

Who must work through an LPDC?

- All personnel (including interpreters and treasurers) who hold an ODE certificate, an ODE professional or 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.
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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.**
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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***
- ***physical therapy assistants***

These professionals 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.

(See other side for additional information)

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.**
- **Educators holding alternative resident educator licenses, including career-technical workforce development teachers, do not work through the LPDC. Once the professional license has been obtained, regular LPDC procedures apply to the renewal of the professional license**
- **Educators holding an alternative principal license, alternative administrative specialist license, or alternative superintendent license do not work through the LPDC to renew the alternative license. Once a professional license is obtained in the area in which the alternative license was formerly held, regular LPDC procedures apply to the renewal of the professional license.**
- **Educators holding a one-year temporary pupil services license or one-year supplemental teaching license do not work through the LPDC to renew the temporary or supplemental or to advance to the standard license in the area in which the temporary or supplemental license was held. Once a professional license has been obtained in the area, regular LPDC procedures apply to the renewal of the professional license.**