

# Bucyrus City Schools

**Bucyrus Local Professional Development Committee**

**LPDC**

**Handbook**



**Version 2  
2009**

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**1) Philosophy:**

- a) As educational professionals and administrators, we must seek to expand, enhance, and broaden our knowledge and skills in order to meet the needs of the children whom we serve.

**2) Mission:**

- a) The goal of the Bucyrus City Schools LPDC is to assist certificated/licensed employees of Bucyrus City Schools to maintain their professional credentials and enhance their professional development. The Bucyrus City Schools LPDC will facilitate individuals in their personal professional growth by guiding them in the development of a plan to meet their individual goals and the needs of their students, in alignment with the district's continuous improvement plan.

**3) Governance Statement:**

- a) The Bucyrus City Schools LPDC shall not adopt policies that supersede district policy or Bucyrus Education Association's negotiated agreement.

**4) Committee Procedures:**

a) Committee Composition and Selection

- i) The Bucyrus City Schools LPDC (hereafter referred to as Committee) shall be comprised of five (5) members as follows:
- ii) Three bargaining unit members appointed by the Bucyrus Education Association, two administrators appointed by the Superintendent.
- iii) If mutually agreed, the Association and Superintendent may each appoint one additional member.
- iv) In the event of a vacancy, the committee member will be replaced in accordance with Section 4.a.i above.

b) Frequency and Location of Meetings

- i) Meetings will be held the second Monday of each month beginning in July of each school year and continue through June of that same school year. Meetings will be held at a location to be determined by the LPDC chairman, beginning at 4:00 pm. Additional meetings may be scheduled as necessary. Meetings should not exceed 3 hours in length.

c) Format of Meetings

- i) The format of the meeting will follow Robert's Rules of Order with an established agenda. It is anticipated that members of the audience will, from time to time, wish to address the Committee. It is the intent of the Committee that every effort to grant all such requests will be made. However, time may require that such presentations be kept to a minimum.

d) Sunshine Law:

- i) All meetings are subject to the Sunshine Law as outlined by O. R. C. 121.22.

5) **LPDC Fiscal Year:**

- a) The BCS/LPDC Fiscal Year (FY) will run from July 1 through June 30. This fiscal year will be for terms of office, meeting times, and any other business relevant to this committee.

6) **Offices and Committee Operation:**

a) Terms

- i) The term of office for members serving on the Committee shall be two (2) years, except that two initial appointments from the Association and one initial appointment from the Board of Education shall be three (3) year appointments.

b) Elected Offices

- i) A Committee Chairperson, Vice Chairperson, and Secretary will be elected to oversee the operations of the BCS/LPDC. The Committee Chairperson may be a teacher member or an administrative member, which will alternate each year. The Committee Secretary may be a teacher or an administrative member. Officers will be elected by a majority of the members. Elections will take place in June each year, with terms beginning July 1.

c) Duties of Office

- i) **Chairperson Duties:** It is the responsibility of the Chairperson to preside over the meetings of the BCS/LPDC by using parliamentary procedure. The Chairperson will also assist the Secretary with the keeping of records, and the Chairperson's signature will validate the BCS/LPDC's decisions for renewal on the appropriate documentation. The Chairperson will appoint members to duties as needed.
- ii) **Vice Chairperson:** It is the responsibility of the Vice Chairperson to preside over the meetings in the absence of the Chairperson. The Vice Chairperson is also responsible for the BCS/LPDC calendar update, and adherence.

iii) **Secretary Duties:** It is the responsibility of the Secretary to record the events of each meeting. These records will be maintained and stored in the files of the Committee. Access to such records will be subject to current policies and agreements regarding personnel records. The Secretary shall provide minutes of each meeting to the district Superintendent, each building, and the BEA President. Reviewing copies will be given to all Committee members.

d) Quorum

i) A quorum shall be a majority of the entire Committee members present including at least one representative from the Association and one representative from the Board in order to conduct BCS/LPDC business.

