

Westfall Local School District LPDC

IPDP Memo

WHY DO I HAVE TO HAVE AN IPDP?

If you are employed by an Ohio school, the “Ohio Department of Education requires that you have an Individual Professional Development Plan (IPDP), subject to the approval of the Local Professional Development Committee (LPDC). This plan (goals within the plan) should be based on the needs of the educator, the students, and the school district.”

WHERE CAN I FIND HELPFUL INFORMATION TO HELP MYSELF THROUGH THIS PROCESS?

Go to the Westfall Website and click on the STAFF tab. Scroll down to the bottom of the page and you will see the IPDP Process. There you will find the IPDP Memo, IPDP Form, Goal Writing Guidelines, Ohio Standards for the Teaching Profession, and a Link to ODE.

Be sure to read each part so you are familiar with the requirements.

ODE requires each educator to take the equivalent of six semester hours of coursework to renew a license every five years.

A conversion chart is located on the Westfall Website under the STAFF button. Scroll down to the bottom section marked LPDC Forms to find it. It will show you how many contact hours it takes to equal a CEU and how that equates to semester hours.

Our district curriculum director usually offers job embedded PD for which contact hours are awarded. Please remember to keep all official certificates you receive for the things you attend in your grey IPDP folder. If you are buying graduate credit (to work towards the next level on the pay scale), you will just need to get an official transcript at the end of your course(s).

HOW DO I WRITE APPROPRIATE GOALS FOR MY IPDP?

Each goal must have five parts. Please read the Goal Writing Guidelines so you are familiar with this requirement. Following the five steps will create a complete goal statement.

Keep in mind, that whatever you take professionally to count towards renewal **MUST** pertain to the goals that you type onto your IPDP. Because it is hard to know what the district might offer as job embedded, you may want to have one goal state something like “current educational trends” or something similar to cover that option. If you know you are going to be working on your masters or gifted certificate, use those as your goals.

If, within the five years, something comes up that you want to take but it does not coincide with one of your IPDP goals, you will need to write a one sentence addendum to add to your goals. The addendum needs to be written and approved by the IPDP committee before you take the course. An addendum is also needed should you change teaching positions.

For coursework to count towards your *next* renewal, it must be taken after the date of your approved IPDP. Keep in mind that coursework will not count until your IPDP is approved and on file. IPDPs must be on file within 45 days after receiving your new 5-year license.

HOW DO I SUBMIT AN IPDP?

The Westfall LPDC meets the second Tuesday of every month and has at least two representatives from each building. You do not have to go to the meeting. Simply give your IPDP form to the building representative to take to the meeting for you. If you want your representative to help you with it or check it before the meeting, feel free to ask them for assistance. The final copy of your IPDP needs to be printed, signed, and dated at the bottom. You must also attach a copy of your new license to the IPDP.

You may turn in a new IPDP when you apply for your license renewal. The online license application process allows the LPDC to pre-approve your IPDP so that once the new 5-year license is issued; your IPDP will be go into effect.

PLEASE CONTACT YOUR LPDC BUILDING REPRESENTATIVE IF YOU HAVE ANY QUESTIONS!