**JEFFERSON COUNTY ESC CONSORTIUM LPDC**

**VERIFICATION**
**for**
**THE RENEWAL PROCESS**
**and/or**
**THE INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN (◈)**

TO:_____
Name of Applicant District Building

_____
Home Address City/Town State Zip Code

On _____,the LPDC
(date)

☐ Reviewed your transcripts and/or CEU certificates, reviewed your renewal/transition application, and verified the information stated was correct. Appropriate forms were sent to ODE for processing.

☐ Reviewed and approved your Individual Professional Development Plan (IPDP). This approved plan should provide a framework for selection of all professional growth experiences as you proceed with the process of fulfilling Professional Development (PD) requirements for your next renewal in _____.

☐ **(◈)**Accepted and endorsed your previously approved IPDP from_____.
(District)

**Please be aware of the following important guidelines:**

- Revisions to your approved IPDP are sometimes necessary and/or appropriate. Should you change your approved IPDP, submit a revised IPDP to the subcommittee for approval prior to beginning any coursework or CEU activity not addressed in your current IPDP.
- Equivalent Other Activities (EOA Options) preceded by an asterisk * in the **Individual Professional Development Options** must be approved by the LPDC prior to your beginning the activity.
- Written reflections summarizing the value of your professional development experiences must be submitted with each CEU and EOA activity.
- Work in at least three Domains/Goals must be evident when teachers submit the summary of completed PD work for the next renewal. (For administrators – 4 ISLLC Competencies; for treasurers – 4 areas of Concentration). We suggest equal distribution of the 6 hours and/or 18 CEUs across the three Domains/Goals, or four Competences, or four Concentrations.
- The renewal process can be initiated any time after January 1st (June 1st for treasurers) of the year your certificate/license expires if your hours/CEUs requirements are completed.
- If you make no revisions to your approved IPDP, your next scheduled responsibility to the LPDC will be completing the renewal process for this or other license(s).

**Enclosed in this packet:**
_____Transcripts and/or CEU certificates submitted with the license application
_____Expired IPDP
_____Newly approved IPDP
_____Blank copy of Summary of PD Activities
_____Copy of Individual Professional Development Options (Form 3)
_____Credit hour/CEU Conversion Chart

The Jefferson County Educational Service Center Local Professional Development Subcommittee:

☐Early Childhood (PK-2) ☐Elementary (3-5) ☐Middle School (6-8)
☐High School (9-12) ☐Instructional Specialists (K-12) ☐Administrative/Supervisory

_____
Subcommittee Facilitator

Address: 2023 Sunset Boulevard
Steubenville OH 43952
**Phone: 740-283-3347**