e) Voting

i) The Committee will endeavor to make decisions by consensus in all cases. If efforts to reach consensus are unsuccessful, then decisions shall be made by majority vote of Committee members present, so long as a quorum is present. An actual vote will be taken for approval/disapproval of IPDPs.

ii) When considering an administrator's plan, the administrator may request that two administrators and one teacher vote on his/her plan.

iii) In the event that a tie occurs, and cannot be resolved, the decision being voted upon will be tabled until all Committee members are present.

f) Compensation

i) Members of the BCS/LPDC will receive compensation set at \$10 per hour for all committee work conducted outside of the school day or school year. Committee members will keep time sheets to record service time. These time sheets will be submitted to the district treasurer by the members after the final June meeting in order to receive compensation for the year.

ii) Members shall be reimbursed for actual and necessary expenses related to training.

g) Confidentiality

i) The BCS/LPDC shall keep confidential all reviews, evaluations, and discussions of IPDPs and course work, and other activity proposals. No documents submitted for consideration to the Committee shall be used as examples without written permission of the parties involved.

h) Reciprocity

- i) Upon request, the BCS/LPDC will send a verification form to the new district of any former certificated licensed professional.
- ii) Certificated/licensed personnel entering the district must request documents from their previous district's LPDC be sent directly to BCS/LPDC.

i) Deadlines

- i) Items to be considered for approval, or action, must be submitted to the BCS/LPDC Chairperson at least ten (10) workdays prior to the scheduled BCS/LPDC meeting date.
- ii) BCS/LDPC will respond within ten (10) workdays after its scheduled meeting. The committee will consider extenuating circumstances.

**7) Professional Development Activities:**

a) Definition

- i) One of the critical tasks of the BSC/LPDC is to determine what professional development activities will be accepted for renewal of certificates/licenses. Such activities must be based on the needs of the educator, the students, the school, and the school district.
- ii) Educators' professional development plans must align to the Ohio Standards for the Teaching Profession.
- iii) Each professional development activity that is completed must be clearly related to the area of certificate/licensure and/or classroom teaching.
- iv) Professional growth should represent development and training to improve the individual's teaching skills.
- v) College credit can still be accepted as the traditional form of professional development.
- vi) There will be no appeal if a professional development activity is denied. All decisions are final.

b) Professional Fees

- i) A fee of \$5.00 may be assessed yearly to all certificated educators.

**8) Professional Statement:**

- a) As we strive to improve education for all of our students, the BCS/LPDC believes that all educators should be encouraged to have an individual professional development plan whether or not they need to renew a certificate/license. Each certificated/licensed employee is encouraged to submit an IPDP according to the requirements of their plan years. It is suggested that each educator complete a minimum of 3 CEUs annually or a total of 18 CEUs over a 5 year period. Educators are encouraged to have goals and objectives that are aligned to the Ohio Standards for the Teaching Profession and that will fulfill certificate/license requirements and renewal.

**9) Individual Professional Development Plan (IPDP):**

a) Why do I need an IPDP?

- i) Helps individual educators to reflect upon their practice
- ii) Individual educators take responsibility for their continued professional development growth
- iii) Professional development is linked to student, building, and district goals.
- iv) Necessary for renewal of current certificate/license

b) How do I design an IPDP?

i) Goals:

- (1) Should be related to student learning/achievement
- (2) May be relevant to the subject area content and instructional practices being used
- (3) Must be aligned to the Ohio Standards for the Teaching Profession.
- (4) Must be related to your professional development growth
- (5) Have a time frame for completion
- (6) Must have a way of assessing the plan's objectives

- c) Professional growth options may include: [See section on CEU's Options for more specific information]
  - i) Workshop presentations to other colleagues
  - ii) Student teacher supervision
  - iii) School visitations
  - iv) Conference related to licensure area
  - v) College course work
  - vi) Mentorship activity
  - vii) District, state, or national committee service
  - viii) Working towards National Certification
  - ix) Professional writing/publishing
- d) Accountability for Individual Goals:
  - i) Suggestions for Assessment of Goals
    - (1) Records of professional course work
    - (2) Copies of Professional Writing or publications
    - (3) Copies of committee work (i.e., reports, curriculum]
    - (4) Evidence of mentoring [i.e., journals, records]
    - (5) Certificates of attendance at workshops/conferences which list CEU's awarded

