

Professional Development, License Renewal, and Individual Professional Development Plans

This document is for your use to help navigate Frontline: Professional Growth in monitoring and maintaining your Individual Professional Development Plan (IPDP) and activities for Professional Development. The LPDC members are Don Christie (CO), Dominic Helmstetter (HS), Nikki Moscinski (Elem), Julie Roe (Woodland), Chris Soltis (HPI), Paula Stout (Elem), and Kelley Treece (JH). Please feel free to contact/email any of the members for answers to your questions.

Just a reminder, it is the responsibility of the license holder to obtain 18 CEUs per license cycle. The purpose and responsibility of the LPDC is for reviewing and approving Individual Professional Development Plans (IPDPs), coursework and other professional development activities that educators propose to complete for the purpose of their license renewal.

Frequently Asked Questions:

- What is the process for obtaining CEUs? First, the license holder needs to submit an Individual Professional Development Plan (IPDP) and have it approved by the LPDC. After that, the license holder seeks out opportunities for professional growth; requests are made through Frontline -- Professional Growth. Upon completing the activity, upload the verification documents (certificate) to Frontline and mark the activity as complete. After that the LPDC will review and verify the documentation and CEUs will be awarded. Again, it is the **responsibility** of the license holder to monitor his/her progress in obtaining the 18 CEUs every 5 years.
- How do I receive credit for completed PD beyond the 60 days? If the PD is beyond 60 days from completion and you want the credit, email the certificate (complete with name) to Paula Stout. Once the course is verified, the appropriate credit will be awarded and the activity completed.
- What if I do not want or need the credit but want the activity off my "manage screen"? Can I just delete the activity? **NO**, you can not delete the activity. This creates many issues as financials are tied to the activity, such as payment to a vendor, substitute costs, etc. Again, **DO NOT** delete the activity. Contact Paula Stout to ask for no credit to be awarded and she will complete the activity which will result in the "completion" of said activity.
- What is the difference between the **LPDC** and the **PEA PD** committee?
LPDC: The LPDC is a committee of 7 members (PEA and Admin) that approve Professional Plans and Professional Development. This committee also verifies and awards CEU based upon the documentation submitted by the staff member. This committee focuses on IPDP approval, Out of District PD, College credit approval, and approval of methods/student teacher requests.
PEA PD: The PD committee consists of PEA members and Administrators. This committee approves/denies professional development based on the costs associated with said PD and plans the November Professional Development Day.

Creating an Activity in Frontline → Professional Growth

*****This is the area that you are requesting Professional Development*****

1. Log into Frontline from Classlink
2. Top left corner, click Absence Management → Professional Growth
3. On left side, click Forms → under Fill-in Forms click on the type of activity you are going to complete: PD Request (Conferences, Workshops, Webinar/Online, etc.), Graduate Request (Grad Classes), Student Teacher/Method Teacher or IPDP (for creating a new plan).
4. Complete all of the required information on each form (boxes are outlined in red). For Hours/Credits, you can put in how long you anticipate the activity lasting, however when the activity is verified by the LPDC these numbers could and do change. In the Goals section, click any and all that apply but most importantly the last area that states Goals: Personal: current IPDP. Click in the box to the left of your IPDP. Finally, add your relevance for such activity, **“What do you plan to learn and how will you use this new knowledge to be a better educator?”** In the relevance section, please **explain in your own words how this activity will help you to achieve your IPDP goals.**
5. Click Submit.

Completing an Activity in Frontline → Professional Growth

***** This is to be done within 60 days of the date of the activity *****

When the activity has occurred/finished, several things will need to be done.

1. Log back into Frontline → Professional Growth → My Info → My File Library.
2. Upload documentation of the activity (completion certificate, transcript) to your file library.
3. Click on Learning Plan. Find activity that you need to complete and click on Manage.
4. Click on Mark Complete → click on the file that was uploaded (certificate, etc.) and then submit.

License renewal takes place every 5 years. Paula Stout will notify each staff member in January of the year that the license expires with the total number of CEUs earned thus far. License renewal requires 18 CEUs and is the responsibility of the license holder to track.

Once a new license is received, you **MUST** create a new IPDP and submit for approval by the LPDC committee. Professional Development **will not** be permitted to accumulate until this step is completed. Click on Forms → IPDP.

***** Please note ***** - If a department within **Perrysburg Schools** (T&L or PUPS) is offering PD as a course, book study, etc. staff members will register in Frontline → Professional Growth → Activity Catalog → District Catalog or Calendar. Click on Name of Professional Development and complete the necessary fields and click submit. These offerings still need to be approved by your building principal before being released to the Absence Management side which will allow for a substitute to pick up the day, if one is needed.