

Mercer County LPDC Frequently Asked Questions (FAQs)

1. What Is an Individual Professional Development Plan (IPDP)?

An Individual Professional Development Plan (IPDP) is your proposed plan for professional growth that you plan to complete. This plan must be approved and completed prior to license renewal.

2. Who must have an IPDP?

An IPDP must be completed by any educator who holds a 5 Year Professional License. If you will never receive a license, you will not need to complete an IPDP with Mercer County LPDC.

3. What is the Local Professional Development Committee (LPDC)?

This is a group of Mercer County educators who will be reviewing and approving each educator's IPDP. LPDC approval of an educator's IPDP is required to apply Continuing Education Units (CEUs) for license renewal. CEU activity completed prior to IPDP approval will not be counted towards license renewal.

4. Who serves on the LPDC?

Eleven educators from Mercer County. The committee is represented by teachers, principals, superintendent, and two members appointed by the county superintendent.

5. Who will actually review the IPDPs?

The LPDC members review the IPDPs at scheduled meetings throughout the school year. Meeting dates are posted at each district building, as well as found on: www.mercercountyesc.org.

6. What are the requirements to renew a license?

In order to renew a license the requirement is the completion of any of the following, or a combination of the following:

1. 6 semester hours of coursework*
2. 18 Continuing Education Units (CEUs)
3. 180 clock hours of equivalent activities

The professional development activities you participate in must take place over the life of the license you are renewing. The activities must be consistent professional goals and areas of licensure, as stated in your approved IPDP.

Coursework must be completed from an accredited two-year or four-year institution of higher education.

Coursework must be completed prior to September 1 of the year of expiration of the license to be renewed, or the renewal requirement increases to 9 semester hours.

7. Can you combine semester hours, CEUs, and clock hours?

Yes. However, we are asking all Mercer County educators to convert their activities into CEUs as the standard unit of measurement:

- 1 clock hour = .1 CEU
- 1 quarter hour = 2 CEUs
- 1 semester hour = 3 CEUs

When completing your paperwork for the Local Professional Development Committee, you will convert activities (clock hours or college credit hours) to CEUs.

8. When must your IPDP be started/completed?

Once you receive your 5 Year Professional License, it is recommended to complete your IPDP as soon as

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possible. Beginning January of 2017, the Mercer County LPDC has agreed to the following:

- If the IPDP Submission Date is within 60 days of the license Issue Date, CEU activity will be counted from Issue Date.
- If the IPDP Submission Date is past 60 days of Issue Date, CEU activity will be counted from Submission Date.

IPDPs should not be submitted prior to receiving an initial/renewal 5 Year Professional License. The sooner you begin working towards the completion of your IPDP, the longer you will have to complete your proposed activities. The timeline for completion of IPDP activities is the duration of your license.

9. How often should you submit your activities for approval?

Most activities only need to be submitted when you actually apply for your license renewal. However, some activities (Educational Projects) must be pre-approved. These pre-approved activities should be approved prior to commencing the activity.

10. How many IPDPs must you have?

Educators will have one IPDP. Many educators hold multiple licenses, however, each educator will have just one IPDP, with all licenses listed.

11. What if your work assignment changes?

If your work assignment significantly changes in title/role (i.e., teacher to school counselor, teacher to principal, etc.), you will need to write a new IPDP. Also, if you take a position in another Mercer County district, a new IPDP will need to be written (i.e., teacher at Marion Local, now teacher at Parkway). However, CEU activities accumulated prior to the revision of your IPDP will be applied to your 18 CEU requirement.

12. How many licenses can I have?

Educators may have one or more licenses. As your old licenses expire and you renew them, you are able to align other licenses the effective/expiration dates are consistent.

13. How much will the license cost?

License costs are determined by the Ohio Department of Education. The price may change subject to decisions made by the Ohio Department of Education. If you have multiple licenses with the same effective dates, the cost is the full price for the first license and a reduced cost for each additional license.

14. What about substitute teachers?

Substitute teachers can apply online through the Ohio Department of Education. IPDPs only apply for 5 Year Professional Licenses.

16. What licensure services does the LPDC not provide?

The LPDC does not renew or approve temporary or substitute licenses, approve new licenses or validations, or add new teaching fields to an existing license.

The LPDC does not renew the licenses of some Ohio Department of Education license holders who also hold licenses from their respective State of Ohio licensing boards (e.g. school audiologists, school social workers, school speech-language pathologists, school nurses). These positions do not require completion of IPDPs.