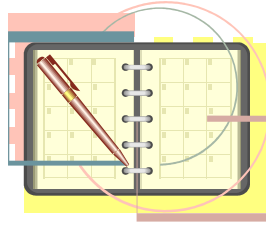


## 2009-2010 IMPORTANT DATES



### **LPDC MEETINGS:**

October 15, 2009 – materials due  
in Teacher Personnel Office  
by 10-13

February 11, 2010 – materials due  
In Teacher Personnel Office  
by 2-9

April 22, 2010 – materials due in  
Teacher Personnel Office  
by 4-19

June 10, 2010 – materials due in  
Teacher Personnel Office  
by 6-7

### **EYT/MENTOR MEETINGS:**

September 10, 2009 – Kick Off

November 19, 2009

January 12, 2010

April 15, 2010

Times and locations to be  
announced later.

### **Fee Waiver Due Dates:**

Fall Semester – August 7, 2009  
(ODU, Ashland U., & Mt. Vernon Nazarene U.)

OSU Winter Quarter – October 13, 2009

Spring Semester – December 13, 2009  
(ODU, Ashland U., & Mt. Vernon Nazarene U.)

OSU Spring Quarter – January 15, 2010

OSU Summer Quarter – Mar. 31, 2010

Summer Semester – April 1, 2010  
(ODU, Ashland U., & Mt. Vernon Nazarene U.)

OSU Fall Quarter – June 15, 2010



- Administrators DO NOT sign licensure applications. Chuck takes care of this signature.
- The School District on all licensure applications is the Diocese of Columbus – not your school or your public district.
- The IRN number on all licensure applications is the Diocese of Columbus' IRN number. That will be completed by the Teacher Personnel Office.
- State Teachers Retirement Forms (STRS) should be mailed to Chuck to verify experience since some teachers may have worked in more than 1 building.
- Only official transcripts (not Xerox copies or faxes) from the college are acceptable as verification of degree or coursework taken for the LPDC. Computer printouts and grade reports are not accepted.
- Transcripts needed according to the teacher/administrator contract for personnel files in the Office of Catholic Schools showing degree(s) and date(s) of degree(s) may be copied from an official transcript, but computer printouts are not accepted. Your school must have the official transcript on file.
- All Teacher Aides must have a current Aide Certificate. When mailing to the Teacher Personnel Office please note the school, if not mailed in a school envelope.
- ALL SUBSTITUTES (even those who just sub for 1 day or who are retired from our schools) MUST BE ON THE APPROVED DIOCESAN SUB LIST each year before you may use them to sub at any time during the year. The superintendent must know who is working in the classrooms. The approved subs are e-mailed each July to keep the list current for administrators. To be approved, the Teacher Personnel Office has on file – the on-line sub application, BCI & FBI reports, PGC certificate, a copy of the teaching or substitute license, or copies of official transcripts, if sub has no license.

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**THE FEE TO PROCESS A 5-YR PROFESSIONAL LICENSE, A PERMANENT OR A NON-TAX CERTIFICATE WILL CHANGE TO \$40.00 BEGINNING JANUARY 1, 2010. CHECKS SHOULD BE MADE PAYABLE TO THE OFFICE OF CATHOLIC SCHOOLS.**

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On-Line Teaching Applications have a new format.

As of 8-3-09, Regular and Substitute Teaching Applications and cover letters are separate. An applicant can now fill out 2 applications, one for a substitute position and one for a regular teaching position. Previously there was only one application and they checked regular or substitute, but could not check both.

Now, when you click Search On-Line Teaching and Substitute Applications from the Administrators' webpage you will see the following:

Search on-line applications submitted prior to 8-3-09 and  
Search on-line applications submitted on or after 8-3-09.

You may then proceed with your search.

In addition, there is now a \$10 processing fee for all substitute teachers who complete(d) the on-line application on or after 8-3-09. We had many, many sub applicants who completed the on-line application and never sent any of the other required paperwork. Even though the cover letter states the required items most don't forward any paperwork until they are reminded by e-mail at least once. We feel this fee may discourage those from applying who aren't really serious about completing the approval process. Those who applied on or after 8-3-09 will not be on the approved list until we receive all the required items plus the \$10 fee.

**PROCESS FOR HIGH SCHOOL RELIGION TEACHERS  
TO RENEW A NON-TAX CERTIFICATE FOR THE OFFICE OF  
CATHOLIC SCHOOLS:**

- 1) Complete an IPDP found on the Teachers' webpage (pages 2 & 3) (see below) have it approved by your principal (signature)
- 2) Mail the approved IPDP to the LPDC for approval **before** taking the coursework (at the beginning of the 5 year plan)
- 3) After the coursework is completed and during the last year of the 5 year plan, complete the Verification Form (page 5 of the LPDC forms). Show your official transcripts and/or LPDC issued CEUs to your principal and get his/her signature.
- 4) Mail the following items to the LPDC between January and June 30 of the year your plan expires:
  - a) The original approved IPDP (plan)
  - b) The Verification Form signed by your principal
  - c) Verification of coursework/CEUs
  - d) \$30 processing fee - checks made payable to the Office of Catholic Schools (this fee will change to \$40 on January 1, 2010)

Requirements to renew a non-tax:

- 6 semester hours, 9 quarter hours or 18 CEUs, or a combination of

Time Frame to renew a non-tax:

- Every 5 years expiring on June 30

Verification needed to renew a non-tax

- Official transcripts (grade reports and computer printouts **are not accepted**)
- CEUs

Verification needed to get an LPDC issued CEU

- See Request to Diocesan Local Professional Development Committee (LPDC) for CEU Credit form – page 6 of the LPDC forms

Notes:

- IPDP – Individual Professional Development Plan (Plan)
- Teachers' Webpage – [www.cdeducation.org/teachers](http://www.cdeducation.org/teachers)  
Click on Local Professional Development Committee  
Click on LPDC Forms,  
Click on 7 Forms
- CEUs – Continuing Education Units – only the Diocese of Columbus LPDC can issue CEUs for our teachers/administrators
- LPDC – Local Professional Development Committee  
197 E. Gay St., Columbus, OH 43215
- The Teacher Personnel Services Office will be happy to share transcripts and/or CEUs with the Office of Religious Education & Catechesis.

Questions about this process should be directed to Chuck or Dianna in the Teacher Personnel Services Office, 614-221-5829.