

**Tiffin Campus**

928 W. Market Street, Suite A  
Tiffin, OH 44883  
419-447-2927  
419-447-2825 Fax

**Mansfield Campus**

State Support Team Region 7  
1495 West Longview Avenue, Suite 200  
Mansfield, OH 44906  
419-747-4808

**Marion Campus**

100 Executive Drive, 2<sup>nd</sup> Floor  
Marion, OH 43302  
740-387-6625  
740-383-4804 Fax

## Local Professional Development (LPDC) Information Sheet

The following Local Professional Development (LPDC) information is on the North Central Ohio ESC website, Professional Development, NCOESC LPDC:

- Committee members
- Meeting dates
- By-Laws
- Individual Professional Development Plan (IPDP) Goal Ideas
- Activity Guideline Form
- LPDC Appeals Process
- Access Your LPDC Forms and Record

**Requirements for those who utilize LPDC:**

If you are required to go through the LPDC, you will need to contact **Tiffany Gatchel** at [tgatchel@ncoesc.org](mailto:tgatchel@ncoesc.org) to receive your username and password. If you use a second email address other than ncoesc.net, you will need to send that information to Tiffany for correspondence purposes.

If you are transferring from another employer, you will need to transfer your IPDP and hours on the **Approval Verification Form for Educators Leaving an Ohio Local Professional Development Committee (LPDC)** to the NCOESC LPDC committee. If you do not have an IPDP, you will need to complete a plan online through the NCOESC website. **You cannot count hours toward your next license renewal until you have an approved IPDP on file.** The committee also requires you to complete a new IPDP when turning in hours to renew a license.

The LPDC committee meets monthly except for July and December to review IPDP, pre-approval, recommendations for revisions or rejection within thirty days after the LPDC meeting.

**Pre-Approval Activities:**

Pre-approval activities that offer a certificate do not require approval from the LPDC committee. You must turn a copy of the certificate into the committee to receive credit.

The LPDC **requires pre-approval prior to an activity** when a certificate will not be issued along with a 200-300-word review of the workshop or activity. This must be turned into the committee to receive credit.

Certificates and verification of completed activities should have your name, the date and number of contract hours, CEU's or credit hours listed. You will need to submit a copy of the certificate or verification form to the LPDC secretary once the activity is completed.

The LPDC has final approval.

**License Renewal:**

To renew a license, Ohio requires:

- 6 semester hours, *or*
- 18 CEUs (continuing education units), *or*
- 180 contact hours, *or*
- A combination of credit/hours as defined by the LPDC between the date of the educator's **approved IPDP** and the date the license expires.

**BCI & FBI Background Checks:**

Everyone who holds a credential issued by the Ohio Department of Education must complete FBI background checks every five years. **Please note** that credential holders are responsible for obtaining required updated background checks within the five-year timeframe prescribed by law, even if the expiration date of a background check does not coincide with the expiration date of the Department-issued credential.

You may also need to submit BCI background checks every five years if any of the following occur:

- You live outside of Ohio at any time after obtaining the BCI check; and/or
- You allow your Department-issued credential to expire.

BCI/FBI background checks are available by appointment at the Marion and Tiffin Offices. Please call the Marion Campus at 740-387-6625 or the Tiffin Campus at 419-447-2927. Hours for background checks are Monday through Thursday, 8:00 a.m. until 3:30 p.m. and Friday, 8:00 a.m. until 2:30 p.m. The cost is \$30.00 for BCI and \$30.00 for FBI.

If you have your fingerprints done elsewhere, you will need to make sure the results are sent **electronically** to the Ohio Department of Education **and a copy sent to North Central Ohio ESC, HR Department, 928 West Market Street, Tiffin OH 44883.**

**Agenda Items:**

Items for the LPDC agenda are **due to Tiffany Gatchel or a committee member no later than noon on the second Tuesday of each month** except for June. The June meeting is scheduled for the first Tuesday.