Credit at a Glance

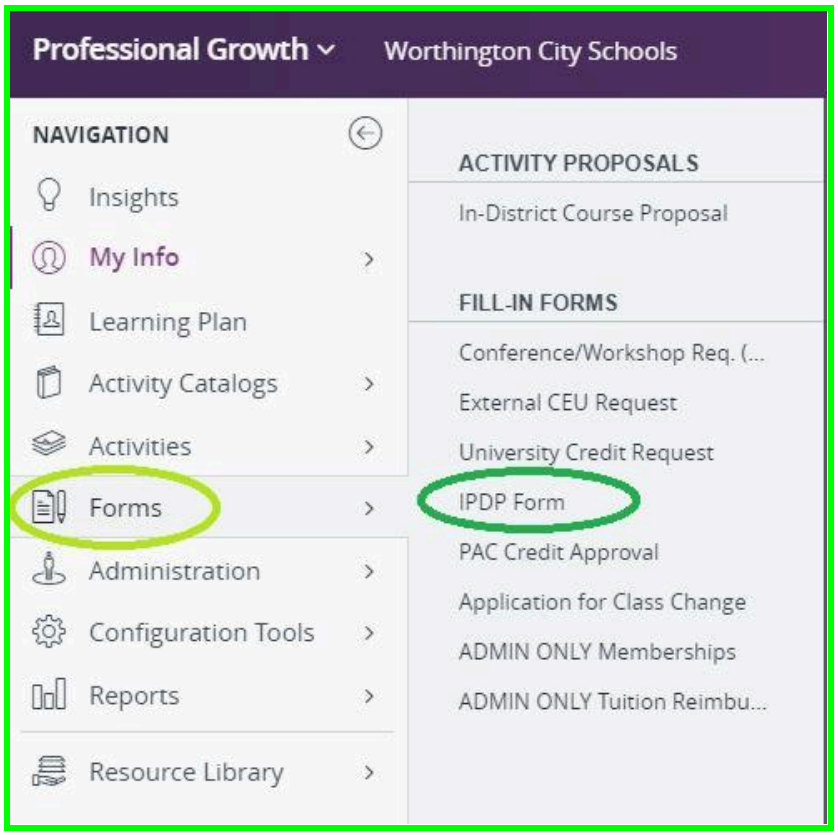
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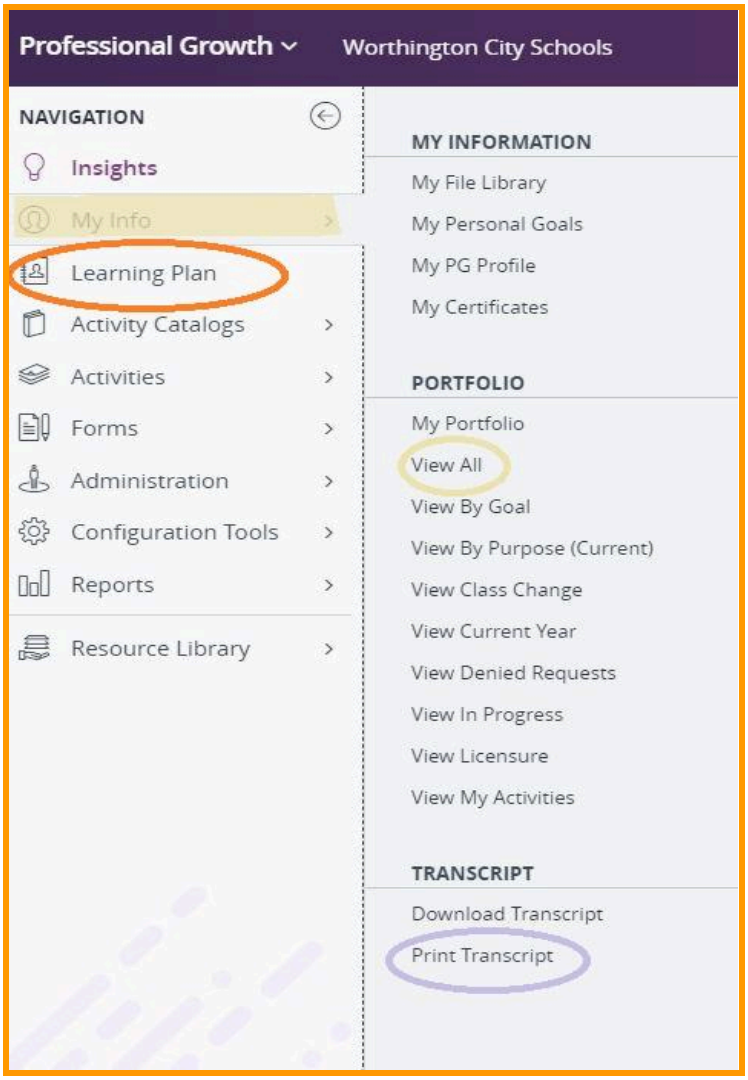
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Individual Professional Development Plan (IPDP)

