

New Philadelphia City Schools LPDC Re-Licensure Checklist

Materials Needed for Credential Renewal

Please complete the following checklist and enclose the appropriate materials as you initiate your renewal for re-licensure process. Please turn in your renewal materials to your LPDC building representative for review.

| <i>LPDC Approval</i> | <i>Materials Provided by Educator</i> | <i>Helpful Info</i> |
|----------------------|---|--|
| | Copy of Certificate/or License | <i>Also, you may print it from SAFE account</i> |
| | Copy of APPROVED IPDP, dated prior to any course work or in services to be used for re-licensure | <i>Print it up from MLP</i> |
| | Completed APPLICATION for LICENSURE (from ODE Website) | <i>Be sure to sign it!</i> |
| | CHECK MADE OUT to Treasurer, State of Ohio for correct amount | <i>Attach to application</i> |
| | OFFICIAL TRANSCRIPTS (attached) | <i>Contact Supt Office to copy them if needed.</i> |
| | CEU CERTIFICATE(S) OR VERIFICATION OF ATTENDANCE (attached) | <i>Paperwork necessary to verify completion of PD work.</i> |
| | Fingerprints submitted to ODE electronically as per application | <i>ESC will do this for you for a fee.</i> |
| | Personal Development Journal Starting for renewal of licenses issued in 2009 (attached) | <i>Show that you met all 6 educator standards. Print from website.</i> |

Name: _____

Building: _____

Position Held: _____

Date: _____

Indicate method of re-licensure/certification

- 6 Semester Hours (# of - _____)
- 18 CEU's (# of - _____)
- 180 Contact Hours (# of - _____)
- Combination of above.

Total _____