

Vandalia-Butler City Schools

Local Professional Development Committee

500 S. Dixie Drive
Vandalia, Ohio 45377

TO: Five-Year License Renewal Candidates
SUBJECT: Renewal Application

Steps:

1. Go to [How to renew your Ohio teaching license](#)
2. Log on to your OHID account.
3. Open the Educator Licensure and Records (CORE) App.
4. Follow the prompts.
 - Under "My Credentials" find the license you would like to renew.
 - Under "Action" select *renew*.
 - Make sure to choose the effective date of when your current license expires.
5. Start the application process.
 - Answer all of the questions.
 - Under "Required Application Signatures", click *find*. Type in the LPDC signature IRN number: 013860
 - Click *Review and Submit*.
6. Pay for your license(s). Online payment is required. Once you **enter** payment, you must also **apply** payment.
7. You should receive a confirmation email for license renewal and payment.
8. Turn in evidence to your LPDC representative before the next monthly meeting (third Thursday of the month) to finalize the renewal process.
 - Place ***all*** materials, **copy of your current IPDP and evidence of completed IPDP with reflection**, in a folder or envelope.
 - If applying for **Consistently High Performing Teacher** status, please submit the required evidence.
 - You may submit your materials whenever you have everything ready, but ***no later than the scheduled May LPDC meeting of your renewal year***.
9. Once processed, the Board Office will receive an electronic copy of your license; however, if you would like a paper copy for your own records, you will need to print one off from your account.
10. Create a new IPDP using the district form within 30 days of your renewal and get it approved before acquiring new professional development hours toward the next renewal.

FINGERPRINT INFORMATION FOR LICENSURE

House Bill 1 has changed certain background check requirements for licensed educators in Ohio beginning Jan. 1, 2010:

- Educators who are renewing a license or permit and have lived continuously in the state of Ohio for the previous five years, and have a BCI background check on file with ODE, will need to complete only an FBI criminal background check, if the report on file with ODE is more than five years old at the date the application is received. (Previously, educators needed to complete both BCI and FBI checks whenever they renewed.)
- Educators who have not lived continuously in the state for the past five years are required to complete both a BCI and FBI background check, if the reports on file with ODE are more than five years old on the date the application is received.
- Educators with multiple licenses only need to submit the required background checks when they are applying for the renewal of the license or permit that is of the longest duration.
- Educators who hold a permanent certificate are still required to submit the required background checks once every five years. Permanent certificate holders who have lived continuously in Ohio for those five years, however, will only need to submit FBI background checks.
- Initial applicants for a license must complete both BCI and FBI criminal background checks. These checks need to be less than 365 days old to be considered valid for licensing purposes.

The Vandalia-Butler Board Office can administer these background checks for you. Michaela Kirk is available to run these background checks by scheduling an appointment with her at extension 6404 or email. The fingerprinting process takes approximately 5-10 minutes to complete.