

**Licensure Participant Handbook  
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## ***Welcome***

As chairman of the Defiance City Schools Local Professional Development Committee, it is my pleasure to welcome each of you to this program. The Defiance City Schools LPDC has developed a workable guideline to assist you in meeting your needs. It is our hope that your participation can be a meaningful professional development experience for you, your building, and the district.

Sincerely,

***Richard A. Peters***

Richard A. Peters

## Local Professional Development Committee

### Membership List

Cathy Feasel  
Teacher Committee Member  
Science Teacher  
Defiance Middle School  
629 Arabella Street  
Defiance, Ohio 43512  
782-0050  
Term 2009-2012

Daniela McAfee  
LPDC Committee Vice Chairperson  
Teacher Committee Member  
Foreign Language Teacher  
Defiance High School  
1755 Palmer Drive  
Defiance, Ohio 43512  
784-2777  
Term 2010-2013

Jay Jerger  
Administrative Committee Member  
Assistant Principal  
Defiance High School  
1755 Palmer Drive  
Defiance, Ohio 43512  
784-2777  
Term 2009-2012

Sandra Siebeneck  
LPDC Committee Recorder  
Teacher Committee Member  
Special Education Teacher  
Defiance Elementary School  
400 Carter Road  
Defiance, Ohio 43512  
785-2260  
Term 2010-2013

Richard Peters  
LPDC Committee Chairperson  
Administrative Committee Member  
Principal  
Defiance Middle School  
629 Arabella Street  
Defiance, Ohio 43512  
782-0050  
Term 2010-2013

**Ohio Revised Code**  
**3301-24-08 Professional or Associate License Renewal**

- (A) The professional or associate license is valid for five years and may be renewed by individuals currently employed in a school or school district upon verification that the following requirements have been completed since the issuance of that license to be renewed:
- (1) Six semester hours of coursework related to classroom teaching and/or the area of licensure; or
  - (2) Eighteen continuing education units (one hundred and eighty contact hours) or other equivalent activities related to classroom teaching and/or area of licensure as approved by the local professional development committee of the employing school or school district.
    - (a) Each public school district and chartered nonpublic school shall appoint a local professional development committee to oversee and review professional development plans for coursework, continuing education units, or other equivalent activities. The local professional development committee shall be comprised of teachers, administrators and other educational personnel, and a majority of the members of the local professional development committee shall be practicing classroom teachers. School districts shall have the option of collaborating with other districts or educational service centers in establishing and completing the work of the local professional development committee. Chartered nonpublic schools shall also have the option of collaborating with other schools in establishing and completing the work of the local professional development committee.

## Senate Bill 230

(C)(1) The rules adopted under this section establishing standards requiring additional coursework for the renewal of any educator license shall require a school district and a chartered nonpublic school to establish local professional development committees. In a nonpublic school, the chief administrative officer shall establish the committees in any manner acceptable to such officer, the committees established under this division shall determine whether coursework that a district or chartered nonpublic school teacher proposes to complete meets the requirements of the rules. The rules shall establish a procedure by which a teacher may appeal the decision of a local professional development committee.

(2) In any school district in which there is no exclusive representative established under Chapter 412117 of the Revised Code, the professional development committee shall be established as described in division (C)(2) of this section.

Not later than the effective date of the rules adopted under this section, the board of education of each school district shall establish the structure for one or more local professional development committees to be operated by such school district. The committee structure so established by a district board shall remain in effect unless within thirty days prior to an anniversary of the date upon which the current committee structure was established, the board provides notice to all affected district employees that the committee structure is to be modified. Professional development committees may have a district level or building level scope of operations, and may be established with regards to particular grade or age levels for which an educator license is designated.

