

Educator Checklist for License Renewal

The LPDC renewal process is outlined below. Check to see where you are in the process.

On an Ongoing Basis:

- Engage in and keep a personal file of current Professional development.
 - Professional development must occur within the license period, after your issue date on your current license.
 - Include such things as transcripts, workshop certificates, record of district meetings, in-service, etc... in your file.
- Complete proposal (Form B) **PRIOR** to course work or professional development and assessments (Form C) as you complete course work or professional development and submit to LPDC. **MAKE COPIES BEFORE SENDING!**

In the first year of your renewal cycle:

- Submit a plan for renewal to your LPDC.
 - Plan must be submitted no later than January of the first year of your renewal cycle.
 - Make sure your goals are written in clear and concise educational language. (Getting masters is not an educational goal.) You should have more than one goal.
 - Use action words such as to improve, to develop, to integrate to learn, etc...
 - Use SMART and align goals to Ohio Standards for Educators.
 - Make a copy of the plan for your files.
 - Submit the plan to LPDC by sending your plan to the Central Office c/o LPDC Committee
- LPDC will approve or reject your plan.
 - Submit a modified version of your plan if necessary.

When your plan is complete:

- By January of the expiration year, provide LPDC with any documentation of your professional development (including assessment of your activities/Form C) not already submitted. **MAKE COPIES BEFORE SENDING!!**
- LPDC will review your documentation and notify you within 45 days of your submission of documentation that your plan is complete.
- Complete the application (from county office or online at ODE) and submit with check to LPDC.
- Complete BCI & FBI fingerprinting.

When you receive your license:

- Notify central office to be sure that your new license is on file!

Have a small celebration! You have completed the process!

Take a short break until next year when you need to submit a plan for the next renewal!