



## *IPDP Directions*

1. Complete Personal and information at the top of the Individual Professional Development Plan Form.
2. Column 1: Select the Educator Goal(s) number from the Ohio's Standards for Teachers, Principals, or Superintendents
3. Column 2: Your Professional Goals should:
  - have a personal focus, reflecting new learning for you or increased personal responsibility, such as improved practice, increased knowledge, improved skill-base, etc.
  - relate to the licensure area(s) to be renewed reflect current definitions of high quality professional development
4. Column 3: How to Acquire
  - Use the Butler County Educational Unit Options Chart to select appropriate opportunities/programs/activities to meet your professional goals.
  - You will need 18 BCEUs to renew your certificate/license. Be sure you have afforded yourself ample options. Just because you have listed an option, does not mean you must utilize it or utilize it to its maximum.
  - If you later wish to use an Option on Butler County Educational Unit Options Chart that is NOT on your approved IPDP, you must amend your IPDP (See [How Do I Amend My IPDP](#))
  - If you wish to utilize an opportunity/program/activity NOT on the Butler County Educational Unit Options Chart, you must have approval of the LPDC PRIOR to engaging in that activity.
  - The Butler County Educational Unit Options Chart also tells you how you will Meet criteria for each activity. You will need this when it is time to verify your BCEUs for renewal.
5. Submit/scan your original signed, and dated IPDP to [Cheryl Scrivner](#).
6. The LPDC meets virtually for the majority of meetings. You will hear from human resources within three weeks of the submission whether the LPDC committee has approved or denied your IPDP or outlined modifications for your IPDP.



## *HOW TO AMEND AN IPDP*

When should I amend my IPDP?

Any certified/licensed person hired by the BCEESC who changes job functions, shall review the present IPDP to verify continued appropriateness. If the new job function varies from the previous one, a new IPDP must be completed and approved by the LPDC to reflect the new job duties. All materials should be submitted to the LPDC within ninety (90) calendar days of the job change.

Any added licensure area should be reflected in the IPDP. All materials should be submitted to the LPDC within ninety (90) calendar days of the addition of the new licensure area.

If you wish to exercise a Butler County Educational Unit Option (i.e. mentoring) not on your original IPDP.

1. Complete Personal and Licensure information at the top of the [Individual Professional Development Plan Form](#). Check Amended IPDP in the upper right hand corner.
2. Column 1: Select the Educator Goal(s) number from the Ohio's Standards for Teachers, Principals, or Superintendents.
3. Column 2: Add a Professional Goals to reflect new learning or increased personal responsibility, such as improved practice, increased knowledge, improved skill-base, etc. in your new licensure/job area and reflect current definitions of high quality professional development.
4. Column 3: How to Acquire  
Use the [Butler County Educational Unit Options Chart](#) to select appropriate activities to meet your professional goals.
5. Submit/scan your original signed, and dated IPDP to [Cheryl Scrivner](#).
6. The LPDC meets virtually for the majority of meetings. You will hear within three weeks of the submission whether the LPDC committee has approved or denied your IPDP or outlined modifications for your IPDP.



## ***HOW TO VERIFY WORK ON MY IPDP AND RENEW MY LICENSE***

Once a 5-year license has been issued, the educator will formally develop an IPDP. The educator has five years to earn the eighteen (18) BCEUs required for the renewal of that license. BCEUs earned must be consistent with the IPDP (Individualized Professional Development Plan) written by the individual. The LPDC verifies the information, which becomes part of the individual's renewal application. The Human Resource Department and LPDC committee assist employees in the renewal process.

***2014 every educator will have either a permanent certificate or a license***

When should I verify work on my IPDP to renew my license?

- You may submit your renewal to the LPDC any time from January 1<sup>st</sup> to September 1<sup>st</sup> of the year your license/certificate expires
- Organize your documentation and keep with your IPDP as soon as your IPDP is approved.
- All work and documentation must be submitted to the LPDC no later than September 1<sup>st</sup> following the expiration of your license/certificate.



### Forms you will need:

- Your signed and approved Individual Professional Development Plan. Be sure to include signature page.
- Documentation to show professional development activities completed according to your IPDP. See [Butler County Educational Unit Options Chart](#) for acceptable verification documents (column 4).
- [Summary of Licensure Renewal Activities Form](#)
- [LDPC Verification Form for Renewal of Five-Year License](#)
- Present these forms with all documentation to the human resource office. Human resources will send verification for approval notices to

the LPDC committee. Verification must be approved before a license is approved.

All licensure applications are done online through the ODE's website.

<http://education.ohio.gov/Topics/Teaching/Educator-Licensure/Renew-Certificate-License>

- Once a license is approved it is the responsibility of the employee to provide human resources with a copy of the license.
  - Copies of the employee's license can be printed from the ODE's website.