

## LICENSE RENEWAL PROCESS

### Five Year Professional License for Educators (LPDC Renewal Process)

- 1) Gather all supporting documents for your license renewal and submit them to the LPDC chair. This should include:
  - a. A completed copy of the LPDC **Final Checklist**
  - b. A copy of your approved **Individual Professional Development Plan (IPDP)**.
  - c. 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:
    - (i) Completed LPDC Forms **PD Summary of Activities** and **Vector Training Summary** for all activities that did not require LPDC pre-approval. Attach documentation of contact hours for all completed activities.
    - (ii) A completed LPDC Form **PD Summary of Activities Requiring LPDC Preapproval**. Attach documentation of LPDC approval of CEUs for each project.
    - (iii) Official college transcripts.
- 2) Complete the required background check. All background check reports must be submitted to the State Board of Education via electronic submission directly from the Ohio Bureau of Criminal Investigation. Fingerprinting can be done by either Laurie Rogers or Carolyn Chapman at the Collingwood Center on Monday thru Thursday from 9:00 to 4:00. Please contact Laurie Rogers at 419-245-4150 to schedule your background check or with questions about the background check process.
- 3) After the LPDC has approved your renewal request, complete an online application form through your OH|ID account and the CORE system. (See directions on LPDC website). **The IRN for the ESC of Lake Erie West LPDC is 013612.**
- 4) Once the on-line application is completed, the LPDC chair will log into the electronic system and approve your renewal request for processing.
- 5) When you receive your new license, complete your new Individual Professional Development Plan within three months to ensure your new professional development activities will count towards your next license renewal.

### Five Year Professional License or Five Year Registration for Pupil Services

- 1) Gather all supporting documents (e.g., a copy of a valid board license) for your license renewal.
- 2) Complete the required background check. All background check reports must be submitted to the State Board of Education via electronic submission directly from the Ohio Bureau of Criminal Investigation. Fingerprinting can be done by either Laurie Rogers or Carolyn Chapman at the Collingwood Center on Monday thru Thursday from 9:00 to 4:00. Please contact Laurie Rogers at 419-245-4150 to schedule your background check or with questions about the background check process.
- 3) Complete an online application form through your OH|ID account and the CORE system. (See directions on LPDC website).
- 4) Once your new license or registration is issued, forward a copy to the HR office so that your records can be kept up to date.

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<p><b>One Year Supplemental or Temporary License</b></p>	<ol style="list-style-type: none"> <li>1) Gather all supporting documents for your one-year license renewal - e.g. documentation of all completed coursework required to renew your license (i.e., official college transcripts).</li> <li>2) Complete the required background check. All background check reports must be submitted to the State Board of Education via electronic submission directly from the Ohio Bureau of Criminal Investigation. Fingerprinting can be done by either Laurie Rogers or Carolyn Chapman at the Collingwood Center on Monday thru Thursday from 9:00 to 4:00. Please contact Laurie Rogers at 419-245-4150 to schedule your background check or with questions about the background check process. <b>NOTE:</b> If you are renewing a short term license, you may not need to be fingerprinted until you renew your longest term license. (For example, if you hold a one-year supplemental license and a five-year license, you will not need to be fingerprinted until you renew your five-year license).</li> <li>3) Complete an online application form through your OH ID account and the CORE system. (See directions on LPDC website). <b>The IRN for the ESC of Lake Erie West is 048199.</b> Once you have completed your renewal request; the ESC designee will log into the electronic system and approve your renewal request for processing.</li> </ol>
<p><b>Professional Board License</b></p>	<ol style="list-style-type: none"> <li>1) Follow the procedures of your licensing board.</li> </ol>
<p><b>Alternative License</b></p>	<ol style="list-style-type: none"> <li>1) Follow the procedures for your specific license. See the State Board of Education website for requirements.</li> <li>2) Complete an online application form through your OH ID account and the CORE system. (See directions on LPDC website). <b>The IRN for the ESC of Lake Erie West is 048199.</b> Once you have completed your renewal request; the ESC designee will log into the electronic system and approve your renewal request for processing.</li> </ol>
<p><b>Education Aide or Adult Education Permit</b></p>	<ol style="list-style-type: none"> <li>1) Follow the procedures for your specific license. See the State Department of Education website for requirements.</li> <li>2) Complete an online application form through your OH ID account and the CORE system. (See directions on LPDC website). <b>The IRN for the ESC of Lake Erie West is 048199.</b> Once you have completed your renewal request; the ESC designee will log into the electronic system and approve your renewal request for processing.</li> </ol>

**If you have any questions, contact:**

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**All LPDC forms are available on the ESC of Lake Erie West website under Human Resources/LPDC.**

[www.esclakeeriewest.org](http://www.esclakeeriewest.org)