Each professional development committee shall consist of at least three classroom teachers employed by the district, one principal employed by the district, and one other employee of the district appointed by the district superintendent. For committees with a building level scope, the teacher and principal members shall be assigned to that building, and the teacher member shall be elected by majority vote of the classroom teachers assigned to that building. For committees with a district level scope, the teacher members shall be elected by majority vote of the classroom teachers of the district, and the principals of the district, unless there are two or fewer principals employed by the district, in which case the one or two principals employed shall serve on the committee. If a committee has a particular grade or age level scope, the teacher members elected by majority vote of the classroom teachers holding such a license and the principal shall be elected by all principals serving in buildings where any such teachers serve. The district superintendent shall appoint a replacement to fill any vacancy that occurs on a professional development committee, except in the case of vacancies among the elected classroom teacher members, which shall be filled by vote of the remaining members of the committee so elected.

Terms of office on professional development committees shall be prescribed by the district board establishing the committees. The conduct of elections for members of professional development committees shall be prescribed by the district board establishing the committees. A professional development committee may include additional members, except that the majority of members on each such committee shall be classroom teachers employed by the district. Any member appointed to fill a vacancy occurring prior to the expiration date of the term for which a predecessor was appointed shall hold office as a member for the remainder of that term.

The initial meeting of any professional development committee, upon election and appointment of all committee members, shall be called by a member designated by the district superintendent. At this initial meeting, the committee shall select a chairperson and such other officers the committee deems necessary, and shall adopt rules for the conduct of its meetings. Thereafter, the committee shall meet at the call of the chairperson or upon the filling of a petition with the district superintendent signed by a majority of the committee members calling for the committee to meet.

(3) In the case of a school district in which an exclusive representative has been established pursuant to Chapter 4117 of the Revised Code, professional development committees shall be established in accordance with any collective bargaining agreement in effect in the district that includes provisions for such committees.

If the collective bargaining agreement does not specify a different method for the selection of teacher members of the committees, the exclusive representative of the district's teachers shall select the teacher members.

If the collective bargaining agreement does not specify a different structure for the committees, the board of education of the school district shall establish the structure, including the number of committees and the number of teacher and administrative members on each committee; whether the scope of the committees will be district level, building level, or by type of grade or age levels for which educator licenses are designated; the lengths of terms for members; the manner of filling vacancies on the committees; and the frequency and time and place of meetings. However, in all cases there shall be a majority of teacher members of any professional development committee, there shall be at least five total members of any professional development committee, and the exclusive representative shall designate replace members, unless the collective bargaining agreement specifies a different method of selecting such replacements.

## 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 22). 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*.

## Ohio Standards for Professional Development

### 1. **Continuous: High Quality Professional Development is a purposeful, structured and continuous process that occurs over time.**

- The goals and vision for professional development are clear, focused and aligned with school and district priorities and state and national goals.
- Professional development is continuous and includes planning, implementation, reflection, evaluation and revision.
- Professional development supports and advances the leadership capacity of all educators.
- Educators in small learning teams engage in sustained and ongoing professional development experiences.
- The structure and culture of the educational community supports professional development as a necessary condition for improvement.
- Resources are allocated for planning, implementing and supporting professional development.

### 2. **Data-Driven: High Quality Professional Development is informed by multiple sources of data.**

- School, district, state and national data related to student achievement are analyzed to determine the focus and content for professional development.
- Educators analyze their practice and examine multiple sources of data to determine the focus and content of their professional development plan.
- Educators study the research that supports claims made by advocates of a particular approach to instructional improvement or whole school reform.
- Data from evaluations of previous professional development are analyzed to determine the focus and content for future professional development.

### 3. **Collaborative: High Quality Professional Development is collaborative**

- Professional development provides ongoing opportunities for educators to work together.
- Diverse teams of educators work collaboratively to plan, deliver and evaluate professional development.
- Professional development incorporates communication technologies to broaden the scope of collaboration.

### 4. **Varied: High Quality Professional Development includes varied learning experiences that accommodate individual educators' knowledge and skills.**

- Professional learning opportunities are based on identified needs.
- Professional development includes a variety of learning experiences.
- Professional development reflects a logical sequence of experiences.

