

How to Renew Your 5 Year Professional or 5 Year Associate License with GOVS LPDC

This document will step you through how to renew your 5 Year Professional License through the GOVS LPDC Committee.

Please note: this information is specific to educators who access GOVS LPDC services.

Important Reminders...

Know your professional responsibilities as an educator.

- You must have an effective IPDP in place for your current license cycle.
- It is your responsibility as an educator to retain your CEU documentation. 18 CEUs are required for licenserenewal.
- CEU activities completed prior to the effective date of an approved IPDP CANNOT be included in the required CEU amount to renew your license.

Overview of Steps in the Renewal Process through GOVS LPDC

Before beginning starting the renewal process, check:

- Is your background check up to date?
- Do I have 18 CEUs?

If the answer is yes, you will complete 3 steps:

Step 1: Collect and Print or Scan your documentation

Step 2: Apply Online

Step 3: (AFTER you receive your new license), write and submit a new IPDP

Step 1: Collect & Scan

Collect your CEU documentation. CEU documentation may include (but is not limited to):

- Official transcripts
- Activity Verification Form(s)
- Educational Project Evidence of Completion
- CEU certificates/participation certificates

Scan or copy to Brian Barot (Brian.Barot@mygovs.com), your completed Activity Log and CEU documentation. Once received, you will receive a confirmation email that your CEU documentation has been received.

Before scanning your documentation, double-check:

- Is your name on all of your CEU documents
- Some CEU activities require an Activity Verification Form. If this applies, do you have a completed (including signatures) Activity Verification Form included?
- Did you include a completed Activity Log? (required)
- If you completed coursework, is your transcript an official copy?

Common Mistakes

Some common mistakes at this step include:

- Blank/unsigned/unnamed CEU documentation
- Omitting Activity Verification Form (required for specific CEU activities)
- Omitting a completed Activity Log
- Sending an unofficial copy of transcript
- Including CEU activities completed prior to the effective date of an approved IPDP
- Submitting hard copies of documentation will be accepted at this time as well - It is our goal to have all documents submitted electronically

Step 2- Apply Online

- Go to the ODE website
- Login to your OH | ID Portal
- Access your Educator Licensure & Records (CORE) App
- Select the Credential you need to renew and continue through the application process

Step 3: Write & Submit an IPDP (Individual Professional Development Plan)

- After you receive your new 5 Year Professional or 5 Year Associate license(s)....
- Develop and submit a new IPDP