

FOUR WAYS TO RENEW

1. Accumulate 6 Semester Hours

Requirements:

*Course work for semester hours must meet the Ayersville Standards and Guidelines for Professional Development.

*Course work must be taken from Ohio Department of Education accredited colleges or universities.

Verification: Transcript indicating successful completion

2. Accumulate 18 CEUs

Requirements:

*CEU activities must meet the Ayersville Standards and Guidelines for Professional Development.

*CEU activities must be endorsed by the LPDC.

Verification: Certificate of completed participation signed by presenter or provider representative

3. Accumulate 18 CEU credits of "Equivalent Activities"

Requirements:

*Equivalent Activities must meet the Ayersville Standards and Guidelines for Professional Development.

*Individuals using "equivalent activities" must prepare a proposal outline of the individual planned activities and the number of CEU hours requested. The project must follow Form 2 provided in this booklet.

Verification: A log of relevant activities having the signature of either
a building committee representative,
OR a sponsoring administrative representative,
OR a completed project and/or summary of conclusion report

4. Accumulate 18 CEUs using a combination of the first three ways

Requirements:

*Requirements and verifications for each type of activity included in a combination proposal must follow the previous descriptions.

*The parts of the project must total to the equivalent of 18 CEUs. The ratio 1 CEU = 10 contact hours and 3 CEUs = 1 semester hour will apply.

A sample combination project might include:

2 semester hours	=	6 CEUs
Accumulated CEU workshops/seminars	=	5 CEUs
Equivalent Activities	=	<u>7 CEUs</u>
TOTAL	=	18 CEUs

AYERSVILLE LOCAL SCHOOLS

LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE

CEU OPTIONS

OPTION	MAXIMUM CEU'S	CEU VALUE	VERIFICATION	CRITERIA
1. College		1 semester hr = 3 CEU's 3 quarter hrs. / 2 semester hrs = 6 CEU's 2 quarter hrs = 4 CEU's 1 quarter hr = 2 CEU's	Official Transcripts or Original grade slips or Original Certificate of completion	Must be taken through an accredited college or other approved post secondary educational institution. Must be taken for credit with a grade of "C" or better, a "P" in pass/fail course. Coursework must be in education or in a content area directly related to the individual's teaching assignment or working with students.
2. Educational Conference/ Workshop/Institute/ Academy, or Inservice Credit		1 clock hour in workshops = 0.1 CEU	Certificate of Completion	Must include only time spent in those portions of the conference program that contribute to the participant's knowledge, competence, performance, or effectiveness in education.

ALTERNATE ACTIVITIES

OPTION	MAXIMUM CEU'S	CEU VALUE	VERIFICATION	CRITERIA
<p>3. Peer Observation and/or Visitation</p>	<p>1 CEU per license cycle</p>	<p>1 clock hour = 0.1 CEU</p>	<p>Activity Verification Time Log</p>	<p>Must include a statement of authorization from a supervisor along with summarization of pre-conference and post-conference</p>
<p>4. Publication of Original Work</p>	<p>12 CEU's per license cycle</p>	<p>12 CEU's for book 3 CEU's for article in a professional journal or magazine</p>	<p>Copy of publication or document and Activity Verification Time Log (120 hrs. for book) (30 hrs. for journal or magazine)</p>	<p>Must contribute to the education profession or add to the body of knowledge in the individual's specific field. Must be a published book or article.</p>
<p>5. Teaching Portfolio</p>	<p>3 CEU's per license cycle</p>	<p>3 CEU's</p>	<p>Completed Portfolio and Activity Verification Time Log (30 hrs.)</p>	<p>Portfolio shall include a cover page, table of contents, organization theme and rationale of the organization, philosophy of teaching and evidence of professional growth, goals, accomplishments, awards and honors, lesson material, plans and notes, assessment of student learning and outcomes and a reflective analysis in narrative form of the individual content pieces.</p>

