

Steps to License Renewal

Northern Local LPDC

At any time, contact the LPDC via email at northernlpdc@gmail.com with questions.

Step 1: License is issued - Within 30 days of a license being issued, the license holder must create an Individual Professional Development Plan (IPDP) and submit the completed plan online to the Local Professional Development Committee (LPDC) for approval. **An educator MUST have a current, approved IPDP on file with the LPDC before earning credits/contact hours/CEUs that qualify for license renewal.** Following LPDC review, the educator will receive an email that will either notify the educator that the IPDP has been approved or is not approved. The educator should then revise and resubmit the IPDP.

Step 2: During the years of the approved IPDP - Engage in pre-approved, credit-earning professional development activities that are related to your IPDP. College credit must be earned at an accredited university or institution. All activities other than Northern Local professional development must be submitted online for prior approval by the LPDC. See the Equivalent Activities Options Chart for a list of possible professional development options and maximum hours per renewal cycle. Certificates from Northern Local professional development may be entered into the online system periodically or all together when preparing for license renewal. Use the District-Sponsored Professional Development Cover Sheet for Northern Local certificates. Submit Northern Local certificates within 10 days of entering them into the system.

Step 3: One year prior to license expiration - Ensure that credit-earning professional development amounting to 6 semester hours (equivalent to 180 contact hours, 18 CEUs, or a combination of these - see conversion chart) has been completed by February 1 of the year the license expires. Communicate your progress to the LPDC in person or via email.

Step 4: By March 1 of license expiration year - ALL original documentation must be submitted to the LPDC by bringing it to an LPDC meeting, giving it to a committee member, or sending it to the LPDC. Keep a copy of all documents. Transcripts must be original, official, paper transcripts, not photocopies or e-transcripts. All documentation (transcripts, certificates, etc.) must be received by the LPDC by March 1.

Step 5: Complete Background Check - Check with the district office to have a background check completed, if necessary. Fee applies.

Step 6: Between January 1- May 1 of license expiration year - Apply through the SAFE account (link from the Ohio Department of Education website) to have the license renewed. This is when the fee will be paid. The license renewal will be approved by the LPDC upon verification of all documentation. The educator will receive an email when the process is complete and the license is issued. Assistance will be offered at LPDC meetings between January and April to complete this process.

Step 7: When the new license is issued - Upon renewal of the 5-year license, an educator's IPDP also expires. The renewal process repeats, and the educator must then create a new IPDP within 30 days. **An educator MUST have a current, approved IPDP on file with the LPDC before earning credits/contact hours/CEUs that qualify for license renewal.**