

5 Year License Renewal Procedures

- Must have an approved IPDP on file before hours count toward your license renewal.
- Submit your portfolio that documents the following for approval to the LPDC committee by June 1st.
 - 6 semester hours of college credit or
 - 18 CEU's (continuing education units) or
 - 180 contact hours or
 - A combination of credit/hours as defined by the LPDC between the dates of the educator's approved IPDP and license expiration date.

The LPDC Committee meets the second Tuesday of each month except the June meeting is held on the **first** Tuesday. After the committee approves your hours, you can renew November 1st through June 30th. Use **North Central Ohio ESC** for organization when completing the application to renew your license.

Everyone who holds a credential issued by the Ohio Department of Education must complete FBI background checks every five years. **Please note** that credential holders are responsible for obtaining required updated background checks within the five-year timeframe prescribed by law, even if the expiration date of a background check does not coincide with the expiration date of the Department-issued credential.

You may also need to submit BCI background checks every five years if any of the following occur:

- You live outside of Ohio at any time after obtaining the BCI check; and/or
- You allow your Department-issued credential to expire.