- You need an IPDP on file BEFORE beginning a professional learning activity for which you would like to receive credit toward LICENSURE RENEWAL!
- *Create your licensure IPDP in Frontline Professional Growth (starting August 8, 2022).*
- **Remember: NO credits/hours count towards renewal until an IPDP is submitted per ODE.**
- Everyone's first goal on their IPDP Form should be as follows:
  - Goal Title: Content, Content-related Pedagogy
  - Description: I will continue to develop my knowledge in content and content-related pedagogy and then apply this knowledge in my planning, instruction, and assessment.
- How to submit an IPDP: (see first image highlighted in green)
  - Step by Step
  - Video
- You can use the pre-created goals menu for your IPDP goal section:
  - IPDP Goals Menu
- How to Find final approved IPDP: (see second image highlighted in orange)
  - Step by Step: Finding your completed IPDP

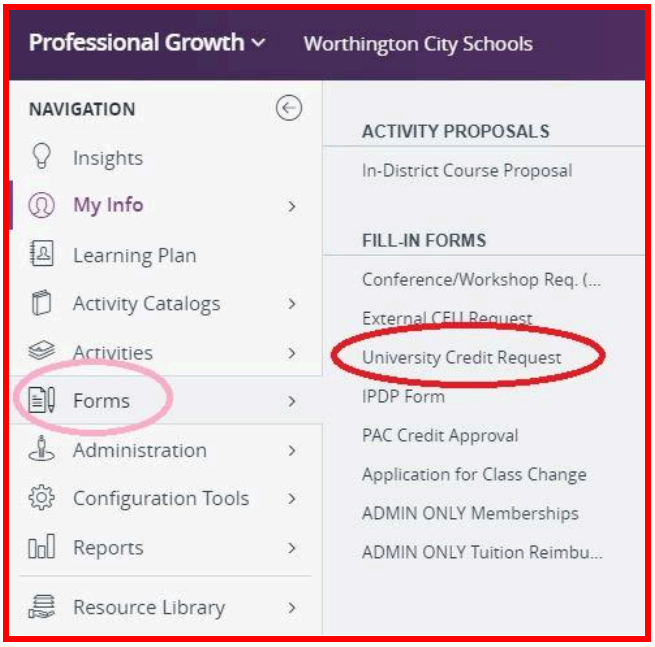




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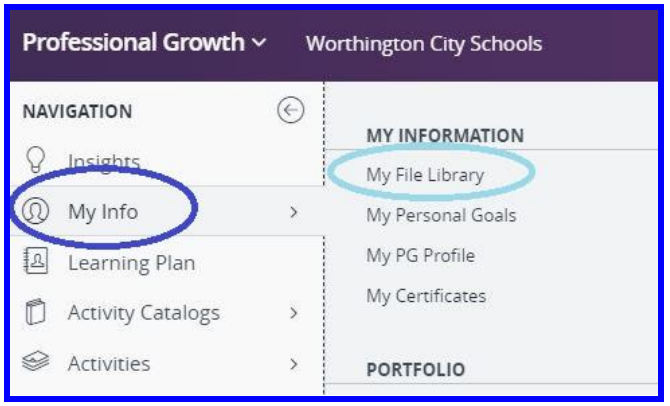
University Credits

Information about University Credits	Licensure ONLY	Class Change
For approval: submit University Credit Request form on Frontline (see red highlighted box below)	1 semester hour = 30 pd hours	Must be from below approved university list
Must attach official transcripts to request	Any accredited university may be used	Can use a combination of either 15 semester hours and/or 15 PAC's
Must upload official transcripts to 'My File Library' first before able to attach to request	Can use up to 6 semester hours for renewal	1 semester hour = 1 PAC



Adding to My File Library (highlighted in blue)

- Step by Step
- Video



- See articles 45.1 and 45.3 in the 2023-2026 Master Agreement for important information about class change requirements for classes V, VI, and VII.