**10) Criteria for Review of IPDP by the BCS/LPDC shall include:**

- a) Plan is consistent with the Ohio Standards for the Teaching Profession.
- b) Plan emphasizes increased student learning and achievement.
- c) Activities [workshops, courses, etc.] selected for inclusion in the IPDP are connected.
- d) Plan fosters continuous improvement.
- e) Assessment strategies will measure achievement of anticipated outcomes.
- f) All pertinent sections of the IPDP contract are complete.

**11) Individual Responsibilities of the Educator:**

- a) Maintain a record of all course work, CEUs, and other activities. This may be in the form of transcripts, certificates of completion, and/or other documentation verifying the progress of your plan.
- b) All documentation must be submitted to the BCS/LPDC.
- c) Know the dates for certificate/license renewal and/or upgrade.
- d) Know the requirements for renewal and/or upgrade of a certificate/license.
- e) Notify BCS/LPDC of any needed changes in your IPDP.



## **12) Guidelines:**

- a) The following guidelines are used by the LPDC committee when evaluating coursework or continuing educational units to be used for license/certificate renewal.
- b) Course work must be completed at a college or university approved by the Ohio Board of Regents to grant the baccalaureate degree or the equivalent if completed out of state. Professional education course work must be completed at an institution approved by the State Board of Education for teacher education.
- c) CEUs (Continuous Education Units) completed prior to July 1, 1998, have been approved by the Ohio Department of Education.
- d) Professional development activities participated in after July 1, 1998, must meet the requirements established by the BCS/LPDC.
- e) All course work, CEUs, and other professional development activities are completed after the latest issue date of the certificate to be renewed.
- f) BCS/LPDC will verify all requirements on the educator's application for renewal

## **13) Submitting Applications to Ohio Department of Education (ODE):**

- a) Fill out application form for renewal from ODE. This can be done after January 1 of the year your license/certificate is up. It will go into affect on July 1 of that year.
- b) LPDC chairperson must sign application.
- c) Fees and forms should be hand delivered to central office for confirmation of completion.

**14) Transitioning to a 5 year License or Renewing a License:**

- a) To transition or renew a license every five years, 180 hours are needed. This can be accomplished by:
- i) 6 semester hours (9 quarter hours)
    - (1) 1 semester credit equals 30 hours
    - (2) 1 quarter credit equals 20 hours
    - (3) Course work must be compatible with the guidelines set within the framework of the BCS/LPDC.

Or
  - ii) 18 Continuing Education Units (180 contact hours)
    - (1) 1 CEU equals 10 contact hours.
    - (2) CEUs must be actual time on task at chosen activity.

Or
  - iii) 180 contact hours of equivalent activities
    - (1) 10 contact hours equal 1 CEU.
    - (2) See chart for approved professional development activities, Continuing Education Unit Options
- b) Course work or CEUs or other equivalent activities may be combined.

**For new teachers, graduating after 2001, you must meet the new standards for Licensure, all processed by the State of Ohio.**

**15) First 2 Year Provisional License:**

- a) You will be issued a 2 year Provisional License upon successful completion of your college program. You will need to complete 3 semester hours to renew this 2 year license, if necessary.

**16) First 5 Year Professional License:**

- a) Upon successful completion of the two years Entry Year Program in a school district, and passage of the ODE mentoring program, you will be issued a 5 year Professional License.

**17) Second 5 Year Professional License:**

- a) You will need to complete 6 semester hours or 18 CEUs of approved LPDC activities to be able to renew your second 5 year Professional License. Before the end of the second 5 year license cycle, you will be required to obtain a Master's degree or 30 semester hours of graduate credit if you already have a master's degree.

