

A Check List for Renewing Your Current Education License

1. All meetings of the LPDC are held in room 710 of the middle school. Generally meetings are held the third Monday of the month at 4:00 PM.
2. As of July 1, 2009, IPDP applications will only be accepted through the online IPDP course. Your network login is your login to the online academy. Your final IPDP must be uploaded by noon on the last workday before the LPDC Meeting.
3. All employees holding a professional license are required to have in place an approved IPDP prior to taking any professional development for renewal of license.
4. The procedure for license renewal established by State Law is:
 1. Approved IPDP
 2. Qualifying Professional Development (HQPD)
 - a. Coursework
 - b. CEUs
 - c. Other Approved Educational Activities
 3. Final Audit for Application to renew
 - a. Original IPDP
 - b. Activity Approval Form(s) of HQPD
 - c. Official Transcript for any coursework
 - d. Original proof of attendance and reflection for CEUs
 - e. Time log and reflection form for Other Educational Activities
5. A submitted and **approved** IPDP must precede course work. According to the State of Ohio, if the transcript date does not come after the IPDP date, the course does NOT count towards renewing the license. The committee will not accept both at one meeting. Plan ahead.
6. Once an approved IPDP is currently on file, coursework/CEU's/Other Educational Activities may be approved.
7. You are required to keep all documentation for application to renew licensure.
8. It is highly recommended from this committee that you come in for an audit one school year prior to the expiration date on your current license. The purpose of the audit is to ensure that everything is set and ready to go to obtain the new license.
For the audit bring the following:
 - the initial IPDP (no photo copies)
 - all approved course work/CEU forms (no photo copies)/Reflection Forms
 - any transcripts already received
8. Keep all original forms and store them in a safe place, you are responsible for all paper work which leads to renewal; this is not the responsibility of the LPDC Committee.
9. It is the responsibility of your school's LPDC to verify you have completed the necessary coursework to renew. In addition, as required by House Bill 190, any licensed educator will need to complete a BCI and FBI background check (valid within 1 year) whenever they renew their license.