**5. Evaluated: High Quality Professional Development is evaluated by its short- and long-term impact on professional practice and achievement of all students.**

- Professional development is evaluated by assessing levels of participant satisfaction and learning of content.
- Professional development is evaluated by evidence of new skills applied to practice.
- Professional development is evaluated by the extent to which organizations change to improve.
- Professional development is evaluated on its impact on achievement of students.
- The professional development process is evaluated.

**6. Results-Oriented: High Quality Professional Development results in the acquisition, enhancement or refinement of skills and knowledge.**

- Professional development supports the understanding and use of local, state and national standards as well as school and district curriculum priorities.
- Professional development supports the study, evaluation and integration of relevant and current best practices and research into practice.
- Professional development enhances understanding of instructional strategies appropriate to specific content, and addresses the needs of diverse learners.
- Professional development ensures that all educators understand and use various types of assessments to measure student learning.
- Professional development provides educators with tools to engage students, families and communities in improving student achievement.

## **Ohio Educator Standards**

**The Ohio Standards for Professional Development have been used to develop the Ohio Educator Standards, also referred to as the Ohio Standards for the Teaching Profession. These standards define the expectations for Ohio's teachers based on what is known about the traits and skills of effective teachers. The big ideas emphasized in the standards are:**

**Standard 1 – Students:**

**Effective teachers understand student learning and development, and respect the diverse students that they teach.**

**Standard 2 – Content:**

**Effective teachers have a deep understanding of the content they teach.**

**Standard 3 – Assessment:**

**Effective teachers understand and use varied assessments to evaluate student learning and inform instruction.**

**Standard 4 – Instruction:**

**Effective teachers plan and deliver instruction that is tailored to the needs of each student.**

**Standard 5 – Learning Environment:**

**Effective teachers create safe, supportive and respectful learning environments.**

**Standard 6 – Collaboration and Communication:**

**Effective teachers collaborate and communicate with students, parents, other educators, administrators and community members to support student learning.**

**Standard 7 – Professional Responsibility and Growth:**

**Effective teachers understand that professional development is a continuous process for which they are responsible.**

## **Ohio Administrator Standards**

**The Ohio Standards for Professional Development have been used to develop the Ohio Administrator Standards, also referred to as the Ohio Standards for Principals. These standards define the expectations for Ohio's administrators based on what is known about the traits and skills of effective administrators. The big ideas emphasized in the standards are:**

**Standard 1 – Shared Vision:**

**Principals help create a shared vision and clear goals for their schools and ensure continuous progress toward achieving the goals.**

**Standard 2 – Standards Based Instruction:**

**Principals support the implementation of high-quality standards based instruction that results in higher levels of achievement for all students.**

**Standard 3 – Allocation of Resources:**

**Principals allocate resources and manage school operations in order to ensure a safe and productive learning environment.**

**Standard 4 – Collaborative Learning:**

**Principals establish and sustain collaborative learning and shared leadership to promote learning and achievement of all students.**

**Standard 5 – Community Engagement:**

**Principals engage parents and community members in the educational process and create an environment where community resources support student learning, achievement and well being.**

## License Renewal Process

**To renew a license every five years, 180 hours are needed.  
This can be accomplished by:**

- A. 6 semester hours (9 quarter hours)  
1 semester credit equals 30 hours  
1 quarter credit equals 20 hours  
Course work must be related to classroom teaching and/or the area of licensure

**OR**

- B. 18 Continuing Education Units (180 contact hours)  
1 C.E.U. equals 10 hours  
Must be actual time on task at chosen activity (i.e., excludes lunch break, travel time, preparation time)

**OR**

- C. 180 hours of **equivalent activities**  
See pages 18-21 for detailed examples

**OR**

- D. Course work or C.E.U.'s or other equivalent activities may be combined.

