

Expectations

All certificated staff will develop a Professional Growth Plan (page 17 or 18) consistent with the Ohio Standards for Professional Development (pages 7-8). Only one plan/person needs to be written and submitted during a certificated employee's licensure cycle. All participants will submit their initial plan to the Defiance City Schools LPDC on or before the first Monday in October. Prior to the October deadline, teachers will be given an overview of the LPDC process at a building meeting.

When you are seeking CEU's or credit towards re-licensure, please submit your Activity Proposal Form (page 19) to the LPDC **in a timely fashion** prior to participation. This form will be reviewed by the LPDC for approval. Should the proposal be denied, refer to the appeal process (page 14). Following the professional development experience, please submit the Activity Verification form (page 20). The LPDC committee will review this form and award CEU's or credits towards re-licensure or ask for additional information.

It is the responsibility of each certificated staff member to know his/her current CEU status. You may check on the internet to determine your CEU status at the NWOCA website (<http://home.nwoca.org/>). To do this, go to NWOCA's home page and click on the *Members Only* subheading, then click on *LPDC Info*, then click on *Defiance City Schools LPDC*, and finally enter your social security number and last name and click on *submit*.