

## **DIOCESE OF TOLEDO**

### **Guidelines for Professional Development Committee Membership**

#### **1. LOCAL COMMITTEES**

##### **A. Make up**

1. Committees should not serve more than 100 educators.
2. Schools are required to partner with one or more schools. Partnerships (clusters) may be combinations of elementary and high schools or several elementary schools.
3. Committees must have at least three members, the majority of whom must be teachers and one of whom will act as chairperson. Each school in the cluster must be represented.
4. All committee members must be currently licensed educators presently employed by a Catholic school in the Diocese of Toledo.
5. One of the local administrators will serve as convener.

##### **B. Selection**

1. Each cluster will have one principal who will act as a convener to coordinate the establishment of the committee and to oversee its functioning.
2. Each school in the cluster provides the name(s) of teachers and administrators who will serve on the committee to Vicki Fitts at the CYSS office.

##### **C. Terms**

1. Terms are determined on a local level by the principal. A committee member may be replaced at any time at the discretion of the principal.
2. The chairperson should rotate among committee members.
3. The term of convener should rotate according to local preference. Attendance at the meetings is desirable whenever possible.

D. Committee responsibilities

1. To set (at least) quarterly meetings and to notify cluster members of these meetings (publish dates). Committees are to meet for the last time at either the end of May or early June, in order to process any CEU requests/license renewals for teachers who have done work during the spring months.
2. To act on CEU requests according to guidelines.
3. To act on educators' requests for renewal of state licenses once the requirements are met.
4. To handle all requests in a timely and confidential manner.
5. Each representative is to have a copy of his/her school's educators' Individual Professional Development Plans. It is to be confirmed prior to the LPDC meeting that all CEU requests are within the IPDP goals set by the educator and principal, and approved by the LPDC committee. If an IPDP is not on file with the representative, then the CEU request will be returned to the educator and no CEU will be issued.

**II. DIOCESAN PROFESSIONAL DEVELOPMENT COMMITTEE**

1. The Diocesan Professional Development Committee will meet at least quarterly. The dates will be published in the Principals' Bulletin and in the Teachers' Bulletin.
2. The committee will act on CEU requests and license renewals for members of LPDCs.
3. The committee will act on any appeals in the Diocese.

If the educator wishes to further appeal the Diocesan Committee, a formal appeal may be made to the superintendent of Catholic schools. The superintendent's decision is final.

4. The committee will act on CEU requests for substitute teachers and retired teachers who sub regularly in the Catholic schools.

## **PROFESSIONAL DEVELOPMENT PLAN ACTIVITIES SUGGESTIONS**

### **ACTIVITY**

### **DOCUMENTATION**

College course work

Official Transcript

Diocesan workshop

Signed CEU certificate issued by  
Diocesan office

Vendor or local workshop

CEU Individual Request Form and  
certificate of attendance with contact  
hours, or workshop schedule with  
signature of presenter or workshop  
coordinator. If no certificate is  
issued or no signature obtained,  
Activity Documentation Form must  
accompany CEU Request Form.

Attendance at Professional Conference,  
Convention, or Meeting

Individual Request Form and  
certificate of attendance, signature of  
presenter or coordinator, or Activity  
Documentation Form.

\*Presenting at Professional Conference or Convention

Individual Request Form; Activity  
Documentation Form; copy of  
brochure

Peer observation

Individual Request Form; Activity  
Documentation Form

\*Teacher Projects

Individual Request Form; Activity  
Documentation Form

Professional reading or book study

Individual Request Form; Activity  
Documentation Form

***\* If joint presentation/project, the request for CEUs should be made together and submitted to the committee. Use "Joint Request" Form and "Joint Activity Documentation" Form***

Viewing professional videotape

Individual Request Form; Activity Documentation Form

Educational travel

Individual Request Form; Activity Documentation Form with schedule attached.

Accreditation Committee

Maximum 3.0 CEUs for all teacher participants. Principal will submit Group Request and list of teachers to LPDC at the end of the accreditation process.

School Curriculum Committee

Maximum 3.0 CEUs. CEU Request Form; proof of activity from principal.

## Pre-approved Workshops

Certificates and seals must still be requested.

1. Principal's Institute - .5 CEUs
2. Course of Study Revision – Maximum of 3.0 CEUs
3. Leadership Institute - .5 CEUs
4. Catholic Educator's Conference - .3 CEUs
5. Accreditation – Maximum 3.0 CEUs. No division of steering committee or general committee will be done.
6. Orientation for new principals –  
    1<sup>st</sup> year principals – 3.0 CEUs  
    2<sup>nd</sup> and 3<sup>rd</sup> year principals – actual contact time from sign in sheets
7. Mentoring semester student teacher – 6.0 CEUs. Confirmation of activity from principal must accompany request to LPDC. It is not necessary to indicate a goal on request form. **Maximum 6.0 CEUs or 2 semester hours per renewal.**
8. Mentoring semester methods student teacher – 2.0 CEUs. Confirmation of activity from principal must accompany request to LPDC. It is not necessary to indicate a goal on request form. **Maximum 2.0 CEUs or 1 semester hour per renewal.**
9. Mentoring Beginning Teacher – 4.5 CEUs. Confirmation of activity from principal must accompany request to LPDC. It is not necessary to indicate a goal on request form. **Maximum 4.5 CEUs per renewal.**

## NOT Approved for CEUs

1. Service on the Professional Development Committees, or attendance at the annual LPDC meeting in Fostoria.
2. Faculty meetings unless a presentation is included. CEUs would be given only for the presentation time.
3. Regional Principals' Meetings unless an outside presentation is included.
4. Coaching clinics or coaching workshops – professional development should support the educator's license.
5. Homework/reading for coursework – Homework is part of the credit given for coursework.
6. School committees – building and grounds committees; scheduling classes; faculty advisory; school advisory council.
7. Beginning Teacher – no CEUs earned during the 2-year provisional license period will be carried over to the 5 year license.
8. Transportation training
9. Mentoring high school vocational students. CEUs for mentoring are only to be given for college students.

