

## License Renewal Procedure – 3 Parts

You can begin this process in **January** of the year your license expires.

### **Part 1 – Credits, CEUs, Contact Hours and Background Check**

1. Gather your Graduate Credits, CEUs, Contact Hours and any other items you will be using for renewal.
  - a. Use the conversion chart to make sure you have enough Semester Hours, CEUs or Contact Hours to renew your license.
  - b. Use the Renewal options chart to make sure all courses and workshops are appropriate options for renewal.
2. Use the chart below to determine if you have the required amount of hours or credits to renew your license.
  - a. To renew you need one of the following or a combination of them.
    - i. 6 Graduate hours
    - ii. 18 CEUs
    - iii. 180 Contact Hours
  - b. If you are using Contact Hours please put them in groups of 30 using a paper clip.

Graduate Hours	CEUs	Contact Hours
<ul style="list-style-type: none"> <li>• _____</li> <li>• _____</li> </ul>	<ul style="list-style-type: none"> <li>• _____</li> </ul>	<ul style="list-style-type: none"> <li>• Please write the total number of hours. Do not list them here.</li> <li>• _____</li> </ul>

3. Complete you BCI (Ohio) and FBI (CIFC) background checks
  - These will be done electronically at the BMV or other qualifying place.
  - You will not turn anything to LPDC for this part

### **Part 2**

1. Logon to you SAFE account through the Ohio Department of Education.
2. Click on ODE.CORE.
3. Renew your license

The **Field Local LPDC IRN number is 014360.**

\_\_\_\_\_ Complete the ODE Renewal Form online.

\_\_\_\_\_ Make payment online.

\_\_\_\_\_ Designated E-signers for LPDC are Teresa Cianchetti and Susan Blake.

- **You will not get approval at this time. The LPDC committee must check your materials and sign off prior to your license being approved.**

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### **Part 3 – LPDC Approval**

After you have completed part 1 and part 2 paper clip the following materials together. Send to the LPDC mailbox in the Superintendent’s Office or give to your building representative. Please make a copy for your files and send us the originals, except for your certificates.

\_\_\_\_\_ **Current IPDP** – You should have this or it can be obtained by asking your LPDC rep in your building

\_\_\_\_\_ **New IPDP** – Go to the Field Locals Schools website and click “Staff Services.” Then click the link to create a IPDP. Fill it out and it will email you a new IPDP to turn in.

- **Make sure to get your principal’s signature on the IPDP**

\_\_\_\_\_ **Copy of current expiring license (s)**

- This is used to check the dates of your classes and certificates

**You may use all three of the renewal options. Please check the ones that are applicable to you and include those documents for the committee to check.**

\_\_\_\_\_ **Official Transcript(s)**, if college hours are being used. Official electronic transcripts may be sent to the LPDC chairperson. **Send the originals**, not copies.

\_\_\_\_\_ **Local CEU certificates** of completion appropriately signed and embossed. Make sure they are in bundles of 30.

\_\_\_\_\_ **Additional forms of verification** for activity: i.e. certificates of attendance, agenda, or activity documentation as described in the Field Local LPDC packet.

### **FINAL APPROVAL**

ONCE THE MATERIALS ARE CHECKED BY THE LPDC COMMITTEE YOU WILL GET NOTIFICATION FROM THE ODE THAT YOUR LICENSE IS WAITING FOR APPROVAL.

- ONCE APPROVED YOU WILL GET AN ELECTRONIC COPY THROUGH YOUR SAFE ACCOUNT.
- MAKE SURE TO EMAIL THIS TO CENTRAL OFFICE (MRS. BABLE)
- LPDC WILL RETURN ALL OF YOUR MATERIALS UPON COMPLETION