

**NEW!**  
Akron Public Schools  
**OFFICE OF CAREER EDUCATION**  
**BULLETIN 18 : Local Professional Development Committee Guidelines**

**IMPORTANT:** Prior to taking a course, workshop, etc. for credit/Continuing Education Units (CEU), it is imperative that, all instructors have an Individual Professional Development Plan (IPDP) on file with the Local Professional Development Committee (LPDC). It is very important that you keep your IPDP up-to-date.

**CEU**

- CEU are an inexpensive and easy way to earn required coursework for certification or license renewal. In order to obtain CEU for a workshop or conference, the activity **must first** be approved by the Local Professional Development Committee (LPDC) and **must be** in alignment with your pre-approved Individual Professional Development Plan (IPDP). You will NOT receive credit for courses taken if you request approval AFTER the fact.
- Most Akron Public Schools staff development workshops are LPDC approved, but please check the listings in the staff development brochure to be sure.
- College courses are automatically approved for credits; however, any course taken **must be** in alignment with your IPDP.
- Anything offered by the State Department is approved for CEU.
- Educators earning CEU credit from institutions/organizations *outside* of the APS network need to submit their \$5 **CASH** and verification of attendance to the Office of Staff Development, Ott Staff Development Center, room 107. Anyone can complete the paperwork for securing approval for CEU outside of APS. Contact the LPDC office at 330 848-5221 or the Office of Staff Development at 330-761-3053.
- When a CEU has been awarded, the information is recorded in the educator's course history. The educator will then receive a 'transcript' showing coursework/credit earned. Although the LPDC office maintains records of these, it is, nevertheless, the responsibility of the educator to maintain all paperwork for certificate renewal or acquiring a license.

If you have questions about the LPDC, CEU or these procedures, please call the Office of Career Education at 761-3131.