## **CEUs, CEU FEE AND LICENSE PROCESSING**

Only CEUs or semester hours earned after the issue date of a license may be used to renew that license. CEUs may not be "carried over" into the next licensure period. This also applies to an entry year teacher's 2 year provisional license. No CEUs earned during that period will apply to the renewal of the 5 year license.

Specific workshops such as Blood Borne Pathogens, that must be repeated every year, may only be used once during a renewal period. Conferences such as OCEA or Mazza, that vary from year to year, may continue to earn CEUs.

Teachers who host field experience students that observe in a classroom for a week at a time may earn .5 CEUs per week, with a maximum of 1.0 CEUs per renewal. This is different from a semester student teacher or methods student teacher.

CEUs are not to be issued to a teacher who is not working for a Diocesan school, nor can a teacher receive CEUs for work done during employment in another school district.

Substitute teachers and retirees who are subbing in Diocesan schools on a regular basis may apply for CEUs to the Diocesan LPDC.

### **CEU FEE**

Any Diocesan school educator or administrator that will be using CEUs to renew or convert to a license is assessed an annual \$10 CEU fee. The fee may be sent to the CYSS office prior to earning the first CEU of the academic year, or with the first request. Educators that will renew with semester hours only are exempt from this fee.

### **APPLICATION PROCEDURE**

All applications to renew/convert to license, with the exception of a 2 year provisional license, must be approved by a LPDC on the local level or at the Diocesan level.

The educator will send the approved application, white LPDC verification form, and a check, payable to "Ohio TEC" to Vicki Fitts at the CYSS office for the signature of the superintendent. The application will then be sent to the Department of Education for processing. Two copies of the new license will be returned to the Diocesan office in approximately four weeks. One copy will be kept on file, and the original license will be mailed to the teacher at his/her school. Applications sent directly to the Dept. of Education will only delay issuance of the license. Licenses are never to be sent directly from ODE to the teacher's home.

## Individual Activities Guidelines

- I. All CEUs are given according to clock hours. One hour = 0.1 CEU. CEUs may be issued for as little as one clock hour. Credit will be given for the 1/2 hour only when taken with at least one hour. No CEUs can be given for a quarter hour.
- II. The activity must fit one or more goals defined in an approved Individual Professional Development Plan. Professional Development is regarded as work that is above and beyond the expectations of the job.
- III. **No educator may acquire more than 3.0 CEUs (30 clock hours) from one INDIVIDUAL activity or method for purposes of renewal of or conversion to a license.** This is to assure a variety of professional experiences. For example, an educator who reads professional journals may not count more than 3.0 CEUs for that activity towards the number of CEUs needed to renew his/her certificate/license. **This 3.0 limit does not apply to workshops.**
- IV. Generally, the number of CEU's is determined by the amount of time the educator spends on the activity. This time is exclusive of lunch, breaks, time spent filling out the documentation for the LPDC, and other not-on-task times.

### Examples:

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| A. | Professional Reading<br><br>Book on Tape | 60 pages = one hour<br>8 1/2 x 11 publications, 40 pages = 1 hour<br>Actual time spent listening to tape, up to 1.0 CEU per title. This is part of the professional reading individual activity. |
| B. | Video Viewing                            | Actual time watching video and discussion with peers.  |
| C. | Travel                                   | Only the actual time spent visiting the historic sites should be counted.<br>Documentation of the time spent/place visited must be included with the CEU Request Form.                           |
| D. | Teacher projects                         | Time spent preparing and presenting  |
| E. | Peer observation                         | Time spent observing and follow-up discussion  |

- F. Presenting a workshop      Time researching, preparing and presenting
- G. Internet research      Actual time spent on professional research.  
Documentation of dates/times should be  
included with the CEU Request Form.

**Additional Guidelines for Individual Activities**

- A. Professional development must be outside of the routine teaching or administrative responsibilities.

**For example:** Classroom prep would not count; researching teaching methodology or best practices in order to improve classroom instruction would count. Extracurricular activities such as coaching, leading a choir or moderating quiz bowl do not warrant CEUs.

- B. All reading, research, etc. should be at the professional level.

**For example:** Reading student books to prepare for class does not count; doing research on the best books for a 6<sup>th</sup> grade class would count.

- C. Professional development must be beyond the normal expectations of job performance.

**For example:** An art teacher preparing and exhibiting his/her own work does not count for CEUs. There is no professional development. However, time spent researching a new technique that would be used in the classroom would count. A music teacher cannot count CEUs for practicing an instrument, or for a musical performance. CEUs are not counted for student performances of any kind.

- D. Workshops can be counted for CEUs regardless of whether or not the teacher also received a stipend to attend the workshop.

E. CEUs may not be given for only 30 minutes of professional development (reading, viewing videos, etc.) Combine activities for one hour. Initial professional development must be for at least one hour. No CEUs for a quarter hour. Round the CEU down.

- F. CEUs may not “carry up” to the next license period. CEUs or coursework done after the issue date of the license may be used towards renewal.