

APPENDIX

Guidance for certified employees

Guidance for Resident Educator License

CEU/Semester Hours Conversion Chart

MADISON LOCAL LPDC GUIDANCE

Updated September, 2015

- **Account Information**

-All IPDP submission and management is located online. To access, log onto NCOCC, then click on "IPDP Manager" on the left side of the screen. You must have an approved IPDP to receive credit towards renewal (semester hours/CEUs). Staff members should log on to the "IPDP Manager" at least once during the school year and review that everything is correct.

- **Application for Renewal of Application**

-To renew your license you have to have accrued a total of 6 semester hours, or 18 CEUs, or a combination of both. (1 semester hour = 3 CEUs)

-To renew your license you have to log into your SAFE account. You may begin the application process as early as November in the year before your license expires. For example, if your license expires in June of 2016, you can begin the application process November of 2015. The code that you will need to enter for our district's LPDC IRN number is 014248, the district IRN number is 049452.

-Make sure to complete the license application process before your license expires to allow time for processing. Along with completing your application, the system will ask you to pay for your license. Additionally, you need to complete a background check; BCI and FBI check. If you have lived in the state of Ohio for the past 5 years, you only need to complete FBI for your renewal.

- **New Staff Members Previously Teaching In Another District**

-Make sure to transfer your CEUS from your previous district. This is completed through a transfer form that you will have to request from your former district's LPDC Committee.

-Make sure to complete a new IPDP for our district. You will not be able to receive any new CEUs until this is completed. You must complete pages 6 and 7 from the following site and send to your former school to be completed and returned. http://www.mlsd.net/pdf/LPDC_Handbook_Forms.pdf

- **License**

-You need to have a license to teach at the beginning of the school year. If you do not have a license by the first day of the school year, you cannot work in a school district.

- **Denied Requests**

-If you have an activity or IPDP submission that is denied or pending, make sure to respond promptly to delay or losing that submission.

- **LPDC Meeting Minutes**

-Make sure to read the meeting minutes that are sent out each month after the LPDC meeting. This document contains important information and a listing of staff members that are affected; renewals, IPDPs that are due, etc.

- **Questions?**

-If you have any questions or need any help, you can contact any of the LPDC committee members at the following buildings:

Kathie Jansen – Mifflin Elementary

Mike Leeper – High School

Patty Levingston – High School

Jonathan Muro – Middle School

Rob Peterson – High School

Madison Local School District

CEU/Semester Hours Combination Chart (six semester hours)

| CEUs | + | Semester Hours | = | Semester Hours |
|------|---|----------------|---|----------------|
| 18 | | 0.00 | | 6 |
| 17 | | 0.33 | | 6 |
| 16 | | 0.66 | | 6 |
| 15 | | 1.0 | | 6 |
| 14 | | 1.33 | | 6 |
| 13 | | 1.66 | | 6 |
| 12 | | 2.0 | | 6 |
| 11 | | 2.33 | | 6 |
| 10 | | 2.66 | | 6 |
| 9 | | 3.0 | | 6 |
| 8 | | 3.33 | | 6 |
| 7 | | 3.66 | | 6 |
| 6 | | 4.0 | | 6 |
| 5 | | 4.33 | | 6 |
| 4 | | 4.66 | | 6 |
| 3 | | 5.0 | | 6 |
| 2 | | 5.33 | | 6 |
| 1 | | 5.66 | | 6 |
| 0 | | 6.0 | | 6 |

CEU/Semester Hours Combination Chart (two semester hours)

| CEUs | + | Semester Hours | = | Semester Hours |
|------|---|----------------|---|----------------|
| 6 | | 0.00 | | 2 |
| 5 | | 0.33 | | 2 |
| 4 | | 0.66 | | 2 |
| 3 | | 1.0 | | 2 |
| 2 | | 1.33 | | 2 |
| 1 | | 1.66 | | 2 |
| 0 | | 2.0 | | 2 |

Resident Educator Licensure Procedures

To advance from a Resident Educator License you must:

