

Educator Leaving an Ohio Local Professional Development Committee

It is the responsibility of the employee to maintain a copy of their 5 year IPDP Plan and activities that they have submitted and had approved by the LPDC Committee. There are times in an educator's career in which they choose to change their district of employment and it is their responsibility to make arrangements to maintain their credit for future licensure renewals. When an educator leaves East Muskingum Local Schools they should complete the following actions to move their accumulated hours/credits verified by the LPDC Committee:

1. The educator should print off their pre-approved 5 year IPDP plan.
2. The educator should print off a list of the approved activities listed in the LPDC online system.
3. The educator should request that the verification form (see next page) be completed by the LPDC Coordinator/Designee.
4. The completed form will then be passed onto the new district of employment.

Educator Leaving an Ohio Local Professional Development Committee (LPDC) Verification Form

Educator Name

Educator State ID

This educator had an approved Individual Professional Development Plan (IPDP) and met renewal requirements in accordance with that IPDP as listed below beginning on this date: _____ and ending on this date: _____

Number of college or university **semester hours** completed _____

Number of college or university **quarter hours** completed _____

Number of LPDC approved **professional development CEUs** (LPDCs are responsible for converting completed contact hours to CEUs) _____

Yes No The educator meets the State Board of Education's definition of consistently high-performing teacher.

LPDC Coordinator/Designee Signature

Date

Please print:

Name of LPDC Coordinator/Designee **Mike House**

School/District Name **East Muskingum Local Schools**

LPDC IRN **008486**

Name of LPDC **East Muskingum Schools LPDC**

LPDC Chairperson Name **Mike House**

LPDC Chairperson Phone Number **740-826-7655**

LPDC Chairperson Email **mhouse@eastmschools.org**

The educator must submit this completed form with the online renewal application. Please be sure all required information is correct. An incomplete form or incorrectly completed form will not be accepted, and a new form will be required.