

LPDC PROCEDURE

FOR EDUCATORS LEAVING THE ARCHDIOCESE OF CINCINNATI LPDC

1. Educators leaving the Archdiocese of Cincinnati LPDC are defined as those transferring to other schools, public or non-public, outside of the Archdiocese of Cincinnati, or educators who will not be employed next year and have professional development work to count toward their next renewal. These educators must file the “Approval Verification Form For Educators Leaving an LPDC”. This form verifies that the LPDC has approved this work to count for licensure renewal, and must accompany the educator’s licensure application at the time of renewal. Educators who are moving from one school to another school within the Archdiocese are not considered as leaving the Archdiocese of Cincinnati LPDC.
2. The educator completes the Portfolio form For Educators Leaving the Archdiocese of Cincinnati LPDC and includes a self-addressed, stamped envelope for return.
3. The educator leaving the Archdiocese of Cincinnati LPDC submits his/her portfolio to the regularly scheduled meeting of the LPDC.
4. The LPDC reviews the portfolio in the same manner as for renewal, verifying SPDPs, IPDPs, making sure that the professional development matches an IPDP goal, the reflections are completed, and counting the professional development credits since the issue date of the last renewal.
5. The LPDC chairperson signs the “Approval Verification Form for Educators Leaving an LPDC” and sends it, along with the educator’s self-addressed, stamped envelope, to the Archdiocesan LPDC Coordinator, Catholic School Office, 100 E. 8th St., Cincinnati, OH 45202. The chairperson’s signature is not valid for the Ohio Department of Education. The district signature is required on this form.
6. The Archdiocesan LPDC Coordinator copies the credits toward renewal on a new Approval Verification Form, signs the form, and returns it to the educator in the envelope provided. The Approval Verification Form signed by the LPDC chairperson will be kept in the LPDC file as proof that the leaving educator’s portfolio was reviewed.
7. The “Approval Verification Form for Educators Leaving an LPDC” must be sent to the Ohio Department of Education with the educator’s licensure application at the time of renewal.

**PORTFOLIO
FOR EDUCATORS LEAVING
THE ARCHDIOCESE OF CINCINNATI LPDC**

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Before submitting your portfolio to the LPDC, check the boxes to make sure the following items are included and that the materials in your portfolio are organized in this order:

- Completed Ohio Department of Education Approval Verification Form for Educators Leaving an LPDC and self-addressed stamped envelope for return
- Copy of Current Certificate/License - Include copies of all certificates/licenses
- Copy of School's SPDP (signed by the principal and consultant) and corresponding IPDP (signed by the principal and LPDC) for every year since your last renewal. College classes/CEUs must be listed on IPDP and match IPDP goals. Reflections must be completed for each activity.
- Official College Transcripts
- List of CEUs from the Educator Data Center (www.CatholicCincinnati.org/schools Certification/Educator Data) or original CEU certificates.

Place this completed form as the first item in your portfolio. Submit your portfolio to your LPDC or to the Archdiocesan LPDC Coordinator, Catholic School Office, 100 E. 8th Street, Cincinnati, OH 45202.

NAME:

SCHOOL:



Approval Verification Form For Educators Leaving a LPDC

This verifies that the attached Individual Professional development Plan was approved , and that

(name of educator)

(social security number)

has completed the following credits toward completion of the plan since the date above.

_____ college/university **semester** hours

_____ college/university **quarter** hours

_____ LPDC approved professional development activities (CEUs)

(authorized signature)

(date)

Print name of Authorized Signer _____

Name of School District _____

Name of LPDC, if different _____

LPDC address _____

LPDC contact person _____

LPDC telephone number _____