

## LPDC Packet Guide

**Forms:** The following forms are in an online packet and should be used as necessary.

1. White- IPDP (Can be found online under Staff Services: LPDC)
2. Pink- Possible Professional Development Activities and Providers
3. Cherry- Renewal options flowchart
4. Blue- Conversion chart
5. Gold- Personal professional goal options
6. Yellow- Activity Log Sheet
7. Purple- Checklist for license renewal

### **Things to remember:**

1. New teachers (**except those that are registered with the State of Ohio 4 year Resident Educators Program**) to the district must complete an Individual Professional Development Plan (IPDP) no later than October 31 of the year in which they are hired.
2. Teachers who renewed the previous school year must update their IPDP by October 31 of the year following their renewal.
3. All other teachers must keep their IPDP updated regarding their goals throughout their license cycle. **WARNING:** Your goals must align to your coursework or they cannot be counted towards your renewal. It is the teacher's responsibility to make sure that their IPDP has been approved by the committee.
4. Save all documentation that may possibly be used for your renewal. (Ex. Waiver Day forms, contact hour documents, transcripts, etc.)
5. January is the first month that the LPDC will begin approving license renewals for than school year.
6. LPDC encourages teachers to complete their license requirements **6 months** prior to their renewal date so that they are not in danger of having the renewal of their license delayed. \* **A delay may impact your employment with the district.**