

LPDC

Recommended Time Lines for Licensure Renewal

- New Individual Professional Development Plan (IPDP) –submit a new plan ASAP after you receive a new license. Our deadline for receipt of the IPDP is September 15.
- The Ohio Law states that you need to have a valid teaching license on file in the district prior to the start of the school year. You may lose your job by not having a valid license to teach. Districts will also receive penalties for non HQT compliance.
- The ODE requires about 2 months processing for applications in the summer so they recommend submitting all paperwork in the spring to avoid conflicts regarding time.
- You are required by the state to be fingerprinted for a BCI check. Make sure to state that you need results sent to the ODE office of certification and licensure. Make sure to do this or your license will not be processed by the state and they will not notify you that it is missing.
- Renewal of License—You may apply as early as January 1 of the year your license expires—need to start early!!
- Every year, the deadline will be April 15 (Tax Day)

New Philadelphia City School District Deadline to submit for a new license is April 15 (Tax Day) of the current school year. Why so early? This will give the LPDC committee time to process your application and if there are problems, we are able to get it back to you for corrections before summer break.