Wright State University

College of Education and Human Services

Local Professional Development Committee (LPDC)

**Policies and Procedures**

**LPDC Review and Approval**

The LPDC committee will meet twice each academic year (once in the fall and once in the spring) to review and approve Individual Professional Development Plans (IPDP), Renewal of License or Certificates and IPDP transfers.

All forms must be submitted by the Friday before the committee is scheduled to meet.

**New Individual Professional Development Plan**

IPDP should be completed within 6 months after the new license start date. IPDP and Renewal of License or Certificate cannot be reviewed at the same time.

**Revision to Existing IPDP**

If you pursue a new option for professional development that was not included in your approved IPDP and does not fit under an option previously approved, you must submit an updated IPDP for approval to the LPDC committee. When doing so, review your responses to the three prompts on the IPDP to make sure they support your new plan for professional development.

**License/Certificate Renewal**

License renewal application should be submitted within 6 months of license expiration date.

**Transfer from another LPDC**

The CEHS LPDC will accept an IPDP as approved during the current renewal cycle by a former LPDC. Hours accumulated in the IPDP approved by the former LPDC will be honored with supporting documentation. A new IPDP is to be created to align with the goals of the educator, the college, the university and the student body.

**LPDC Forms**

All LPDC Forms and directions can be accessed through the LPDC Pilot page. If you do not have access, please contact the LPDC chair.