**18) Further Renewals of Professional License:**

- a) After obtaining your master's degree, you will follow the guidelines listed in the section on transitioning to a license.

**19) Bucyrus City Schools Local Professional Development Committee CEU Information Guide:**

a) What is it?

- i) Continuing Education Units (CEUs) are awarded for professional development activities.
- ii) CEUs are based on the standards established by the Bucyrus City Schools Local Professional Development Committee (BCS/LPDC).
- iii) The CEU Options Chart describes how CEUs can be earned.
- iv) Professional Development Activities must be directly related to an Individual Professional Development Plan (IPDP) approved by the BCS/LPDC.
- v) Responsibilities which are part of one's teaching duties [i.e., grading papers, regular lesson plans, etc.] or paid supplemental duties will not be considered for equivalent activity credit.

b) Who Approves and Verifies?

- i) The BCS/LPDC must approve each staff member's Individual Professional Development Plan (IPDP), each staff member's proposed professional development activities, and verify the completion of each plan prior to submission to the Ohio Department of Education for certificate/license renewal. Upon the recommendation of the BCS/LPDC, the Ohio Department of Education will grant the certificate/license renewal.

c) How are CEUs approved?

- i) The activity proposal form shall be approved before beginning a professional development activity where CEUs are sought or if a teacher's plan is for more than one year, it should then match with the goals of the IPDP. Approval is not guaranteed for activities that do not correspond with the goals and activities of a teacher's IPDP.

d) How are CEUs calculated?

- i) One (1) clock hour = 0.1 CEU
- ii) One (1) CEU = 10 activity/contact hours
- iii) One semester hour = 3 CEUs
- iv) One Quarter hour = 2 CEUs
- v) 18 CEUs required for renewal = 180 clock hours = 6 semester hours = 9 quarter hours
- vi) Example: a workshop that meets for three two-hour sessions would equal 6 CEUs.

# Bucyrus LPDC

## Data Sheet

Submit to the LPDC Chairperson by September 1st of each year *if a change has occurred.*  
**Please Print all Information**

Name:

Last	First	Middle

Signature:

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Personal Information:

Employee Id #	Grade/Position	Building
Total Years of Experience	Home Phone Number	Home E-mail Address

Current Certificate/License: Please list every one you hold, or intend to keep renewing.

Certificate/Licenses	Expiration Date

Home Address:

Street	City	Zip Code

\*\*\*\*\*

Signature \_\_\_\_\_ Date \_\_\_\_\_

Make a copy of this for your personal file.

# Bucyrus LPDC

## Individual Development Plan

<b>Name:</b>	<b>Submission Date:</b>
<b>Building/Assignment:</b>	
<b>Type of License:</b>	<b>Expiration Date:</b>

**Renewal Cycle: Check one from below**

<input type="checkbox"/> Transitioning from certificate to license <input type="checkbox"/> 1 <sup>st</sup> renewal of 5-year license	<input type="checkbox"/> 2 <sup>nd</sup> renewal of 5-year license <input type="checkbox"/> 3 <sup>rd</sup> + renewal of 5-year license
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**Goals**

List 3 goals for your professional development learning. Within each goal, include three distinct aspects: (1) intention to engage in learning; (2) focus for learning; and (3) rationale for & application of learning. Indicate which Ohio Educator Standard(s) each goal reflects. (*See sample goal below.*)

**Sample Goal:**

*I will increase my knowledge of strategies to manage groups of students in order to improve classroom discipline.*

Educator Standards:

*Teacher Standard #1, Teachers understand student learning & development and respect the diversity of the students they teach.*

*Teacher Standard #5, Teachers create learning environments that promote high levels of learning & achievement for all students.*

Goal #1:			
Educator Standard(s):			
Goal #2:			
Educator Standard(s):			
Goal #3:			
Educator Standard(s):			
Approved	Rejected	LPDC Chairperson Signature	Date

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

You may type in the boxes and save a copy to your Documents folder and then E-Mail the completed form as an attachment to [rwwson@bucyrusschools.org](mailto:rwwson@bucyrusschools.org). Or you may print off the form and fill out by hand and send to Rick Rawson at BSS.

