

RENEWAL OF LICENSE

Sequence for Final Package of Credentials

There are two steps to complete the renewal process.

Step 1: Gather the following:

_____ Approved expiring IPDP (that goes with your license that is expiring.)

_____ Verification of BCI (Ohio) and FBI (CIFC) background checks

(This must be done electronically. Be sure to request that one copy goes to the ODE and one copy to Field Local Schools Administrative Office at 2900 State Route 43, Mogadore, OH 44260)

Have you lived continuously in Ohio for the past 5 years? You must check one:

Yes

No

An FBI background check is required if the report on background checks are required if

Both the BCI and FBI

file with ODE is more than 5 years old at the date at the date ODE are more than five years old

the reports on file with

the application is received. A BCI background check is application is received.

on the date the

required if you do not have one on file with ODE.

_____ Official Transcript(s), if college hours are being used. Official electronic transcripts may be sent to the LPDC chairperson at lpdc@fieldlocalschools.org. Send the originals, not copies. (_____ credits)

_____ Local CEU certificates of completion appropriately signed and embossed. (Bundled, preferably in 30 hour groups, and labeled with the number of hours.) (_____ hours)

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

_____ Copy of expiring license(s)

_____ New IPDP (with principal signature on back)

Step 2: After you have completed step 1, apply online (after January 1st, 2020). You must have an OH/ID Platform account. The Field Local LPDC IRN number is 014360. Then 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.

_____ Complete the ODE Renewal Form online.

_____ Make payment online.

_____ Designated E-signers for LPDC are Sue Blake and Lori Brake

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