### **Criteria for Individual Professional Development Plan:**

1. Must be consistent with the Ohio Standards for Professional Development (pages 7-8), the Ohio Educator Standards (page 9), and be verifiable.
2. College credit course work must be related to classroom teaching and/or the area of licensure.
3. Other than college course work, hours should reflect participation in the following areas:
  - professional workshops, conferences, institutes
  - committee work
  - independent activities/projects
4. Must relate to increased student learning and/or to the district's school improvement plan.
5. Must be actual time on task at chosen activity.

**Defiance City Schools Local  
Professional Development Committee**

**Standards and Guidelines**

**Governance**

The Defiance City Schools LPDC shall consist of five (5) members:

- A. Three (3) teachers, appointed by the association.
- B. Two (2) administrative employees designated by the superintendent.

The committee members will serve three (3) year terms, with the terms being staggered. Initially, three members (two teachers and one administrator) will serve from 1998-2001, and two members (one teacher and one administrator) will serve from 1998-2000.

**Committee Responsibility**

The LPDC committee will grant CEU credit to certified employees.

**Selection/Responsibilities**

**Chairperson:** Elected yearly, by a majority of the LPDC.

Responsibilities: Conduct LPDC meetings and sign all LPDC documents.  
Communicate information to members of the LPDC.  
Maintain minutes of action (on tape) taken during LPDC meetings.  
Represent the LPDC at meetings deemed appropriate by the committee.  
Liaison to the data entry clerk.  
Notify area media of the meeting date, time and Location of the LPDC meetings in accordance with the Ohio Sunshine Law ORC 121.22.

**Vice Chairperson:** Elected yearly, by a majority of the LPDC.

Responsibilities: Carry out responsibilities of the chairperson in his/her absence or upon request.

**Recorder:** Elected yearly, by a majority of the LPDC.

**Responsibilities:** Return submitted forms to staff members and enter appropriate data in NWOCA's data base after LPDC action.

### Committee Procedures

The LPDC will meet at announced times during the year. For the 2011-2012 school year, the tentative dates and times are:

Wednesday, August 3, 2011	8:00 A.M. – 12:00 Noon
Saturday, September 10, 2011	8:00 A.M. - 12:00 Noon
Saturday, October 15, 2011	8:00 A.M. - 12:00 Noon
Monday, November 14, 2011	4:00 P.M. - 6:00 P.M.
Monday, January 9, 2012	4:00 P.M. - 6:00 P.M.
Saturday, February 25, 2012	8:00 A.M. - 12:00 Noon
Monday, April 9, 2012	4:00 P.M. - 6:00 P.M.
Friday, June 1, 2012	8:00 A.M. - 12:00 Noon
Monday, August 6, 2012	8:00 A.M. - 12:00 Noon

Meetings will be held in the Board of Education room and are open to the public.

All meetings scheduled at the initial organizational meeting shall take place at non-instructional times. Additional meetings may be held during instructional times if authorized by the superintendent. The chairperson has the right to contact members for the purpose of canceling the meeting if a limited number of Professional Development Plans, activity proposals, or issues are submitted during a particular month.

A quorum, necessary to conduct LPDC business shall be three (3) out of five (5) LPDC members, maintaining a majority of teachers. Official actions are the result of a majority vote of members present. A member's abstention will only be allowed if the vote will personally impact that individual or a family member.

No documents submitted for consideration by the LPDC shall be used as examples without written permission of the party involved.

All minutes may be available to the public at the district office at the Defiance Junior High School.

Review of administrative proposals will follow the guidelines as outlined in the Ohio Revised Code.

Committee members will receive a stipend for attending LPDC meetings on non-school days or after-school hours. The stipends will be \$27.50 per hour.

## Amendments

Amendments to the standards and bylaws must have a majority vote.

