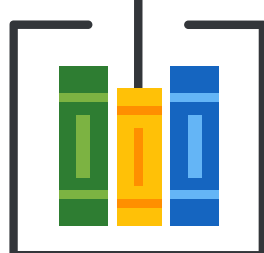


How to Renew Your License

in 8 Easy Steps

1

Gather your information



You will need several items to renew your license including your current professional development plan, a copy of your license, and documentation of your professional development efforts.

Individual Professional Development Plan-IPDP

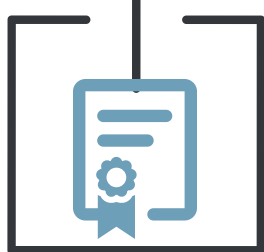
Before you embarked on your 5-year professional development journey, the Local Professional Development Committee approved your IPDP. You need to review it and make certain your activities align with your goals. You also need to make a copy to give to the LPDC as part of your renewal package.

2



3

Your License

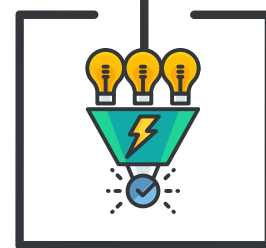


As an education professional, you have been issued a license by the Ohio Department of Education. Verify the expiration date of your license. Make a copy of the license to include with your renewal packet.

Your Evidence

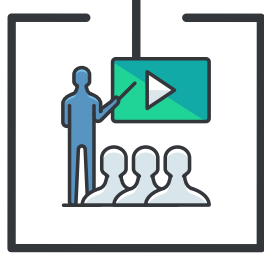
4

Gather and organize your evidence of professional development activities. This will include transcripts and contact hour certificates. You will need to submit copies with your renewal packet.



5

Summarize and Tally

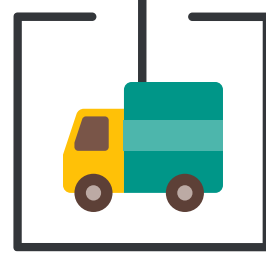


At this stage, you need to summarize all of your professional development trainings into one document. Enter each activity into the Contact Hours Tracking Form. The form will total the number of hours you have completed. You need 180 contact hours to renew or 6 semester hours or a combination of both.

Assemble and Deliver

6

Once you have gathered all the required documents, summarized your information, and assembled your paperwork in an orderly fashion, submit your renewal packet to the LPDC at the Zanesville Office. The LPDC meets quarterly.



7

Background Checks



All Ohio educators are required to have a background check every five years. While you wait for the LPDC to approve your submission, process your fingerprints so you are ready for renewal.

Process Your Renewal

8

The LPDC has approved your license renewal! Submit your renewal online at the Ohio Department of Education website. As soon as you have completed this step, the process begins again. Create your new IPDP with the help of your supervisor for your next adventures in learning.