Pass all required tasks as mandated by the Ohio Department of Education. Complete any required district activities (**Learning to Lead Module and Year 4 Action Plan**). Once all required activities have been completed you should:

1. Have your mentor, principal and the program coordinator sign off on your activities.
2. Go to [Mid-Ohio ESC](#) to complete your fingerprinting and background check. Make sure you call ahead to verify that they are in the office.
3. If going to Mid-Ohio isn't convenient, you can go to your local Sheriff's Office. Make sure you have cash as they do not accept personal checks.
4. Log into your SAFE account and make sure the program coordinator has marked you as complete.
5. Once all of the above activities have been completed, you may then ADVANCE your license from Resident Educator to Five Year Professional. (Log into your SAFE account, go to License, and click on ADVANCE).
6. Make sure you have your credit card available. The cost of ADVANCING your license at this time is \$200.00. If you have questions, you can email/text the program coordinator at Kvonstein@mlsd.net or at 419-545-1502.
7. The program coordinator will assist newly licensed teachers with their first IPDP.

To request an extension of a Resident Educator License:

To extend your license until you have completed the activities for Year 4 (The Learning to Lead Module and Year 4 Action Plan), or if you need to retake any task that was not successfully passed during Year 3, you may apply for a one-year extension of a resident educator license, or you may extend your license. The cost to extend a Resident Educator License for one year is \$20.00.

Please note: Holders of resident educator licenses or alternative resident educator licenses who already have obtained a total of two years of extensions to their licenses, and who have completed less than two years of the Resident Educator Program at the conclusion of that license extension, must renew the license. In order to renew your license, you must complete 6 hours of coursework centered around classroom teaching or the area of licensure at an accredited university. No more than a total of four years of extensions to a Resident Educator License or an Alternative Resident Educator License will be allowed. After a total of four years of extensions to a Resident Educator License or Alternative Resident Educator License, applicants must either renew or advance the license. Please see requirements to advance or renew a Resident Educator and Alternative Resident Educator License below. For additional information go to <http://education.ohio.gov/Topics/Teaching/Resident-Educator-Program>.

Madison Local School District

CONVERSION CHART

| Semester Hours | Quarter Hours | C.E.U. |
|----------------|---------------|--------|
| 1/3..... | 1/2..... | 1 |
| 2/3..... | 1..... | 2 |
| 1..... | 1.5..... | 3 |
| 1 1/3..... | 2..... | 4 |
| 1 2/3..... | 2.5..... | 5 |
| 2..... | 3..... | 6 |
| 2 1/3..... | 3.5..... | 7 |
| 2 2/3..... | 4..... | 8 |
| 3..... | 4.5..... | 9 |
| 3 1/3..... | 5..... | 10 |
| 3 2/3..... | 5.5..... | 11 |
| 4..... | 6..... | 12 |
| 4 1/3..... | 6.5..... | 13 |
| 4 2/3..... | 7..... | 14 |
| 5..... | 7.5..... | 15 |
| 5 1/3..... | 8..... | 16 |
| 5 2/3..... | 8.5..... | 17 |
| 6..... | 9..... | 18 |
| 7..... | 10.5..... | 21 |
| 8..... | 12..... | 24 |
| 9..... | 13.5..... | 27 |
| 10..... | 15..... | 30 |
| 11..... | 16.5..... | 33 |
| 12..... | 18..... | 36 |
| 13..... | 19.5..... | |
| 14..... | 21..... | |
| 15..... | 22.5..... | |
| 16..... | 24..... | |
| 17..... | 25.5..... | |
| 18..... | 27..... | |
| 19..... | 28.5..... | |
| 20..... | 30..... | |
| 21..... | 31.5..... | |
| 22..... | 33..... | |
| 23..... | 34.5..... | |
| 24..... | 36..... | |
| 25..... | 37.5..... | |
| 26..... | 39..... | |
| 27..... | 40.5..... | |
| 28..... | 42..... | |
| 29..... | 43.5..... | |
| 30..... | 45..... | |