

Recommended Certificate Conversion/License Renewal Procedures

The Local Professional Development Committee (LPDC) meets monthly* to review Individual Professional Development Plans (IPDP), pre-approval activities, and grant final approval of plans. Educators can expect to receive notification of approval, recommendations for revisions or rejection within thirty days after the LPDC meeting.

- Step One:** Complete your Individual Professional Development Plan and submit professional development materials to a LPDC committee member at least 1 day prior to meeting date.
- Step Two:** Once your IPDP has been approved, you should begin completing activities that are relevant to the identified goal areas of your plan. Be sure to document the time and collect necessary verification of completion. Please note that some activities may need LPDC pre-approval to ensure the activity will be granted credit. College coursework, ODE and NCOESC activities do not need pre-approval.
- Step Three:** Maintain a file/portfolio of your documentation. NCOESC will maintain a database of completed activities that the LPDC submits for recordkeeping. The NCOESC will NOT keep hard copies of your documentation. The educator is solely responsible for keeping documentation of a completed file/portfolio containing professional development activity.
- Step Four:** Following January 1 of the year your certificate/license is due to expire, submit your completed portfolio/documents verifying the following to the LPDC for final approval:
- 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
- Step Five:** The Ohio Department of Education requires you to have an updated FBI background check every five years, even if you hold a permanent license or if your background check is not on the same cycle as your license.

*(except for July and December)