# Bucyrus LPDC

## Activity Proposal To be completed prior to PD

<i>Name</i>	<i>Grade/Position</i>	<i>Building</i>	<i>Date Submitted</i>

**Title of PD: Be specific. Include catalog number for college or university course(s)**

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**Type of PD: Please check all that are appropriate.**

<input type="checkbox"/> College/University coursework	<input type="checkbox"/> Visitation to observe model instruction
<input type="checkbox"/> Series of ongoing workshops	<input type="checkbox"/> Mentoring new teachers or teachers in need
<input type="checkbox"/> Single workshop	<input type="checkbox"/> Professional presentations
<input type="checkbox"/> National or State Conference	<input type="checkbox"/> National Board Certification
<input type="checkbox"/> Professional organization activities	<input type="checkbox"/> Professional Committees: FAC, CIP, etc.

**Description of PD:**

**Please cite which goals# and standard(s)# from your IPDP you feel this PD will address.**

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<b>Number of contact hours: (CEU's):</b>	<b>Semester /Quarter Hours:</b>
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\*You may not count lunch or breaks. Specific hours will be rewarded pending verification of Activity.

Approved	Rejected	LPDC Chairperson Signature	Date

## Activity Verification

To be completed after PD

Answer the following questions as they relate to this PD experience. **Identify and attach documentation of completion of the PD experience.**

Evaluate the PD as to its short- and long-term impact. Be as specific as possible.		
How did the PD result in the acquisition, enhancement or refinement of skills & knowledge? Be specific.		
Would you recommend this PD to others? Please state why or why not.		
CEUs Awarded	LPDC Chairperson Signature	Date

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

You may type in the boxes and save a copy to your Documents folder and then E-Mail the completed form as an attachment to [rrowson@bucyrusschools.org](mailto:rrowson@bucyrusschools.org). Or you may print off the form and fill out by hand and send to Rick Rawson at BSS.

# Bucyrus LPDC

## Committee time sheet

To be completed at end of year

<i>Name</i>	<i>Grade/Position</i>	<i>Building</i>	<i>Date Submitted</i>

*Committee chairman signature*

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*Title of Committee: Be specific, FAC, CIP, OIP, etc.*

--

<i>Date</i>	<i>Length of meeting</i>	<i>Meeting topic</i>

CEUs Awarded	LPDC Chairperson Signature	Date

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

You may type in the boxes and save a copy to your Documents folder and then E-Mail the completed form as an attachment to [rawson@bucyrusschools.org](mailto:rawson@bucyrusschools.org). Or you may print off the form and fill out by hand and send to Rick Rawson at BSS.

# Bucyrus LPDC

## Individual Professional Development Plan Revision Form

Name:	Grade/Position	Building	Date Submitted

Plan Revision:

Reason for Revision:

Signature of Professional Educator

Date

Approved	Rejected	LPDC Chairperson Signature	Date

**Make a copy of this for your record**



# Bucyrus LPDC

## Appeals Process for a rejected IPDP

In the event that the BCS/LPDC does not approve a resubmitted IPDP, the applicant will receive a written notice of denial along with a Notice of Intent to Appeal form. Should the applicant wish to appeal the decision, three options may be pursued:

1. The applicant may schedule to appeal in person with the BCS/LPDC. The Notice of Intent to Appeal should be returned to the BCS/LPDC Chairperson within ten (10) calendar days of the notice denial. The appeal will be scheduled within thirty (30) days of the receipt of the notice.
2. The applicant may submit a written appeal to the BCS/LPDC. The Notice of Intent to Appeal should be returned to the BCS/LPDC chairperson within ten (10) calendar days of the notice of denial. The written appeal would be submitted within thirty (30) days of the receipt of the notice.
3. Submit a new IPDP, based on the feedback provided by the BCS/LPDC, for consideration. The Notice of Intent to Appeal should reflect the decision to resubmit. The new IPDP should be submitted within thirty (30) days of the receipt of the notice.
4. A written decision regarding the appeal will be returned to the applicant within seven (7) calendar days of the meeting date of the BCS/LPDC.

