

Your Guide to Renewing Licensure

A yearly roadmap to keep you on the right track!



1

Year 1



Your Plan

You need 180 contact hours or 6 semester hours to renew your license. How will you get there?



Your IPDP

Create an Individual Professional Development Plan with your supervisor and submit to the LPDC by June 1st.



Your Records

Start a file of professional development activities and create a summary list.

2

Year 2



Annual Review

Meet with your supervisor to plan your annual professional development.



Style of Learning

There are many types of professional development. Check out the MVESC website for ideas.



Your Records

Update your professional development file often.

3

Year 3



Annual Review

Meet with your supervisor to plan your annual professional development.



Check Progress

Update your list of professional development activities and total hours earned. How close are you to your target? It's year 3 -- you should be more than half way there.

4

Year 4



Annual Review

Meet with your supervisor to plan your annual professional development.



Check Progress

Now is the time to put the finishing touches on your professional development summary list and do a final check to make certain your professional development documentation is in order.

5

Year 5



Time to Renew

Make sure you have your 180 contact hours or 6 semester hours.



Fingerprints

New background checks are required every 5 years. Are yours up to date?



Submit Forms

Organize all your documents and present to the LPDC for approval. Process your license renewal on ODE's website.

Please visit the MVESC website at <https://www.mvesc.org/for-educators/lpdc-resources/> for more information and a complete list of forms.