

Springfield Local Schools LPDC

Things You Should Know and Do Checklist:

Educator's Responsibility

Checklist of things You Should Know and Do.

Prior to beginning your professional learning, you will need to:

1. Monitor expiration date(s) of certificates and licenses.
2. Review IPDP_Template (Found on "For Staff" on SLS website under LPDC): Review "Sample IPDP" found on LPDC Website.
3. Identify SMART goals (OHQPD p.23) and rationale for your IPDP based on data and aligned to the mission of your building.
4. Complete your IPDP_Template.
5. Submit a copy of your completed IPDP_Template to:
sls-lpdc@springfield-schools.org. **This must be completed within two weeks after receiving your new certificate.**

Upon receiving approval of your IPDP goals by the SLS LPDC, you will need to:

1. Select professional learning that meets the goals of the approved IPDP.
2. Ensure the professional learning you want to take is High Quality Professional Development according to standards on p. 7 of OHQPD. Professional learning options must reflect Ohio's PD standards and may include anything found on the "LPDC Option Chart" found on LPDC website.
- 3*******Tuition reimbursements forms are separate from these and MUST be completed and sent to Superintendent for prior approval.***
4. Complete the professional learning (PD) you have identified in your IPDP in a timely manner as stated in the plan.
5. Maintain records of all licensure and SLS LPDC transactions, particularly the LPDC review and approval of the IPDP, coursework, and other professional learning.