

Note: This document addresses requirements *only* for those educators who are currently employed in a school, school district or an agency or institution registered with the Ohio Department of Education that has established a Local Professional Development Committee (LPDC).

Licensed or certificated educators who are not connected to an established LPDC must apply for renewal or transition directly through the Ohio Department of Education, Office of Educator Licensure. Since there would be no LPDC to review the other professional development activities and award Continuing Education Units (CEUs), educators in this situation are able to use *only* college or university coursework toward renewal requirements

Professional or Associate License Renewal (and Certificate Transition) Local Professional Development Committee Authorization

Which situations are managed by an LPDC?

Transitions to the 5-Year License from an 8-Year Professional Certificate issued prior to July 2007.

Renewals of a 5-Year Professional License or a 5-Year Associate License

Who must work through an LPDC?

All teaching, non-teaching and associate personnel (including interpreters and treasurers) who hold a certificate, a professional or an associate 5-year license, **and** are employed full- or part-time in the school, school district, agency or institution the LPDC represents, **and** who wish to fulfill the license renewal requirements.

Who may work through an LPDC?

Educators who hold certificates or 5-year licenses who substitute teach or interpret on a regular basis in the school or district the LPDC represents may work with the LPDC *if* its operational procedures include that provision. If there is no such operational procedure, substitute teachers must work directly with the Ohio Department of Education in order to fulfill license renewal requirements.

Who is exempt from working through an LPDC?

School social workers, school speech-language pathologists, school nurses, school audiologists, occupational therapists, physical therapists, occupational therapy assistants and physical therapy assistants are required to maintain licensure through their respective Ohio professional licensure board. To renew five-year professional Ohio Department of Education pupil services licenses in these areas, educators must maintain their other board license. By doing so, they meet all Ohio Department of Education renewal requirements and therefore, *do not need to work through the LPDC*. These educators renew their license by submitting a renewal application with proof of current professional board licensure directly to the Ohio Department of Education.

While ODE-licensed school counselors and school psychologists are not required to maintain concurrent professional licensure through the Ohio Counselor, Social Workers and Marriage and Family Therapy Board (counselors) or the Ohio State Board of Psychology (psychologists), some individuals do hold both the ODE license and a professional board license. Holders of five-year professional ODE pupil services licenses for school counselor or school psychologist *who also hold* a corresponding professional board license may renew the ODE license based on maintaining licensure through the respective professional licensure board, and do not need to work through an LPDC. Holders of five-year professional ODE school counselor or school psychologist licenses who *do not* maintain a concurrent professional board license are required to work through the LPDC to renew their ODE licenses.

Holders of two-year provisional teaching or school counselor licenses, and teachers working under the four year Resident Educator license, do not work through the LPDC to renew provisional licenses or to advance from a provisional license or Resident Educator license to a professional license.

Individuals may apply directly to the ODE Office of Educator Licensure to renew a provisional license, in order to obtain another provisional license if they do not hold a position that enables them to complete the Ohio Resident Educator Program under a Resident Educator license.

Individuals *who have completed an Ohio teacher induction program* (Entry Year Program or Transition Resident Educator Program) also apply directly to the ODE Office of Educator Licensure, having had their application signed by the superintendent or designee and the mentor.

Once the professional license has been obtained, regular LPDC procedures apply to the renewal of the professional license.