### Guidelines For Applicants

1. Complete the **Data Sheet**
2. Complete the **Professional Growth Plan** that must be related to increased student learning and/or to the district's vision and goals (pages 17 & 18). If applicable, resubmit the form with revisions
3. Complete the **Activity Proposal Form** (page 19).  
If applicable, resubmit the form with revisions
4. Complete the **Activity Verification** form (page 20).  
If applicable, resubmit the form with revisions

In the event that the revisions have been disapproved, the applicant is strongly encouraged to attend the next regularly scheduled LPDC meeting to clarify his/her position. A written request for inclusion on the agenda should be given to the LPDC chairperson no later than four workdays before the scheduled LPDC meeting. Written notification of the committee's decision shall be provided within five (5) workdays.

### Appeals

If the applicant wishes to appeal the committee's decision, a written appeal form (page 22) shall be submitted by the applicant to the LPDC chairperson within 20 workdays of denial. A binding decision on the appeal will be rendered by a three person panel chosen as follows: one person selected by the applicant, one person chosen by the LPDC committee, and a third person mutually agreed upon by all parties. Members of this panel must hold a current Ohio Department of Education Certificate or License. All appeals will be reviewed at a LPDC meeting following the selection of the panel. The applicant may attend this meeting to explain his/her appeal.

***Defiance City Schools  
Vision Statement***

The Defiance City School District realizes that students come first - to that end, the district and community are held accountable to educate all students equally to foster skills, strategies, and behaviors to promote educational and personal excellence.

***Middle School and Senior High School  
Mission Statement***

Our mission is to identify and meet the needs of the whole child, strengthen school-community partnerships, and facilitate the continual learning process.

***Elementary School Mission Statement***

Our mission is to improve the school experience in a combined effort with parents, students, and staff, working toward academic growth and respect for the community.

***Consolidated Continuous Improvement Plan Goals***

***Goal 1:*** By 2015, all K-12 students will improve performance on measures of reading achievement by 5% each grade level yearly with an emphasis on at-risk students.

***Goal 2:*** By 2015, all K-12 students will improve achievement in mathematics by 5% each year with an emphasis on at-risk students.

***Goal 3:*** By 2015, all K-12 students will have access to a district-wide system of support, which will result in a 5% decrease in the number of disciplinary referrals annually.

Defiance City Schools LPDC

**Data Sheet**

**Submit this form to the LPDC c/o district office**

**by the first Friday in September**

**Only new teachers or teachers who have changes affecting their data sheet information need to turn in this form**

Date \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Social Security Number \_\_\_\_\_

Grade/Position \_\_\_\_\_

Years Teaching Experience \_\_\_\_\_

Type of Current Certificate(s)

_____	Issue Date _____	Expiration Date _____
_____	Issue Date _____	Expiration Date _____
_____	Issue Date _____	Expiration Date _____

Home Phone Number \_\_\_\_\_

E-mail address \_\_\_\_\_

Home Address

Street \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_

**\*Make a copy of this for your personal file\***

Defiance City Schools LPDC  
**Teacher Professional Growth Plan**

**All new employees and those who have renewed their license during the past year please submit to the LPDC c/o district office by the first Monday in October**

Name \_\_\_\_\_ Date \_\_\_\_\_

Position \_\_\_\_\_

HS \_\_\_\_\_ MS \_\_\_\_\_ DES (KS-2) \_\_\_\_\_ DES(3-5) \_\_\_\_\_ SS \_\_\_\_\_

1. What growth targets will you emphasize in your Professional Development? Please check those that apply.

Teacher Standards

- A. I will increase my understanding of student learning and development, and my respect for the diversity of the students I teach (St. 1).
- B. I will strengthen my content area knowledge (St. 2).
- C. I will increase my understanding and use of varied assessments to inform instruction, evaluate and ensure student learning (St. 3).
- D. I will improve my planning and instruction to advance the learning of each individual student (St. 4).
- E. I will create learning environments that promote high levels of learning and achievement for students (St. 5).
- F. I will strengthen my collaboration and communication with students, parents, educators, and community members to support student learning (St. 6).
- G. I will engage in continuous, purposeful professional development to improve instruction and student learning (St. 7)
- H. Other (please write your targets and explain how they will impact the Individuals you serve)