OPTION	MAXIMUM CEU'S	CEU VALUE	VERIFICATION	CRITERIA
6. National Board of Professional Teaching Standards Certification	6 CEU's per certificate/license cycle for candidate completing process but not getting the NBPTS Certificate 12 CEU's for completion	Completion and verification in area of assignment during certificate cycle = all required CEU's	Valid copy of the National Certificate or Activity Verification Time Log for candidate not completing certificate	Must be in the subject area of the individual's assignment. Certificate must be completed or participation as candidate must be verified by the expiration date of the Ohio certificate/license.
7. Mentor/Intern	6 CEU's per year or semester hours granted by college		Activity Verification Time Log Official Transcript Original grade slip	Must be mentor/intern of teacher, administrator or specialist
8. Peer Mentoring	6 CEU's per license cycle		Activity Verification Time Log	Must be a mentor assigned by an administrator or specialist.
9. Cooperating Teacher	1 CEU per semester .5 CEU per semester for shared supervision <i>submit once every 5 yrs.</i>		Copy of notification letter from college	Must be supervisor of a student teacher
10. Methods Practicum Cooperating Teacher	.5 CEU per semester .25 CEU per semester for shared supervision		Copy of notification letter from college	Must be supervisor of a methods practicum student

OPTION	MAXIMUM CEU'S	CEU VALUE	VERIFICATION	CRITERIA
11. Teaching a college, adult or technical course	2 CEU's per semester ----- .5 CEU per semester	2 CEU's per semester ----- .5 CEU per semester	Copy of syllabus or course outline	First time teaching course ----- Repetition of same course
12. Curriculum Development	3 CEU's per license cycle	1 clock hour = 0.1 CEU's	Activity Verification Time Log	Must be service on formal committee organized by local, state, national or international education agency or organization.
13. Professional Committees	3 CEU's per license cycle	1 clock hour = 0.1 CEU	Activity Verification Time Log	Must be service on formal committee organized by local, state, national, or international education agency or organization. Must contribute to the education profession or add to the body of knowledge in the individual's specific field. Documented clock hours of committee work

OPTION	MAXIMUM CEU'S	CEU VALUE	VERIFICATION	CRITERIA
14.	4 CEU's per license cycle	1 clock hour = 0.1 CEU	Activity Verification Time Log	Must enhance individual's work in the profession or contribute to teacher's specialization
15.	3 CEU's per license cycle	1 CEU per presentation ----- .5 CEU per repeat presentation	Copy of presentation outline or copy of program or agenda with your name listed	First Presentation ----- Repeat Presentations
16.	6 CEU's per license cycle	1 clock hour = 0.1 CEU	Activity Verification Time Log	CEU's not dependent on awarding of grant Documented clock hours in planning and preparing.
17.	3 CEU's per license cycle	1 clock hour = 0.1 CEU	Activity Verification Time Log	Project must have prior approval at a regularly scheduled ALPDC meeting and final approval after completion and verification by ALPDC. May include but not limited to: Professional Reading Research Educational Travel

HOW TO WRITE AN INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN

An Individual Professional Development Plan (IPDP) is an individual educator's written plan that defines the educator's professional development and which links the professional development to the needs of the educator, the students, the school, and the school district.

The focus of all IPDPs should be educators' learning goals. At the heart are two or three statements of broad learning goals the educator plans to meet during the renewal cycle.

A goal statement should state an intention to engage in learning. The educator should use an action verb that signifies learning. (It's all in the VERB -- Goals should be stated in terms of learning, NOT performance). Examples of verbs to use are listed below:

become familiar	develop	interpret	seek
expand knowledge	inquire	discover	study
become aware	recognize	explore	research
increase understanding	investigate	identify	acquire
enhance knowledge	identify	become cognizant	

Your IPDP must explain how your goals will benefit you, your students (customers), and your school district or building.

Sample Professional Development Goals

- I want to research and implement a variety of teaching strategies to meet the individual learning styles of my students.
- I want to learn how to use proficiency test data to target identified student instructional deficiencies.
- I will study a variety of classroom management strategies in order to reduce student classroom disruptions.
- I will study other teachers' curriculum maps to better coordinate my subject matter with other curricular areas.
- I will investigate strategies for providing a safer learning environment for my students.

Your activity proposals will then include information about how you will achieve your Professional Development Goals. These would include college course work, local CEU's, workshops, and equivalent activities found in the back of your manual.