

Local Professional Development Committee

Final Checklist

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|---|-------------------------|
| Name: | Date: |
| Job Title: | |
| Work Location: | |
| Complete Home Address: | |
| Type of Certificate/License(s) Being Renewed: | |
| Endorsement Area(s) on License (<i>Teaching Fields</i>): | |
| License Number: | Expiration Date: |

1. Gather all supporting documents for your license renewal and send them to the LPDC.
 - a. A copy of an approved **Individual Professional Development Plan (IPDP)**.
 - b. Well organized documentation of the completion of the 18 CEUs/180 contact hours or 6 semester hours required to renew a 5 year license. This documentation may include a combination of the following.

| CEUs | Total Hours of PD Activity | Type of Activity | Documentation Needed |
|------|----------------------------|--|--|
| | | College Coursework | Official Transcripts |
| | | Safe Schools | Attach Certificates (Limit 5 CEUs) |
| | | Activities that required LPDC pre-approval | Attach approved Evaluation of Pre-approved Professional Development Form or letter verifying CEUs. <i>(See LPDC Guidelines for CEU limits on each type of activity)</i> |
| | | Activities that do not require LPDC pre-approval | Attach appropriate activity verification documents (e.g. contact hour certificates). <i>(See LPDC Guidelines for CEU limits on each type of activity)</i> |

2. After the LPDC has approved your renewal, log into the ODE CORE using your SAFE account and complete an online application form. (See directions on LPDC website). Once your application is complete, the LPDC chair will log into the electronic system and approve your renewal request for processing by ODE.
3. Complete appropriate fingerprinting (BCII and/or FBI) for renewal of a five year license.
4. When you receive your new license, complete a new Individual Professional Development Plan within three months to ensure your new professional development activities will count towards your next license renewal.