

**Putnam County Educational Service Center**  
**Local Professional Development Committee**

**Appeals Process**

The requirement for a process that allows an educator to appeal the decision of a Local Professional Development Committee (LPDC) is found in Ohio Revised Code as well as in *Ohio's Teacher Education and Licensure Standards*. While the mandate is clear, the determination of how this process will be implemented at the local level is left to each LPDC.

The PCESC Local Professional Development Committee has adopted the following appeal process:

**1. Reconsideration**

- a. If an educator disagrees with an LPDC decision, the educator will be given the opportunity to meet with the LPDC in person to discuss his or her case.
- b. The educator must provide written notice of the intent to appeal to the LPDC Chairperson at least 15 days prior to the next LPDC meeting.
- c. The educator will attend the next regularly scheduled LPDC meeting and discuss the LPDC decision or may submit additional information in writing for use in the reconsideration process.
- d. The LPDC will vote on reconsideration and notify the educator in writing within 15 working days.

**2. Third Party Review**

- a. If, after the reconsideration process has taken place, the LPDC and the educator are still unable to come to agreement, the educator must provide a written request to the LPDC Chairperson for a third party review panel at least 15 days prior to the next LPDC meeting.
- b. The panel members will be identified at the next LPDC meeting, and the panel will review the LPDC decision within 30 days. The panel will consist of the following individuals from PCESC staff:
  - i. One educator currently serving on the Putnam County ESC LPDC;
  - ii. One licensed educator selected by the educator; and
  - iii. One licensed educator agreed upon by both the Putnam County ESC LPDC and the educator.

These three individuals then function as a panel to review the LPDC decision and either uphold it or overturn it.

- c. The educator will be notified in writing of the third party decision within 15 working days of the panel's review.
- d. The decision of the review panel is final.