

Bridgeport LPDC

Guidance for license renewal requirements and documentation





General Info



Whose licensure is approved by the LPDC?

- **Certificated teachers**
 - full-time classroom teachers
 - intervention specialists
 - Title teachers
- **Certificated administrators**
 - principals & superintendent
 - treasurer
 - special ed. & technology coordinators



Whose licensure is NOT approved by the LPDC?

- Certificated teachers
 - still in the Resident Educator program
 - employed by the ESC
 - employed as substitutes (long or short term)
- Certificated administrators
 - employed by the ESC
- speech therapist
- school psychologist
- mental health therapist
- student services employees



IPDP

Individual Professional Development Plan

- document provided by LPDC
- completed at the beginning of each licensure cycle, or employment with Bridgeport
- separate from OTES professional development plan(s)
- submitted to LPDC for approval, copied, returned
- should be kept in LPDC binder
- not necessary for resident educators

NOTE - Although your professional development activities should align with your IPDP, approval of CEUs is NOT contingent upon alignment, nor is pre-approval needed for activities. It is the responsibility of the LPDC to verify all CEUs meet the allowable requirements developed by the committee. It is the responsibility of the licensure candidate to document only activities that meet those requirements.



Overview of 5 year licensure cycle

- Complete and submit IPDP.
- Get your binder organized and KEEP UP with it.
 - license
 - IPDP
 - cover sheets, logs, documentation
- Occasionally bring your binder to an LPDC meeting for a progress check.
- Be sure to get a progress check EARLY in the year you need to renew.
- Bring binder for final approval prior to renewal.





Your LPDC Binder

Your binder **MUST** be organized following the guidelines in the Quick Guide. For years prior to 19-20, just an annual cover sheet is fine **IF** your documents are already well-organized.

Binder contents

- Copy of your license
- IPDP
- Cover sheet summarizing the entire 5 years
- Cover sheet for each year
- Logs and documentation for CEUs

- Divider for each year
- reverse chronological order



- Licensure Cycle Cover Sheet for Final LPDC Approval
- Divider for most recent year
- Annual Cover Sheet for all CEUs
 - Professional Meeting Log
 - documentation
 - Professional Conference and Workshop Log
 - documentation
 - Public SchoolWorks Log
 - documentation
 - Other Logs
 - documentation
- Divider for the previous year
- Annual Cover Sheet for all CEUs
 - Professional Meeting Log
 - documentation
 - Professional Conference and Workshop Log
 - documentation
 - Public SchoolWorks Log
 - documentation
 - Other Logs
 - documentation

and so on...





The forms



Necessary forms and the Quick Guide are on our website.

The screenshot displays the Bridgeport School District website. At the top is a dark blue navigation bar with links: Home, About Us, Schools, Parents & Students, Faculty & Staff, Board of Education, Organizations, and Departments. Below this is a light gray header area containing the Bridgeport School District logo (a blue bulldog head) and the text "BRIDGEPORT SCHOOL DISTRICT". To the right of the logo is the address "55781 National Road | Bridgeport, OH 43912 | P: 740-635-1713 | F: 740-635-6003" and a search bar with the text "SEARCH enhanced by Google" and a "GO" button. Below the header is a dark blue sidebar with icons for Home, Calendar (showing "30"), Twitter, and YouTube. The sidebar contains a list of menu items: Superintendent's Message, Contact Us, Calendar, Athletics, Employment, Forms / Links, Lunch Menus / Account Info, Music Department, Student Registration, and Staff Directory. The main content area is white and features a "Staff Forms" section with a list of links: Alternative School Request for Assignments, Cash Advance Form, Dental Claim Form, Dock Day Policy, Facility Usage Form, Fax Cover Sheet, Final Sales Project Report, Injury Report_Student, Mileage/Expense Report, Notice of Intended Suspension, Notice of Suspension, Progress Book Work Order - Elementary, Progress Book Work Order - MS/HS, Referral Form, Request for School Trip, Sales Project Potential Form, Time Sheet (Substitute Teacher), Time Sheet (Tutor, Nurse, Extra Time, and Classified), Tuition Reimbursement Form, and Vision Plan. To the right of the Staff Forms section is a "Quick Links" section with a list of links: Aesop, Educator's Handbook, Employee Kiosk, Help Desk - SysAid, IEP Anywhere Login, LPDC/License Renewal, OME-RESA, Public School Works Training, Compliance Task Management, Get a Material Safety Data Sheet (MSDS), Speak with a Chemical Specialist (1-866-724-6650), Report an Employee Accident, and View District OSHA 300 Log. At the bottom right of the page is the Office 365 logo.





