



IPDP (INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN) TEMPLATE

CERTIFICATION/LICENSURE INFORMATION

Name:	_____		Date Plan Submitted:	_____
Position:	_____		Building:	_____
Certificate or License 1:	Issuance Date:	_____	Year License or Certificate Expires:	_____
Area(s) of Certificate or License 1:	_____			
Certificate or License 2:	Issuance Date:	_____	Year License or Certificate Expires:	_____
Area(s) of Certificate or License 2:	_____			

INSTRUCTIONS

Send this completed form to the **DIRECTOR OF PERSONNEL'S SECRETARY** prior to taking hours for renewal. It will be forwarded to the LPDC for their approval. The plan may be submitted via email.

- Goals.** Tell what you hope to learn or achieve through your plan. For example, increase my knowledge of curriculum/instruction/technology, work towards an administrative license, etc. These should be broad.
- Strategies.** Tell how you will meet your goals. For example, I will attend professional conferences, seminars, or classes through accredited universities. These should be broad. As a general rule, strategies are things for which you receive a certificate of completion or an official transcript.
- Alternative Activities (optional).** If you are going to have alternative activities, list what those will be and the hours you expect to receive for them. For example, working on curriculum committees, reviewing books for a publisher, etc. As a general rule, Alternative Activities are self-directed and rarely have a certificate of completion or a transcript. Rather, they require you to keep a log of your activities and the time spent on each. **ATTACHED TO THIS SHEET IS A LIST OF QUALIFYING ALTERNATIVE ACTIVITIES AND THE MAXIMUM HOURS YOU MAY USE FOR RENEWAL. ALSO ATTACHED IS AN HOUR/CEU/CONTACT HOUR CONVERSION CHART.**
- Upon approval, you will receive a signed copy of your approved IPDP. When it comes time to renew your license, you will need to submit your renewal application, your approved IPDP and verification that you followed the goals/strategies of your IPDP (transcripts, certificates, etc.)

IT IS YOUR RESPONSIBILITY TO ENSURE THAT HOURS YOU TAKE FOR RENEWAL MEET YOUR GOALS AND STRATEGIES. IT IS YOUR RESPONSIBILITY TO KEEP DOCUMENTATION OF COMPLETED HOURS. IT IS YOUR RESPONSIBILITY TO KNOW HOW MANY HOURS/CEUs YOU NEED TO RENEW YOUR LICENSE.

1. YOUR GOALS

2. YOUR STRATEGIES

3. ALTERNATIVE ACTIVITIES (IF APPLICABLE)

Alternative Activity #1: **Maximum Requested CEU's:**

Alternative Activity #2: **Requested Hours:**

Alternative Activity #3: **Requested Hours:**

Alternative Activity #4: **Requested Hours:**

FOR LPDC USE ONLY

Plan Approved. Hours taken after submission date will be counted towards renewal.

Plan Disapproved for the reasons listed below. Please contact an LPDC member for assistance in modifying your plan.

Reason for disapproval:

Signature of LPDC Chairperson: _____ **Date:** _____

LPDC Members: Shawn Bates, Patty McComas, Ann Puhalla, Janice Swan, and Tom Larkin

QUALIFYING ALTERNATIVE ACTIVITIES

Alternative Activity	Contact Hours	Verification	Criteria
1. COOPERATING TEACHER OR ADMINISTRATOR	1.0 CEU per half college semester student teaching, 1.5 CEU per full college semester student teaching. Maximum of 3.0 CEUs in this area per license cycle.	Detailed activity log plus university contract or certificate.	Must be a supervisor of a student teacher/intern..
2. MENTORING	1.5 CEUs per school year. Maximum of 3.0 CEUs (or 1.0 semester hour) in this area per license cycle.	Detailed activity log.	Must be the assigned mentor of a teacher, administrator, or specialist participating in the district's Entry Year Program.
3. GRANT WRITING	Maximum of 6.0 CEUs (or 2.0 semester hours) in this area per license cycle.	Documented clock hours in planning and preparation (1 clock hour = 0.1 CEU). Copy of grant application.	Grant must be submitted to funding source, however, CEUs not dependent on awarding of grant. Activities promoted by grant must support the district mission and goals.
4. NATIONAL BOARD OF PROFESSIONAL TEACHING STANDARDS CERTIFICATION	Maximum of 9.0 CEUs (or 3.0 semester hours) in this area per license cycle for candidate completing process and submitting portfolio.	Valid copy of the National Certificate or copy of submitted portfolio for candidate not receiving certificate. Resubmission requires an activity log.	Must be in the area of the individual's assignment.
5. PROFESSIONAL COMMITTEE WORK, SUCH AS: <ul style="list-style-type: none"> • Curriculum development • School improving team • District level committees • School/Community partnership initiatives 	2.0 CEUs maximum per committee. Maximum of 6.0 CEUs (or 2.0 semester hours) in this area per license cycle.	Certificate of completion. Documentation of final product. Copy of minutes verifying attendance or signature of committee chair. Documented clock hours and detailed activity log of committee work. (1 clock hour = 0.1 CEU).	Must be service on a 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.
6. PROFESSIONAL PRESENTATION, SUCH AS: <ul style="list-style-type: none"> • District/County level staff development • State/National level conference 	Maximum of 3.0 CEUs in this area per license cycle.	Documentation log of preparation time (1 clock hour = 0.1 CEU), presentation outline, and/or program flyer.	Applies to initial presentation, not subsequent presentations of the same/similar material. Minimum of 60 minutes of presentation time.
7. PUBLICATION OF ORIGINAL WORK	6.0 CEUs for book, 3.0 CEUs for a multi-page article in a professional journal or magazine or a chapter in a book. Maximum of 6.0 CEUs in this area per license cycle.	Copy of publication.	Must contribute to the education profession or add to the body of knowledge in the individual's specific field. Must be a commercially published book or article.
8. SELF-DIRECTED EDUCATIONAL DEVELOPMENT. (INQUIRY, ACTION RESEARCH, IN-DEPTH STUDY OVER TIME, EDUCATIONAL TRAVEL)	Maximum of 3.0 CEUs (or 1.0 semester hours) in this area per license cycle. Only 1.0 CEU per license cycle for educational travel.	Detailed activity log (1 clock hour = 0.1 CEU).	Must enhance individual's work in the profession or contribute to teacher's area of specialization.

To renew a five-year license, you need:

- 6 Semester hours; or
- 18 CEU's; or
- 180 Contact hours; or
- Any equivalent combination thereof.

Conversion Chart

Semester Hours	CEU's	Contact Hours
1	3	30
2	6	60
3	9	90
4	12	120
5	15	150
6	18	180