

## **License Renewal Procedure Time Line\***

Beginning in January, 2014, the Ohio Department of Education will process only online licensure requests, and will no longer accept paper licensure applications.

### **30 days after Renewal**

1. An Approved Professional Development Plan (Form 1) must be on file 30 days after license renewal. This needs to be done **BEFORE** any credits are earned for renewal per ODE.

### **Years 1-5 of Existing License**

2. Earn 6 semester hours of credit or 18 CEUs based on your approved Professional Development Plan. It takes 10 contact hours to make 1 CEU, and 1 semester credit hour equals 3 CEUs. Applicants must fill out and submit a Professional Development Reflection Form (Form 4) along with the workshop certificate in order to receive credit. You may use any combination of college credit and CEUs to total 6 semester hours. \*\*

3. **Submit Professional Development Activities for pre approval using the appropriate form (Form 2). Your pre-approval requests may be submitted to: LPDC@scs-k12.net. Starting April 1, 2015, the LPDC is requiring Professional Development be pre-approved to insure the activities follow the approved Professional Development Plan and the definition of High Quality Professional Development as defined by ODE.**

4. Collect all documentation of credit.

5. In October of the school year in which you will renew, meet with an LPDC member to review credits and forms.

6. Submit changes to your Professional Development Plan to the committee, as needed, using the appropriate form (Form 3). Changes may be submitted to: LPDC@scs-k12.net.

7. Make an appointment for a renewal meeting. Meetings will be scheduled for January, February, March, April, May, and June. All documentation of credits must be presented at your meeting. Be sure to pick your meeting date so that all documentation will be in hand. This includes all college transcripts.

## **2 Weeks Before Renewal Meeting**

- 8.** Fill out the CEU Summary Form for all CEU credits.
- 9.** Get your FBI/BCI Background check.
- 10.** Double check your credits and documentation.
- 11.** Submit **two** copies of all documentation of credits to the LPDC Committee for approval. Not following the time lines and procedures may result in a delay of your Professional Development Plan and activities being approved.

## **After Renewal Meeting**

- 12.** Fill out the online application and make payment by credit card.
- 13.** Submit the online application and payment directly to ODE using the directions given. Application help is available on the Sandusky LPDC Web Page.
- 14.** Check the status of your application and make corrections if necessary. Once your application has been E-Signed, you will be responsible for printing out a copy for your records.

\*The Ohio department of education requires your Professional Development Committee to have in place a License Renewal Procedure Timeline.

\*\* Individual Teachers are responsible for completing High Quality Professional Development related to their Professional Development Plans and teacher, student, building and district needs.

12/8/14