

STATE OF OHIO



DEPARTMENT OF REHABILITATION  
AND CORRECTION

SUBJECT: <b>Education Staff Credentials</b>	PAGE <u> 1 </u> OF <u> 6 </u>
	NUMBER: 57-EDU-08
RULE/CODE REFERENCE: ORC 3301-24-08	SUPERSEDES: 57-EDU-08 dated 06/26/12
RELATED ACA STANDARDS: 4-4472	EFFECTIVE DATE: July 1, 2015
	APPROVED: 

**I. AUTHORITY**

This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director of the Department of Rehabilitation and Correction the authority to manage and direct the total operations of the Department and to establish such rules and regulations as the Director prescribes.

**II. PURPOSE**

The purpose of this policy is to ensure that education staff members teaching for the Ohio Central School System maintain current licensure and/or certification with the Ohio Department of Education.

**III. APPLICABILITY**

This policy is applicable to all persons employed by or under contract with the Ohio Department of Rehabilitation and Correction, Ohio Central School System, including community based corrections facilities and private prisons. This policy is not applicable to the Corrections Training Academy Staff or the Adult Parole Authority.

**IV. DEFINITIONS**

**Continuing Education Unit** – Credits for education-related activities, such as some workshops, seminars, or conferences.

**Individual Professional Development Plan (IPDP)** – A plan that is created by educators in order to guide and assist them with obtaining their license.

**Local Professional Development Committee (LPDC)** - A committee developed by the Ohio Central School System to assist staff in licensure application as required by law and the Ohio Department of Education. OCSSLPDC, is the committee for all licensed educational staff within State operated facilities, Community Based Correctional Facilities and private prisons.

**Pre-Approved Providers List** - A list of professional development providers that the Ohio Central School System Professional Development Committee (OCSSPDC) has approved to meet the educator's Individual Professional Development Plan and the state standards for licensure renewal.

**Professional Development Equivalent Activities** – Activities directly related to education in accordance with the philosophies of the Ohio Central School System and the Local Professional Development Committee, mandatory job related training and in-service, and other professional growth options.

**Ohio Central School System Professional Development Committee (OCSSPDC)** - A committee of Ohio Central School System professionals responsible for approving/denying professional development activities as they relate to license renewals and the entire licensure process.

## V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction to require all applicable education personnel to maintain valid teaching certification/licensure issued and/or recognized by the Ohio Department of Education.

## VI. PROCEDURE

### A. Annual Verification of Education Credentials

1. It is the sole responsibility of each certificated staff member to ensure that his or her required paperwork to renew certifications/licensures is completed and submitted to the LPDC in a timely manner. The staff member shall also provide a copy of the current and valid certification to the Principal. A staff person's failure to submit the required paperwork in a timely fashion may be grounds for discipline up to and including removal.
2. Under no circumstances will an Ohio Central School System (OCSS) employee be permitted to provide educational programming without a current and valid certificate/licensure, appropriate to the area in which they are teaching, from the Ohio Department of Education.
3. All Shared Service Area Principals shall be responsible for verifying the credentials of all certificated/licensed staff within their assigned shared service area by July 31st of each year. The annual verification of credentials for each employee shall be documented on the Verification of Education Credentials Form (DRC4290).
4. The Assistant Superintendent or other Operation Support Center OCSS supervisory staff shall be responsible for verifying the credentials of their Operation Support Center licensed staff by July 31<sup>st</sup> of each year. The annual verification of credentials for each employee shall be documented on the Verification of Education Credentials Form (DRC4290).
5. At the time of the verification, the Principal or other Operation Support Center OCSS supervisory staff shall provide a written reminder to any staff member whose credentials are due to expire by June 30<sup>th</sup> of the following year. A copy of such notification shall be maintained with the Verification of Education Credentials for each employee.
6. The Principal shall complete the Annual Report of Education Credentials (DRC4289) and forward it to the Superintendent of the Ohio Central School System, with a copy to the

appropriate Deputy Warden. A separate report shall be completed for each individual institution, regardless of the shared service provisions. The Annual Report of Education Credentials (DRC4289) and the reminder letter shall be completed and submitted to the Superintendent by August 15<sup>th</sup> of each year.

7. The Ohio Central School System Superintendent's office shall forward copies of the completed Annual Report of Education Credentials (DRC4289) to the appropriate Professional Development Committee Chairperson by August 31<sup>st</sup> of each year.
8. The Assistant Superintendent or other OCSS supervisory staff shall also complete the Annual Report of Education Credentials (DRC4289) and the reminder letter for Operation Support Center staff and forward to the Superintendent by August 15<sup>th</sup> of each year.
9. By January 15<sup>th</sup> of each year, the Principal, Assistant Superintendent, and other Operation Support Center OCSS supervisory staff will check the status of the application(s) for all staff members required to renew certifications/licensure within the calendar year. The Principal, Assistant Superintendent, and other Operation Support Center OCSS Supervisory staff shall provide a written reminder to any staff member whose credentials are due to expire by June 30<sup>th</sup> of the current year. Copies of this reminder shall be sent to the Local Professional Development Committee Chairperson and the Superintendent by January 15<sup>th</sup> of each year.

