

MRESC LPDC

TIME TO RENEW YOUR 5 YEAR PROFESSIONAL LICENSE?

1. Complete the CHPT checklist

(Consistently High Performing Teacher)

See handout or contact LPDC Secretary at: lpdcsecretary@mresc.org.

- **Do you qualify?**
- **If you qualify**, do you plan to take advantage of this option?
- **Qualify or Not...**

Scan and email completed checklist to: lpdcsecretary@mresc.org

2. Login to ODE SAFE account

<https://safe.ode.state.oh.us/portal>

Begin the ODE application process for license renewal.

*Begin process **NO** earlier than **60 days** prior to a scheduled **LPDC mtg.***

- **If you apply sooner than 60 days prior to a scheduled LPDC mtg**, you run the risk of running over the 60 day hold period that ODE places on an application waiting for final approval from an LPDC. If this occurs, you will most likely need to resubmit your application to ODE and could be charged a fee from ODE.

3. ODE will notify the MRESC LPDC of your application

The LPDC chair will place your name on the next meeting agenda, for a final review.

- **If you meet the PD requirements** in your final review, the LPDC Chair will login and E-Sign your ODE license renewal application.
- **ODE will then either issue your new license** or they will give you further instructions regarding **your** specific application process.

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It is the sole responsibility of the educator to:

1. **Know** the *dates and/or timelines for submission of their application to ODE* for license renewal and/or upgrade.
2. **Know** the *dates and/or timelines for LPDC meetings to submit* License info, IPDP, and PD for review.
3. **The Committee will meet on or around the first Friday in the months of: September, November, January, March, and May.**

The committee will also meet around the middle of June if necessary.

Committee member schedules will dictate the exact dates. Dates will be made available on the LPDC webpage at the start of each academic year.

3. **Create** an on-line portfolio, thru [K12 Professional Development Tracker](#). For instructions, see handout or contact LPDC Secretary at: lpdcsecretary@mresc.org.

Your [K12 Professional Development Tracker](#) portfolio will include:

- **Information** regarding **CURRENT** license(s)
 - An **IPDP** associated with the **CURRENT** license(s)
 - **PD** (Professional Development) requests
 - **Official College transcripts** (uploaded) verifying course completion and educator participation.
 - or*
 - **Original documentation** (uploaded) verifying activity completion, educator participation and # of contact hours earned.
4. **Complete** enough professional development activities (**PD**) to accumulate the required 180 clock hours (or equivalent) necessary for renewal of licensure in a timely manner.
 5. **Maintain and submit on-line**, thru [K12 Professional Development Tracker](#), documentation of course work, CEU's, and other activities. Original hard copies of all documentation must be made available, upon request, for review by the LPDC.
 6. **Know** that **Prior LPDC approval** for a PD is ***only required if*** you create or participate in a **PD** that has ***no official*** supervision which can provide you with documentation verifying dates and clock hours earned.
 - **Download, complete and submit the Independent Activity form** to the LPDC Secretary at: lpdcsecretary@mresc.org
 - **The LPDC will review your PD** at a scheduled committee meeting. The final decision on approved clock hours will be determined by the LPDC.
 - **Independent Activity form can be found on-line**, at [K12 Professional Development Tracker](#), click on *Help* then click on *District Doc's*.
 - **Ideas for independent activities** can be found in this handout, on our LPDC webpage or by contacting the LPDC Secretary at: lpdcsecretary@mresc.org

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Basic Requirements for License Renewal!

All educators renewing a license are required to submit a five (5) year Individual Professional Development Plan (IPDP) to their LPDC and follow all guidelines established by the LPDC as outlined in Ohio Revised Code (ORC) 3301-24-08.

The requirements for renewing your ODE licensure include achieving either one or a combination of the following...

- **6 semester hours** from an approved college or university
- **9 quarter hours** from an approved college or university
- **18 CEU's** acquired from educator participation in LPDC approved PD (Professional Development Activities)
- **180 Contact/Clock hours** acquired from educator participation in LPDC approved PD (Professional Development Activities)

Conversions made simple:

1 Contact hour = 1 Clock hour

10 Contact/Clock hours = 1 CEU

1 Quarter hour = 2 CEU's

1 Semester hour = 3 CEU's

REMINDER: CONTACT/CLOCK HOURS are NOT DIRECTLY EQUIVALENT TO CEU's!

Approved College or University

An approved college or university is one that has been approved for the preparation of teachers, administrators, and school employees in pupil personal services by the State Board of Education.

Documentation of college or university courses must be in the form of an official transcript from that university or college! Grade records are not acceptable!

CEU's / Clock Hours

One continuing education unit (CEU) is equal to ten contact or clock hours in a professional development program approved by the local professional development committee. If not already clearly defined, LPDC will have the responsibility of assigning CEU's to proposed seminars, workshops, professional activities, etc.

Documentation of CEU's/Contact hours must include date of activity and exact # of CEU's or Contact hours earned.