



Professional License Renewal Checklist for Submission of Materials

Fill in dates and organize renewal materials in the order listed below. Do not check the boxes.

Recent FBI Background Check

Date completed: _____

Results sent/delivered to IV Local Schools, PO Box 171, Gnadenhutten,
OH 44629

Professional Development Log showing 180 contact hours or 6 credit hours or combination of hours + coursework

Professional Development certificates and/or University transcripts organized by order listed in PD Log

New IPDP including minimum of 3 professional goals with Ohio Educator Standards indicated

Online application at OH|ID Portal

Date completed: _____

Place checklist on top of materials to be submitted and give materials to your LPDC building representative or attend LPDC meeting in person.

Signature of Renewal Candidate

Date

License Renewal Steps

1. Obtain a recent FBI background check (fingerprints). Use [WebCheck link](#) to search for sites. IV Central Office now offers this service (Please email/call kaila.mcpeek@ivschoools.org ahead of time: 740-254-4334). Send/Deliver results to IV Local Schools, PO Box 171, Gnadenhutten, OH 44629.
2. Enter 180 contact hours or 6 credit hours coursework or combination of hours+coursework in the [Contact Hours Log](#). *Print a copy of the completed Log and organize PD certificates/evidence and/or university transcripts as your evidence.*
3. Prepare new IPDP (for your next renewal in 5 years): 3 goals + standards indicated.
4. Complete *online application at [OH|ID Portal](#), pay renewal fee online.
5. After you have completed Steps 1-4, **complete the submission checklist and give the renewal materials to your LPCD Building Rep** to take to the LPDC meeting *during January-May of the year your current license expires.*

*In the online application select "Indian Valley LPDC" in the approval dropdown menu. After the LPDC Committee reviews your documents at its regular meeting, then approval will be given (if everything is in order) and your license will be officially renewed.

Please begin the steps EARLY. In the meantime, feel free to reach out to any of the LPDC Committee Members. We are here to help.

*****For Your Reference*****

Indian Valley LPDC: <https://www.ivschools.org/departments/lpdc> This site includes Contact Hours Log, IPDP Template, meeting dates, Committee members, links to ODE, submission checklist, etc.

ODE information re: license renewal:

<http://education.ohio.gov/Topics/Teaching/Licensure/Renew-Certificate-License>

Online application: <https://safe.ode.state.oh.us/portal>

Webcheck/Fingerprinting sites (search by County):

<https://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck/Webcheck-Community-Listing>

Committee Members:

Keeley Kochman, High School
Gretchen Polen, Port Washington
Jessica Swaldo, IVMS
Brent Carter, IVMS
Troy Page, Port Washington
Ryan Wells, Midvale
Polly Stark, High School (Chairperson)

LPDC meets the second Monday of the month during the school year, September through May.