



# Professional Development / EOA Guidelines

**Equivalent Other Activities are Professional Development Activities that go beyond traditional workshops and coursework to job-related activities.**

The following is a list of activities which are considered legitimate learning experiences by the GHCS LPDC that can be used by educators to accomplish the goals of their Individual Professional Development Plan. If you wish to propose Professional Development beyond the scope of this list, see your LPDC representative. Educators shall anticipate that the end result of the activity should be a product that enhances the educator’s skills and knowledge and improves student learning.

Please remember that the strategies/ activities/ college courses that you will engage in **must be pre-approved** by your LPDC, and your approved **IPDP must be on file**.

The options presented are those which are most commonly proposed. Note that all verification products (log, transcript, meeting agenda, workshop certifications, etc.) **must be attached** to a Verification of Professional Development/ Coursework Completion form.

Equivalent Other Activities Conversion Table
Note: <b>6 semester hours</b> are required to renew a license, unless it is a second renewal of a five-year professional license.
<b>10 Contact Hours = 1 CEU</b> (Continuing Educational Unit)
<b>3 CEUs (30 Contact Hours) = 1 Semester Hour</b>

## Pre-Approved Equivalent Activities List

Option	CEU Value	Maximum CEUs	Verification	Criteria
Grant Writing	1 clock hour = .1 CEU	6 CEUs per license cycle Up to 3 CEUs per grant.	Log of writing activities Prof.Development Reflection form Copy of the grant proposal	CEUs not dependent on awarding of grant.  Documented clock hours in planning and presentation.
Curriculum Development	1 clock hour = .1 CEU	6 CEUs per license cycle Up to 3 CEUs per course of study	Project Log Copy of course of study	Must be part of a formal district writing committee.
Peer Observation for self -improvement	1 clock hour = .1 CEU	1 CEU per license cycle	Professional Development Reflection form Timeline/ Log of hours	Approved by building principal Include summary of observations (Does not include mentoring)
College Course	4 quarter hours = 3 semester hours	No limit	Official transcript (not a copy)  Professional Development Reflection form	Must be taken through an accredited college or other post-secondary Institution approved by the Ohio Board of Regents (see URL information on the district LPDC website).  Must be taken for credit with a grade of "C" or better or "P" in pass /fail course.  Must relate to IPDP goals.

Option	CEU Value	Maximum CEUs	Verification	Criteria
Mentoring	1 CEU for mentoring an experienced teacher. 3 CEUs for mentoring an entry level teacher	6 CEUs per license cycle	Professional Development Reflection form Copy of mentoring log	Must be an approved mentor
Chairing any year- long school committee	1 clock hour = .1 CEUs Up to 2 CEUs per committee	6 CEUs per license cycle	Log of committee activities for the year. Meeting agendas with sign-in sheets.	Chair must organize and plan meetings and committee activities.
Membership on year-long school committees	1 clock hour = .1 CEUs Up to 1 CEU per committee	3 CEUs per license cycle	Log of hours Meeting agenda with sign-in sheets.	Must be a year- long committee that is designed to meet district goals.
Publication of work	CEUs will vary depending on the published work	6 CEUs per license cycle	Copy of publication Professional Development Reflection form	Must contribute to the education profession or add to the body of knowledge to the individual's field.
Attending a Professional Conference/ Workshop/ Institute/ or Inservice	1 clock hour = .1 CEU	Maximum of 2 times for the same conference within a renewal cycle.	Certificate of attendance Professional Development Reflection form	For a conference, highlight the conference program to show the sessions you attended Must meet building/ district goals.
Presentation at Local, State, or National Conference or building/ district level presentation	Preparation/ Presentation 1 clock hour = .1 CEU	3 CEUs per license cycle	Handouts of presentation/ Objectives Log of hours Professional Development Reflection form	Applies one time for a presentation
Supervision of University/ College Field Experience students	10 student hours of Field Experience = 1 CEU	2 CEUs per license cycle	Log of hours Written summary of activities	Must be a semester-long field experience

Option	CEU Value	Maximum CEUs	Verification	Criteria
Teaching a College Course, Adult, Vocational or Technical Course	3 CEUs	3 CEUs per license cycle	Copy of syllabus with listed objectives Professional Development Reflection form	Must be related to the education profession or add to the body of knowledge of Individual's specific field. Applies to first instruction period only.
Student Teaching Supervision	3 CEUs per student teacher	6 CEUs per license cycle	Copy of University/College student-teaching contract. Written summary of activities	Must be an official assignment
Educational Project or Program Design/Documentation	1 clock hour = .1 CEU	9 CEUs per license cycle	Log of hours Final product Professional Development Reflection form	Must meet a building/district need
National Board Certification		3 CEUs for completing the process, but not certified. 9 CEUs for receipt of NBPTS	Certification must be completed or participation as candidate must be verified by ODE. Professional Development Reflection form	Credit granted only in the cycle of the final adjudication.
Extended Educational Project		See Separate Evaluation Standards.		