

## LPDC Reimbursement Process

**\*\*\*The LPDC meets in October, January, April, and June. Please plan accordingly.\*\*\***

1. **Submit a new IPDP at the beginning of your licensure cycle.**
  - a. Make sure your goals are written specifically for the next 5 years. For example, if you want to get your master's in administration, make sure that is included.
  - b. Here is the link for the [IPDP form](#).
  - c. Example goal: District goal- To work collaboratively with my colleagues to analyze student data and make modifications to my teaching based on the findings.

2. **You need to complete 6 semester credit hours to renew your license during the course of your licensure cycle.** You can take college courses, workshops, or receive credit for attending school meetings. Please keep all certificates for your own records. You can use this [Activity Log](#) to keep track of your hours.

1 contact hour = 0.1 CEU

10 contact hours = 1 CEU

3 CEUs = 1 semester hour

- a. **COLLEGE COURSES:**(something you are completing independently, not something like a workshop you might be asked to attend through Margareta) fill out the [Coursework/Workshop proposal form](#) before the next LPDC meeting. Send it to the District Secretary at the board office and so they can hold it for the meeting.
- b. **REIMBURSEMENT:** At the same time you fill out the Coursework/ Workshop proposal form, you should also fill out the [Professional Development Reimbursement Application](#). Look at the [current teacher contract](#) to see how much money you are eligible to be reimbursed for each school year. Submit this form to the District Secretary to be approved by your building principal at the next LPDC meeting. Your course must be approved and this form filled out BEFORE you begin your course. Make sure you look at the LPDC meeting dates and plan accordingly.
- c. **Approved PD activities through our district:** If your activity is over two hours, you MUST have it approved by a supervisor BEFORE starting the activity. Fill out this [PD Form](#). AFTER completing the activity and receive your certificate. There is no need to fill out a Coursework form if you choose something off of this list. Always keep a copy of your certificate for your records and remember to add it to your Activity Log.
- d. **Individual or group project that is longer than 2 hours:** please have it approved BEFORE starting. During the process of completing your activity, fill out this [Group and Individual Project Plan](#).
- e. **TRAVEL AND LODGING:** you will need to fill out this [Expense Form](#) to be reimbursed for your lodging, mileage, and meals. PLEASE MAKE A COPY AND SAVE IN YOUR GOOGLE DRIVE BEFORE FILLING IT OUT.

3. **During the school year your license expires, schedule a meeting with your building principal to verify that you have completed your 6 semester credit hours.**

You can apply for your new license from the ODE website after they have verified your hours.

IRN # 014686

Margareta LPDC Erie

4. **Submit a copy of your new license to the District Secretary.**
5. **Make sure you get your FBI fingerprints taken.**
6. **Start the process over again and submit a new IPDP.**