## **B. Licensure Process**

1. Education staff must submit their application electronically on the Ohio Department of Education (ODE) website. It is recommended that all applications and necessary attachments be submitted to ODE by March 31<sup>st</sup> of the renewal year. Applications received after March 31<sup>st</sup> of the renewal year shall be processed but not guaranteed to be processed in time to meet the July 1<sup>st</sup> deadline for the issuance of a license by the Ohio Department of Education.
2. In the case of a renewal or transition to licensure, the applicant shall submit their application electronically on the Ohio Department of Education (ODE) website.
3. OCSS Operation Support Center staff shall follow the above procedures.
4. Prior to transition to licensure or renewal of a license, education staff must have an Individual Professional Development Plan (DRC4407) approved and on file with the Local Professional Development Committee. Activities and coursework completed prior to the Individual Professional Development Plan being approved shall not be accepted for renewal consideration.
5. The Local Professional Development Committee shall accept outside district approved Individual Professional Development Plans. Educators must submit a "Verification Form for Educators Leaving the LPDC". This form must be obtained from the former LPDC by the educator. Individuals leaving the OCSS are responsible for requesting the "Verification Form for Leaving the LPDC".

6. All six Ohio Professional Development Standards must be met by the educator in order for the LPDC to approve any licensure renewal.

**C. Ohio Central School System Professional Development Committee**

1. The Ohio Central School System Professional Development Committee shall follow the most current edition of the Ohio Central School System Professional Development Committee By-Laws and the procedures outlined in the most current edition of the licensure renewal process manual.
2. The Ohio Central School System Professional Development Committee shall consist of a majority of Ohio Central School System teaching professionals appointed by the State Council of Professional Educators (SCOPE) and Ohio Central School System administrative staff appointed by the Superintendent or designee.
  - a. State Council of Professional Educators appointed teaching professionals shall serve a committee term of 3 years. Terms may be renewed by the SCOPE Executive Committee and appointed members may be changed at the discretion of the SCOPE Executive Committee.
  - b. Ohio Central School System appointed administrative staff shall serve a committee term of 2 years. Terms may be renewed or extended by the OCSS Superintendent and appointed members may be changed at the discretion of the OCSS Superintendent.
3. The Ohio Central School System Professional Development Committee shall meet no less than ten (10) times throughout the fiscal year.
4. It is the responsibility of the Ohio Central School System Professional Development Committee to approve and maintain renewals, transitions to licensure, Individual Professional Development Plans (DRC4407), and professional development activity documentation.

**D. Licensure Appeal Process**

1. An appropriate Professional Development Committee Appeals Board shall exist to hear appeals from applicants concerning Professional Development Committee decisions.
2. All members of the Professional Development Committee Appeals Board must hold a current Ohio Department of Education certificate or license and be a current education staff member in the Ohio Central School System.
3. No current Professional Development Committee member may serve on the Appeals Board.
4. The Professional Development Committee Appeals Board shall consist of:
  - a. One (1) person appointed by the State Council of Professional Educators (SCOPE) or the private prisons/CBCF;

- b. One (1) person appointed by the Ohio Central School System;
  - c. One person selected by the applicant.
5. A staff member who disagrees with the decision of the Local Professional Development Committee not to recommend a professional license for the staff member and wishes to appeal the decision must submit a letter to the Local Professional Development Committee Board chairperson indicating an intent to appeal postmarked by April 30<sup>th</sup>, two months prior to her/his license will expire.
  6. The appeal may be presented in written form and/or by the applicant before the Professional Development Committee Appeals Board.
  7. A majority vote of the Professional Development Committee Appeals Board is required to overturn the original decision of the appropriate Professional Development Committee.
  8. The decision of the Professional Development Committee Appeals Board shall be communicated in writing to the applicant and the appropriate Professional Development Committee chair.
  9. The individual may appeal to the Ohio Department of Education if they do not agree with the decision of the Professional Development Committee Appeals Board.

**F. Pre- Approved Providers List**

1. Educators may select coursework or other professional development activities from the agencies on the Pre-Approved Providers List to meet goals of their IPDP and the state standards for licensure renewal.
2. All selected coursework or activities must relate to each individual educator's IPDP and align with appropriate state standards to be accepted for licensure renewal. Any educator who plans to participate in professional development activities from any agency that is not on the providers list must submit a pre-approval form to the OCSSPDC prior to engaging in the professional development activity in order to receive approval consideration.
3. It is the educator's responsibility to submit the evaluation form (DRC4402) found in the OCSS Licensure Handbook, and in online forms, and documentation of attendance to the OCSSPDC after the event within the required timeframe for licensure renewal.

**G. Forms**

1. The following forms, if applicable, shall be submitted to the appropriate Professional Development Committee. These forms should be submitted as indicated.
  - a. Individual Professional Development Plan (DRC4407) - To be submitted prior to transition to licensure or renewal of licensure.
  - b. Pre-Approval Form (DRC4400) - To be submitted prior to engaging in Professional Development Activities within OCSS. Exception - If the educator uses the Pre-

Approved Activities List, this form does not need to be submitted until after the Professional Development takes place.

- c. Evaluation of Pre-Approved Professional Development Form (DRC4402) – To be submitted to the LPDC after the Professional Development activity has taken place.
  - d. Verification of Participation Form (DRC4401) – To be submitted when no other documentation is provided for the Professional Development sponsor or vendor.
  - e. Individual Professional Development Revision Form (DRC4407) – To be submitted when making revisions to an approved IPDP.
2. If a substitute licensure, conditional licensure, alternative licensure, temporary licensure, or adult education certificate is held, the Shared Service Area Principal shall be contacted for the specific process/forms.

**H. Annual Review of Verification Procedures**

Compliance with this policy will be monitored during the annual education audits.

**Related Department Forms:**

Annual Report of Education Credentials	DRC4289
Verification of Education Credentials Form	DRC4290
Individual Professional Development Plan Revision	DRC4407
Pre- Approval Form	DRC4400
Evaluation of Pre-Approved Professional Development	DRC4402
Verification of Participation	DRC4401