

Steubenville City Schools LPDC

Checklist for Renewal of License

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Read the LPDC Newsletter, paying close attention to the Renewal Procedure section.

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Call Jayme Browning at the Board Office (740) 282-3767, ext. 5 to schedule an appointment for an FBI and/or BCI fingerprinting background check. Background checks are \$45 each and can be paid by cash or check. Please make checks payable to Steubenville Board of Education.

BCI and FBI requirements:

1. OHIO RESIDENTS

- a. BCI is only done once, FBI is needed every five years

2. NON OHIO RESIDENTS

- a. BCI is needed every five years, FBI is needed every five years

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Turn in any unapproved CEU's to be approved to be signed by LPDC Committee.

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Turn in an organized CEU binder containing all approved CEU's as well as Form A to an LPDC member. If you have taken college courses, turn in OFFICIAL TRANSCRIPTS as well as Form A with a copy of your current license to be renewed.

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Go on-line to The Ohio Department of Education website and sign on to your SAFE account (<https://safe.ode.state.oh.us/portal>) to fill out your application and pay your licensure fees with a credit card. * Use LPDC IRN #013553.

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Inform an LPDC member you have paid your licensure fees, so your application can be submitted for an e-signature approval by LPDC. *Just because you have paid your licensure fees, does NOT mean you have been approved for a new license.*

Turn in the following documents to a LPDC Committee Member:

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A copy of your new teaching license

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A copy of your old teaching license and IPDP

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Copies of your license can be found in your safe account.