# Bucyrus LPDC

## Notice of Intent to Appeal

Staff Member	Date Submitted

Circle the appropriate option you are choosing:

I intend to resubmit my IPDP with the revisions suggested within thirty (30) days.

I intend to appeal the decision of the BSC/LPDC in person. Listed below are my reasons for appealing the decision. Please schedule an appeal date.

I intend to appeal the decision of the BCS/LPDC in writing. Listed below are my reasons for appealing the decision. My written appeal will be submitted within thirty (30) days.

The following are my reasons for appealing the denial of my IPDP (Please attach additional sheets if necessary)

.....  
For Committee Use Only

Date of Appeal Meeting

Result:

---

You may type in the boxes and save a copy to your Documents folder and then E-Mail the completed form to [rrowson@bucyrusschools.org](mailto:rrowson@bucyrusschools.org). Or you may print off the form and fill out by hand and send to Rick Rawson at BSS.

# Bucyrus LPDC

## Appeal Form

Staff Member	Date Submitted

### Reason for Appeal:

Please circle the appropriate options:

#### Rejection of the IPDP

- Incomplete plan
- Plan lacks relevance to current assignment
- Goals unrelated to the individual, assignment, and district
- Outcomes for each goal lack clarity
- Insufficient activities and corresponding time line
- Lack of appropriate evaluation procedures

The appeal hearing will take place on \_\_\_\_\_ (day), \_\_\_\_\_ (date)  
at \_\_\_\_\_ (time). The location of the hearing is \_\_\_\_\_.

### **PLEASE BE PREPARED WITH SUPPORTIVE DOCUMENTATION**

Confirmation of this meeting is to be made within seven (7) calendar days by phoning the current Chairperson.

# Bucyrus LPDC

**Notice of Approval/Denial of Amended Plan**  
**Or**  
**Appeal Decision**

Staff Member	Date Submitted

Your Individual Professional Development Plan Amendment has been:

Approved

Please continue as outlined in your plan submitting the proper completion forms as activities are finished. If you have any questions regarding your plan, please contact the BCS/LPDC chairperson.

Denied

Your plan cannot be approved as written. You may schedule an appeal in person or forward your documents to the Chairperson.



Your appeal has been:

Approved

Please continue as outlined in your original plan submitting the proper completion forms as activities are finished. If you have any questions regarding your plan, please contact the BCS/LPDC Chairperson.

Denied

Please submit a new IPDP. If you would like to meet with the BCS/LPDC, please contact the BCS/LPDC Chairperson to make an appointment.



For Committee Use Only

Date of Appeal Meeting

Result:

# Bucyrus LPDC

## Signature Form for Activity

Name:	Grade/Position	Building	Date Submitted

I attended the following activity as part of my IPDP: (include title and date)

Material/topics covered were:

The presenter/instructor was:

Signature of Presenter:

# Bucyrus LPDC

## Reciprocity

Date:	
Certificated Employee:	
Current Certificate/license status:	

The above listed professional has completed the following activities for his/her Individual Professional Development Plan:

Activity	CEUs

Should you have any questions, please feel to contact.

Bucyrus City Schools  
 Bucyrus LPDC  
 900 W. Perry St  
 Bucyrus, Ohio 44820  
 419/562-7721

BCS/LPDC Chairperson:	Signature:

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You may type in the boxes and save a copy to your Documents folder and then E-Mail the completed form to [rrowson@bucyrusschools.org](mailto:rrowson@bucyrusschools.org). Or you may print off the form and fill out by hand and send to Rick Rawson at BSS.

