

All activities submitted to LPDC must be in accordance with an individual's IPDP during the license renewal cycle. All activities must be presented for LPDC approval within one year of completion of activity or posting of grade to transcript.

OPTIONS	Maximum Credit	Contact Hours Value	Verification	Criteria
College Credit	Unlimited	1 semester hour = 30 contact hours 1 quarter hour = 20 contact hours	Official Transcripts Coursework Approval Form A	Must be taken through an accredited college or other approved post secondary educational institution. Must be taken for credit with a grade of "B" or better; a "P" in pass/fail course. Coursework must be in education; in a content area directly related to the individual's teaching assignment; or working with students.
Professional Conference; Workshop; Institute; Academy; Inservice Waiver Day	Unlimited	1 clock hour = 0.1 CEU	Certificate of Attendance Complete Form B	Contact Hour Certificate/Certificate of Attendance provided by professional development sponsor OR an Equivalent Activity Signature Form (available through LPDC) completed AND signed by professional development sponsor/provider. Must include only time spent in those portions of the conference/program that contribute to the participant's knowledge, competence, performance, or effectiveness in education. Must enhance educator's work in the profession or contribute to the educator's specialization.
Grant Writing	Maximum 30 contact hours per license cycle (3 CEUs)	1 clock hour = 0.1 CEU	Form B Copy of Grant Application Form C	Contact hours not dependent on awarding of grant. Documented clock hours in planning and preparation. Information about the grant must include how it will be implemented in the Meigs Local School District's educational program. Must be signed by immediate supervisor BEFORE submission of the grant to the granting agency and LPDC. (Supervisor signature does not guarantee approval by LPDC.)

Self-directed Educational Development (prof. reading, research, educational travel)	Maximum 50 contact hours per license cycle (1 CEU)	1 clock hour = 0.1 CEU	Form B Form C	Must enhance individual's work in the profession or contribute to the teacher's area of specialization.
Professional Presentation	Maximum 60 contact hours per license cycle (6 CEUs)	1 clock hour = 0.1 CEU	Form B Form C	Can only be used ONE time PER PRESENTATION per license cycle. Provide a copy of the agenda, handouts, and the evaluation instrument that was/will be used, if applicable. (This does not include presentations/instruction to students of the Meigs Local School District.)
Curriculum Development	Maximum 30 Contact Hours per License Cycle (3 CEUs)	1 clock hour = 0.1 CEU	Form B Form C	Must be service on formal committee organized by local, state, national, or international education agency or organization. Approval must be obtained by immediate supervisor BEFORE submitting to LPDC. (Signature of supervisor does not guarantee LPDC approval.)
Assessment Development	Maximum 30 Contact Hours per License Cycle (3 CEUs)	1 clock hour = 0.1 CEU	Form B Form C	Assessments may include pre/post yearly assessments, quarterly assessments, and Student Learning Objectives (SLOs), and end-of-course exams. Approval must be obtained by immediate supervisor BEFORE submitting to LPDC. (Signature of supervisor does not guarantee LPDC approval.)
Professional Committees Examples: TBT DLT BLT SLO IAT PBIS TLT	Maximum 90 Contact Hours per License Cycle (3 CEUs)	1 clock hour = 0.1 CEU	Form B Form C	Must be service on formal committee organized by local, state, national, or international education agency or organization. Must contribute to the education profession or add to the body of knowledge in the individuals specific field. Must include documented clock hours of committee work. Committee membership must be different each license cycle.

				Approval must be obtained by immediate supervisor BEFORE submitting to LPDC. (Signature of supervisor does not guarantee LPDC approval.)
National Board of Professional Teaching Standards Certification	Maximum 180 Contact Hours per License Cycle (18 CEUs)	Final contact hour credit to be determined by LPDC	Valid Copy of Certificate and/or Form B Form C	Must be in the subject area assigned. National Board Certificate must be completed OR participation as candidate must be verified by the expiration date of the Ohio certificate/license. Log must accompany certification document.
Mentoring	Maximum 60 Contact Hours per License Cycle (6 CEUs)	1 clock hour = 0.1 CEU	Form B Form C	Must provide monthly agenda outlining topics of conversation. Approval must be obtained by immediate supervisor BEFORE submitting to LPDC. (Signature of supervisor does not guarantee LPDC approval.)
Cooperating Teacher for Student Teacher or Administrative Internship	Maximum 60 Contact Hours (PDUs) per License Cycle (6 CEUs)	Full Year = 30 contact hours Half Year = 15 contact hours	Form B Successful Completion of Contract Form C	Must provide a copy of the university document regarding placement for your student teacher/administrative intern. List: University; name of person (intern); location of assignment; start/end dates; and semester or quarter duration; number of contact hours requested. Approval must be obtained by immediate supervisor BEFORE submitting to LPDC. (Signature of supervisor does not guarantee LPDC approval.)
Teaching a College Course/ Adult Vocational or Technical Course	Maximum 60 Contact Hours per License Cycle (6 CEUs)	30 contact hours = Semester Course	Form B Course Syllabus Form C	Can only be used ONE time PER COURSE per license cycle.
Publication of Original Work	180 Contact Hours per License Cycle	180 Contact Hours for a book 60 Contact Hours for an article in a	Copy of Publication and/or Form C	Must contribute to the education profession or add to the body of knowledge in the individual's specific field. Must be a commercially published book or article.

	(18 CEUs)	professional journal or magazine		
Volunteer Services within the school community	50 Contact Hours per License Cycle	1 clock hour = 0.1 CEU examples-Band/athletic booster concessions summer reading programs Any extracurricular event with students	Form B Form D	Must be in support of a Meigs Local student activity (students present) Must be outside of the normal school day Cannot be a service you are otherwise compensated by the district or other agency.
Teaching Portfolio	Maximum 10 Hours per Year of a License Cycle (1 CEU/yr) equals Maximum 5 CEUs per License Cycle	1 clock hour = 0.1 CEU	Completed Portfolio Form C	Must complete the following sequence: 1. Establish professional goals as they relate to any one of the Professional Development Standards. 2. Develop an action plan that includes activities/strategies, timeline, and resources needed to accomplish the goals. 3. Collect and select artifacts and evidence to support fulfillment of goals. 4. Meet with supervisor to reflect on progress and receive feedback. 5. Consider revisions to goals and/or action plans and make necessary changes. 6. Present conclusions of this process upon submission to the LPDC.
Peer Coaching	Maximum 10 Contact Hours per Licensing Cycle (1 CEU)	1 clock hour = 0.1 CEU	Form C	Must include a statement of authorization from a supervisor along with summarization of pre-conference and post-conference.

NOTE: 3 Quarter Hours = 2 Semester Hours
3 CEUs = 1 Semester Hour
10 Contact Hours = 1 CEU

You need 6 Semester Hours, 18 CEUs, 180 Contact Hours, OR a combination of Semester Hours and CEU's to renew your license.