

Pandora-Gilboa Local Professional Development Committee General Guidelines About Your Individual Professional Development Plan (IPDP)

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

An Individual Professional Development Plan (IPDP) is your proposed program for professional growth that you plan to complete. This plan must be approved and completed prior to license renewal and converting from a certificate to a license. Professional development included within an IPDP should reflect the needs of the community, district, building, classroom, or individual. The majority of the professional development indicated should be relevant to current working assignments.

2. *Who must have an Individual Professional Development Plan?*

An IPDP must be completed by any educator prior to renewing a license and for converting a certificate to a license. If you will never receive a license, you will not need to file an IPDP with the Local Professional Development Committee.

3. *What is the Local Professional Development Committee?*

This is a group of Pandora-Gilboa educators who will be reviewing and approving each educator's Individual Professional Development Plan (IPDP). Final approval of the Local Professional Development Committee is required prior to issuance of your professional educator license.

4. *Who serves on the Local Professional Development Committee?*

Five educators from Pandora-Gilboa Local School District. The committee consists of three teachers selected by the association and two administrators appointed by the superintendent when approving teachers IPDPs. One teacher member will be replaced by an administrative member when approving administrative IPDPs. No teacher or administrator will evaluate his/her own IPDP.

5. *What are the requirements to renew and convert to a license?*

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

- Six semester hours of coursework
- Eighteen Continuing Education Units (CEUs)
- Clock hours of equivalent activities

The professional development activities you participate in must take place over the life of the license/certificate you are renewing/converting. The activities must be consistent with your school district or building improvement plan, goal, or mission statement, and relate to your current work assignment (as stated in your Individual Professional Development Plan.)

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

Yes. However, we are asking all Pandora-Gilboa educators to convert their activities into CEUs as the standard unit of measurement. So, even though you will participate in a variety of activities, when completing your paperwork for the Local Professional Development Committee, we are asking that you convert your semester and clock hours to CEUs.

8. How do you convert your clock hours and semester hours to CEUs?

For details, refer to *Group Activity Guidelines* and look under the column CEU value.

Generally, one clock hour of activity equals 0.1 CEUs. One semester hour of college credit equals 3 CEUs.

9. Where can you obtain the required forms for your Individual Professional Development Plan?

Computer files for proposals shall be located on the school system's file servers and be available throughout the district.

10. When must your Individual Professional Development Plan be started/completed?

Your IPDP must be completed and approved by the Local Professional Development Committee prior to the expiration of your current certificate/license. The sooner you begin working toward 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 certificate/license. Every employee of the Pandora-Gilboa Local Board of Education for Licensure must have an approved IPDP on file by October 1, approximately two (2) years prior to expiration.

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

Many activities need to be submitted when you actually apply for your license. However, some activities should be pre-approved. These pre-approved activities should be approved prior to the commencing of the activity by the LPDC committee. Any submitted proposal deemed unreadable by the LPDC shall be returned to the person submitting the proposal without review. The proposal may be resubmitted in appropriate form for consideration at the next regularly scheduled LPDC meeting.

12. How many Individual Professional Development Plans must you have?

Educators will have one Individual Professional Development Plan. Many educators hold multiple certificates; however, each educator will have just one (1) IPDP. Ultimately, each educator will have just one license with possibly multiple teaching fields.

13. What if your work assignment changes?

If there is a significant change in your work assignment, you must revise and resubmit your IPDP. However, all activities accumulated prior to the revision of your IPDP will be applied to your 180 clock hour requirement.

14. How many licenses can I have?

Each educator will have only one license. Multiple certificates will be phased out. As your old certificates expire and you convert them to your license, each area listed on you old certificate will be added to your existing license.

15. How much will the license cost?

The five year license will cost \$60 with each additional teaching field costing \$10. Each educator will have only one license. As your old certificates expire and are added to your existing license, there will be a \$10 fee each time areas are added to you license.

16. What about substitute teachers?

Substitute teachers will apply for renewal directly to the State Department of Education, as they have done in the past.