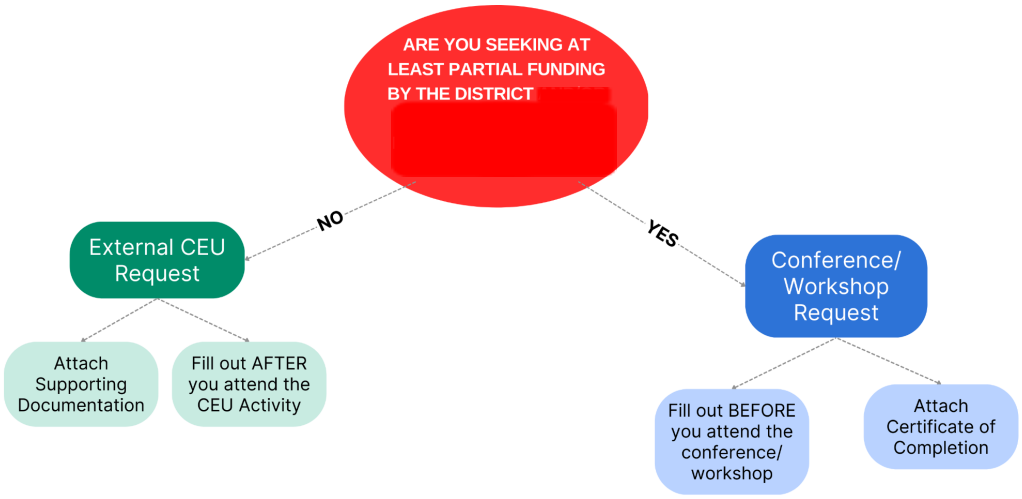
Universities approved for movement to classes V, VI, and VII.

Ashland University
Bowling Green State University
Capital University
Cleveland State University
Kent State University
Miami University
Mt. Vernon Nazarene University
Ohio University
Ohio Dominican University
Otterbein University
The Ohio State University
University of Akron
University of Cincinnati
University of Dayton
University of Toledo
Wright State University
Youngstown State University

Revised 7.23.25

CEU (Continuing Education Unit) Credit/PD Contact Hours

Conference/Workshop Request or External CEU?



Information about PD/CEU	Conference/Workshop Req. Form	External PD/CEU Form
Used to renew licenses ONLY	Complete this form when seeking district financial support to attend an event.	Complete the form: External CEU Request
1 pd contact hour = 0.1 CEU credit What renews a license? 180 pd hours = 18 CEU's	Financial support could be at least partial registration and/or reimbursement of travel costs.	Activities completed outside of district offered pd
Activity (Form) must be submitted within 1 calendar year of completion of the activity.	All registration costs must be paid with a purchase order. Do not book, register, or pay for anything until you have a PO sent from dwesley@wscloud.org	Any professional learning activity that is NOT offered by the district
Contact hours are entered onto both forms. Contact hours can be converted to CEUs.	Requires Supervisor and AAPL approval	Requires WPDC approval
Contact hours that count toward CEUs can be completed during or outside of the contractual work day	Must have a certificate of completion uploaded in Frontline in order to have hours converted to CEUs.	Must have supporting documentation uploaded in Frontline in order to have hours converted to CEUs.

- When you mark an event complete that is listed in the Worthington Schools Frontline Activity Catalog, these hours will automatically be added to your Frontline transcript where they can be converted to CEUs. *Please note that completion of the course may require completion of an evaluation within the Frontline Professional Growth application before you mark it complete.*

Follow this link for CEU/PAC Approval Information:

Approval Guidelines Chart

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PAC (Professional Advancement Credit)

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Information on PACs	More Information	Hours/Conversions
Professional Development completed outside the contractual work day	Can not receive any compensation for activity - meaning not being paid (reimbursement is NOT considered compensation)	**Granted in ⅓'s** 5-9 hours = ⅓ PAC 10-14 hours = ⅔ PAC 15 hours = 1 PAC
Used to advance on the salary schedule or class change	Must be an activity found on the CEU/PAC Approval Guidelines chart	On Frontline, appear in decimals. Still granted in ⅓'s
Can use up to 15 PAC's for class change	Must be submitted within ONE calendar year of completion of activity	1 PAC = 1 semester hour
Submissions will be reviewed by HR	Supporting documentation must be uploaded for approval	How to submit a PAC form: Step by Step

- The PAC program embraces the principle that financial reward for members should be based upon academic preparation and professional growth of bargaining unit members aligned with District academic goals (see article 15.1 in the 2023-2026 Master Agreement).

- Pre-approved activities for PACs for the current academic year:
    - Trauma-Informed Instruction - includes Marcus
    - Educational Technology - Seesaw, Schoology, Zoom, AI, Edpuzzle, Canva
    - Feedback & Grading Practices
    - Curriculum & Assessment Implementation
    - Science of Reading/Structured Literacy
    - Gifted PL opportunities shared by Coord of Gifted Services
    - Meeting the Needs of the Whole Child (Student Well-Being)

Follow this link for CEU/PAC Approval Information:

Approval Guidelines Chart

Revised 7.23.25

Questions?

Look here for FAQ's and helpful information: FAQ Sheet

Contact Brittany Waugh (bwaugh@wscloud.org) at 450-6034 (WPDC questions) or Diana Wesley (dwesley@wscloud.org) at 450-6006 (Frontline Professional Growth questions).

WPDC Members: Chris Hasebrook, Paul Pflieger, Troy Combs, Tricia Winland, Kristen Jarzecki, Julie Travis, Greg Ross, Rich Hagopian, Tiena Miller, and Brittany Waugh

Revised 7.23.25