BRIDGEPORT SCHOOL DISTRICT

55781 National Road | Bridgeport, OH 43912 | P: [740-635-1713](tel:740-635-1713) | F: [740-635-6003](tel:740-635-6003)

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Staff Forms

- [Alternative School Request for Assignments](#)
- [Cash Advance Form](#)
- [Dental Claim Form](#)
- [Dock Day Policy](#)
- [Facility Usage Form](#)
- [Fax Cover Sheet](#)
- [Final Sales Project Report](#)
- [Injury Report_Student](#)
- [Mileage/Expense Report](#)
- [Notice of Intended Suspension](#)
- [Notice of Suspension](#)
- [Progress Book Work Order - Elementary](#)
- [Progress Book Work Order - MS/HS](#)
- [Referral Form](#)
- [Request for School Trip](#)
- [Sales Project Potential Form](#)
- [Time Sheet \(Substitute Teacher\)](#)
- [Time Sheet \(Tutor, Nurse, Extra Time, and Classified\)](#)
- [Tuition Reimbursement Form](#)
- [Vision Plan](#)

Quick Links

- [Aesop](#)
- [Educator's Handbook](#)
- [Employee Kiosk](#)
- [Help Desk - SysAid](#)
- [IEP Anywhere Login](#)
- [LPDC/License Renewal](#)
- [OME-RESA](#)
- [Public School Works Training](#)
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LPDC/License Renewal Forms

[Annual Cover Sheet for all CEUs](#)

[CEU Allowable Options rev April 2019](#)

[CEU Conversion Chart](#)

[College Coursework Log](#)

[College, Adult Vocational, or Technical Course Teaching Log](#)

[Cooperation with Teaching Intern or Student Observer Log](#)

[Field Trip, Special Events and Activities Log](#)

[Licensure Cycle Cover Sheet for Final LPDC Approval](#)

[LPDC Binder Quick Guide](#)

[Peer Visitation, Conferencing, Res Ed Log](#)

[Online License Renewal Instructions](#)

[Professional Conference and Workshop Log](#)

[Professional Meeting Log](#)

[Professional Presentation Log](#)

[Public SchoolWorks Log](#)

LPDC Committee

Amy Vavrock

Jill Boyer

Jim Davenport

Tom Daley



About the forms

LPDC/License Renewal Forms

Annual Cover Sheet for all CEUs

CEU Allowable Options rev April 2019

CEU Conversion Chart

College Coursework Log

College, Adult Vocational, or Technical Course Teaching Log

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Public SchoolWorks Log

- **READ THE QUICK GUIDE FIRST**
- All of the logs have the word “Log” in the title
- The logs match the categories on the CEU Allowable Options document



What do I need to print now?

LPDC/License Renewal Forms

Annual Cover Sheet for all CEUs

CEU Allowable Options rev April 2019

CEU Conversion Chart

College Coursework Log

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Professional Meeting Log

Professional Presentation Log

Public SchoolWorks Log

- Licensure Cycle Cover Sheet for Final LPDC Approval
- Annual Cover Sheet for all CEUs starting with this year at least, and for each year in the cycle
- Professional Conference and Workshop Log - for any PD
- Professional Meeting Log - for TBTs, grade level team meetings, etc.
- Public SchoolWorks Log - Print a transcript for each year, not certificates for each session.
- Logs for any other applicable activities



- The totals for each Log go on the annual cover sheet.
- The totals for each annual cover sheet go on the final LPDC approval sheet.
- There are maximum amounts for some CEU categories!
 - They are noted on the cover sheets.
- You must have documentation for each log entry
 - certificate, agenda, email, notes, minutes...

Clarification



- *What is the difference between “Professional Meetings” and “Professional Conferences and Workshops”?*

- Professional meetings: TBT, BLT, DLT, grade level teams, committees
 - Maximum CEUs = 1.75 per school year
- Conference/Workshop:
 - technology, Title I, content specific, professional organization conference
 - PD at school - gifted PD, IRLA training, PAX training, CPR, informational presentations
 - No maximum # of CEUs

Meeting = collaboration

Conference = training

- *Can IEP meetings be used for CEUs?*

- No
- Training on how to write them, use new technology, etc. can be.

FAQs





Renewing your license



For licensure application

- MAKE SURE THAT YOUR SAFE ACCOUNT IS ACCESSIBLE
- Get final approval at an LPDC meeting
- Apply online
- LPDC will be happy to help

- licensure instructions sheet - update?
- fingerprints - have up-to-date procedures
 - ESC machine travels
 - McKeen
 - sheriff
 - new with each new license
 - your responsibility to check (LPDC can no longer access)



Coming from another district?

- CEUs (applicable to your license) approved by your former district WILL be accepted.
- *Educator Leaving an Ohio Local Professional Development Committee (LPDC) Verification Form* needs to be completed by former district.
 - download from ODE website
- CEUs earned independently will be reviewed by the LPDC.
- LPDC will be happy to help you organize and verify your materials.