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

2. Indicate type(s) of activities that you plan to complete.

- College Course Work       Workshops, Conferences, Clinics
- Committee Work           Independent Activity Projects

Approved by LPDC chairperson \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Approval pending (see below)

**\*Make a copy of this for your personal file\***

Defiance City Schools LPDC

**Administrator Professional Growth Plan**

**All new administrators and those who have renewed their license during the past year please submit to the LPDC c/o district office by the first Monday in October**

Name \_\_\_\_\_ Date \_\_\_\_\_

Position \_\_\_\_\_

Building(s) \_\_\_\_\_

1. What growth targets will you emphasize in your Professional Development? Please check those that apply.

Administrator Standards

- A. I will develop skills and strategies to help create a shared vision and clear goals for the school(s) and ensure continuous progress toward achieving the goals (St. 1).
- B. I will develop skills and strategies to support the implementation of high-quality standards-based instruction that results in higher levels of achievement for all students (St. 2).
- C. I will increase my knowledge and skills on the allocation of resources and management of school operations to ensure safe and productive learning environments (St. 3).
- D. I will develop skills and strategies to establish and sustain collaborative learning and shared leadership that promotes learning and achievement for all students (St. 4).
- E. I will enhance my skills and strategies to engage parents and community members in the educational process and to create an environment where community resources support student learning, achievement and well-being (St. 5).
- F. Other (please write your targets and explain how they will impact the Individuals you serve)

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

2. Indicate type(s) of activities that you plan to complete.

- College Course Work       Workshops, Conferences, Clinics
- Committee Work             Independent Activity Projects

Approved by LPDC chairperson \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Approval pending (see below)

**\*Make a copy of this for your personal file\***

### **Evaluation Rubric**

Inadequate response, revision needed in the following areas:

- \_\_\_\_\_ Give more detail to explain your intent
  
- \_\_\_\_\_ Give more explanation pertaining to how your growth target relates to increased student learning, the teacher or principal standards and/or to the district's vision and goals

### **Complete Revisions In The Area Below**

Approved by LPDC chairperson \_\_\_\_\_ Date \_\_\_\_\_

Comment:

Defiance City Schools LPDC  
**Activity Proposal**  
(1 Activity Per Sheet)

Name \_\_\_\_\_ Date \_\_\_\_\_

Position \_\_\_\_\_

HS \_\_\_\_\_ MS \_\_\_\_\_ DES(K-2) \_\_\_\_\_ DES(3-5) \_\_\_\_\_ SS \_\_\_\_\_ CO/BO \_\_\_\_\_

**Instructions:**

1. This form needs to be submitted to the LPDC c/o district office prior to participation for review at the next LPDC meeting.
2. Attach supporting documentation, i.e. agenda/brochure showing contact \_\_\_\_\_ hours, etc., pertaining to the proposal.

**Indicate type of professional development:**

College Course Work                       Workshops, Conferences, Clinics  
 Committee Work                       Independent Activity Projects

List the letter (i.e., A, B, C, ...) of the growth target(s) from your professional growth plan which this activity addresses. \_\_\_\_\_

**Check the professional development standard(s) you expect this activity will meet.**

- |  |   |
|--|---|
| 1. <input type="checkbox"/> Continuous                       | 2. <input type="checkbox"/> Data-Driven                 |
| 3. <input type="checkbox"/> Collaborative                    | 4. <input type="checkbox"/> Varied Learning Experiences |
| 5. <input type="checkbox"/> Evaluated by Student Achievement | 6. <input type="checkbox"/> Results-Oriented            |