**Bucyrus LPDC  
CEU Options**

Option	Maximum CEUs/ Clock Hours	CEU Value	Verification Requirements	Criteria
College	No maximum Need 18 CEUs or 6 semester hours per cycle	1 semester hour = 3 CEUs 1 quarter hour = 2 CEUs	Original Transcript or Original Grade slip or Original Certificate of Completion	Course work must be taken through an accredited post secondary educational institution.  Must be taken for credit with a grade of “C” or better or a “P” in a pass/fail course  Course work must be in education or in content area directly related to teaching assignment or working with students.
Professional Conference, Workshop, Institute, Academy or In-service	15 CEUs per year	1 clock hour = 0.1 CEU 100 clock hours = 10 CEUs	Certificate of attendance listing CEUs	Must include only the time spent in those portions of conference program that contribute to participant’s knowledge, skill, competence, performance, or effectiveness in education; not to include lunch or breaks.
Publication of Original work	6 CEUs per license cycle	6 CEUs	Submit a Copy of the original work	Must contribute to the education profession or add to the body of knowledge in the individual’s specific field.  Must be a commercially published work.

**Bucyrus LPDC  
CEU Options**

<b>Option</b>	<b>Maximum CEUs/ Clock Hours</b>	<b>CEU Value</b>	<b>Verification Requirements</b>	<b>Criteria</b>
Visitation to examine facilities and/or materials, or to observe model instruction	20 clock hours per year	20 clock hours = 2 CEUs	Page 18: Signature form for activity; signed by host	Must submit a written report of observations made. Report will accompany the Signature form page 19
Mentor	30 clock hours per year	30 clock hours= 3 CEUs	Page 12: Activity proposal/verification form	Must be mentoring of a teacher, administrator or specialist in the Mentoring program
Cooperating Teacher	15 clock hours per semester	15 clock hours = 1.5 CEUs	Page 12: Activity proposal/verification form, accompanied by verification, documentation from Student Teacher's College or University.	Must be a supervisor of an undergraduate student, graduate student, undergraduate intern, or student teacher.



**Bucyrus LPDC  
CEU Options**

<b>Option</b>	<b>Maximum CEUs/ Clock Hours</b>	<b>CEU Value</b>	<b>Verification Requirements</b>	<b>Criteria</b>
Professional Presentations (Ex: Family math, Science or Reading night, teaching a college class, presenting at a workshop or professional conference.	30 clock hours per year	30 clock hours = 3 CEUs	Page 12: Activity proposal/verification form	Must provide a class syllabus or presentation agenda or outline, and an audience evaluation form.  Preparation and presentation hours may be counted.
Professional Committees (Ex: curriculum development, technology committee, etc.)	30 clock hours per year	3 CEUs per year	Page 12: Activity proposal/verification form	Must be service to a formal committee organized by local, state, or national educational agency or organization for the improvement of instruction or educational process.  Must contribute to the education profession or add to the body of knowledge in the individual's specific field.  Clock hours of committee work must be documented.

**Bucyrus LPDC  
CEU Options**

<b>Option</b>	<b>Maximum CEUs/ Clock Hours</b>	<b>CEU Value</b>	<b>Verification Requirements</b>	<b>Criteria</b>
Grant Writing	30 clock hours per year	3 CEUs per year	Page 12: Activity proposal/verification form	CEUs are not dependent on the award of the grant.  Document the clock hours in the planning and preparation of the grant.
School improvement committees	30 clock hours per year	30 clock hours = 3 CEUs	Page 12: Activity proposal/verification form or attendance sheets	CIP, FAC, Chairs, IAT, Curriculum, Technology, RTI, etc.
National Board Certification	180 clock hours per cycle	180 clock hours = 18 CEUs	Page 12: Activity proposal/verification form and Copy of Certification	As determined by National Board Standards.
State Board Licensure: Speech Therapist, School Psychologist, Counselor, etc.	180 clock hours per cycle	180 clock hours = 18 CEUs	Page 12: Activity proposal/verification form and Copy of Certification or Licensure	As determined by State Board Standards.