must relate to student achievement and approved IPDP Goals.
16.	Innovative educational project that applies educational skills and knowledge toward the development of a final product.	2 clock hours = 0.1 CEU's	Up to 6 CEU per license cycle	Yes. Equivalent Other Activity Proposal form must be submitted to the LPDC for pre-approval prior to beginning the activity.	EOA Reflection document and final product portfolio. Attach log of time spent doing this activity.	Must relate to student achievement and approved IPDP Goals. Includes hours for planning and preparation only. Project must enhance teaching and learning and must apply to district-graded course of study and is above and beyond normal job expectations.
17.	Grant writing or state or national award appreciation	1 clock hour = 0.1 CEU	Up to 6 CEU per license cycle	No	Grant or honor need not be awarded to receive CEU's. Grant or honor must pertain to individual's certification/licensure areas or to district or building goals. Provide a copy of the proposal and documentation of hours logged.	Grant writing / Copy of completed grant or state or national award appreciation. Must relate to student achievement and approved IPDP Goals.

Option #	Recommend Pre Approval Activity	Value per Activity	Max. Credit per License Cycle	EOA Proposal Form Required	Documentation required upon completion of activity	Criteria Relates to Student Achievement and IPDP Goals
18.	Externship in Related Area or Related Work Experience	2 clock hours = 0.1 CEU	Up to 6 CEU per license cycle	No	EOA Reflection document, statement of verification by supervisor, or CEU certificate. Attach log of time spent doing this activity.	Must enhance one's work professionally, or contribute to specialization. Must relate to student achievement and approved IPDP Goals.
19a.	Professional Reading	1 clock hour = 0.1 CEU for journal articles. 1 CEU per book.	Maximum of 5 CEU's per license cycle	No	Reflective journal and log of time spent.	Must enhance one's work professionally, or contribute to specialization. Must relate to student achievement and approved IPDP Goals.
19b.	Guided Reading/ Book Clubs / Bookroom texts	1 clock hour = 0.1 CEU Read 4 picture books equals 1 contact hour or 0.1 CEU's; Chapter Books: 100 pgs equals 1 contact hour or 0.1 CEU. For each additional 100 pages an additional 0.1 CEU is earned.	Maximum of 3 CEU's per license cycle.	No	EOA Reflection document; attach log of time spent doing this activity; Guided Reading Lesson Plan for each book read; CEU certificate signed by Building Principal.	Must enhance one's work professionally and relate to student achievement and approved IPDP Goals.

Option #	Recommend Pre Approval Activity	Value per Activity	Max. Credit per License Cycle	EOA Proposal Form Required	Documentation required upon completion of activity	Criteria Relates to Student Achievement and IPDP Goals
20.	Co-curricular related activities/ workshops	1 clock hour = 0.1 CEU	Maximum of 2 CEU's per license cycle.	No	CEU certificate and/or EOA Reflection document, and attach log of time spent doing this activity.	<p>Must include only time spent in those portions of the activity/workshop that contribute to the participant's knowledge, competence, performance, or effectiveness in the co-curricular program in which employed.</p> <p>Must relate to student achievement and approved IPDP Goals.</p>
21.	Self-directed Educational Development	1 clock hour = 0.1 CEU To be determined upon LPDC review	Up to 6 CEU per license cycle	Yes. Equivalent Other Activity Proposal form must be submitted to the LPDC for pre-approval prior to beginning the activity.	Portfolio w/ EOA Reflection document.	Must relate to student achievement and approved IPDP Goals.
22.	Equivalent Other Activities not included in this document	1 clock hour = 0.1 CEU To be determined by the nature of the activity.	Determined according to how the activity applies to one or more of the following areas: content standards, student learning, diversity of learners, instructional strategies, assessment, student support, district/building goals.	Yes. Equivalent Other Activity Proposal form must be submitted to the LPDC for pre-approval prior to beginning the activity.	EOA Reflection documenting competencies developed, attach log of time spent doing this activity, and action plan.	Must relate to student achievement and approved IPDP Goals.