<b>Title of Activity</b>	<b>Date</b>	<b>Hours Requested</b>
(for college courses, list the course number and course title)	of Activity	CEU's                      College Credit Hours (1 contact hr. equals 0.1 CEU)                      (specify semester or quarter hours)

\*You may not count lunch or breaks. Specific hours pending upon verification of Activity

Approved                       Disapproved  
(see back)                      \_\_\_\_\_  
LPDC Representative                      Date  
**\*Make a copy of this for your personal file\***



Defiance City Schools LPDC  
**Activity Verification**  
**(1 Activity Per Sheet)**

Name \_\_\_\_\_ Date \_\_\_\_\_

HS \_\_\_\_\_ MS \_\_\_\_\_ DES(K-2) \_\_\_\_\_ DES(3-5) \_\_\_\_\_ SS \_\_\_\_\_ CO/BO \_\_\_\_\_

Return this form to the LPDC c/o district office at the completion of the activity.

Indicate type of activity and complete as directed:

\_\_\_ **College Course Work:** Attach transcript or grade card to this form

\_\_\_ **Workshops, Conferences, Clinics:** Attach certificate of completion or have the presenter/facilitator sign this form.

\_\_\_ **Committee Work:** Have the presenter/facilitator sign this form.

\_\_\_ **Independent Activity Projects:** Proof of Activity as listed in the Continuing Education Unit Option section (pages 18-21).

Check the professional development standard(s) this activity met.

- |   |                                    |
|---|------------------------------------|
| 1. ___ Continuous                       | 2. ___ Data-Driven                 |
| 3. ___ Collaborative                    | 4. ___ Varied Learning Experiences |
| 5. ___ Evaluated by Student Achievement | 6. ___ Results-Oriented            |

Title of Activity (for college courses, course number and semester or CEU) quarter	Date of Activity list the course title) hours)	Hours Requested College Credit Hours contact hr. (specify equals 0.1
	(1	

\*You may not count lunch or breaks. Specific hours pending upon verification of Activity

\_\_\_\_\_  
Signature of Presenter/Facilitator

\_\_\_\_\_  
Date

\_\_\_ Approved      \_\_\_ CEU's granted      \_\_\_ Semester Hours granted

\_\_\_ Approval pending(see back of this form)

**\*Make a copy of this for your personal file\***

### **Evaluation Rubric**

Complete marked area(s) for final approval:

- \_\_\_ Attachment appropriate to activity needed
  - \_\_\_ Presenter/facilitator signature needed
  - \_\_\_ Needs more information/identification of type of study
  - \_\_\_ Needs more information/identification of title and/or area of study
  - \_\_\_ Indicate or clarify date(s)
  - \_\_\_ Amend hours to reflect actual involvement time
  - \_\_\_ Activity Proposal not on file
  - \_\_\_ Due to the modifications of state standards, this activity no longer earns LPDC credit
  - \_\_\_ Other \_\_\_\_\_
- 

**Complete Your Revisions In the Space Below and Resubmit**

Defiance City Schools LPDC  
**LPDC Appeals Process Form**  
**Submit this form to the LPDC (district office) when requesting an appeal**

Signature of person requesting appeal: \_\_\_\_\_

Today's date: \_\_\_\_/\_\_\_\_/\_\_\_\_

It is the appellant's responsibility to select a certificated or licensed district employee to serve as his/her choice on the Third Party Review panel. On the line below please write the **name of the person you have chosen and who has agreed to serve on the panel.**

Name	Building	Home Phone Number
------	----------	-------------------

Please supply the names of seven other certificated or licensed district employees who you would not object to as being the third mutually agreed upon panel member.

Name	Building	Home Phone Number
------	----------	-------------------


\*\*\*\*\*

**LPDC Appeals Notification**

\_\_\_\_\_ Agreement has been reached on      \_\_\_\_\_ Agreement has NOT been reached

