License Renewal

Please use the following guidelines to help with your renewal. If you have any questions, please do not hesitate to ask.

1. You can begin the renewal process anytime after Jan.1. of the expiration of your license.   You must have all paperwork completed before June 30. You may begin work on your next license as soon as the new one has been issued.
2. Go to the Ohio Department of Education website at www.ode.state.oh.us to print an application. There are many to choose from, but most of you will need #15 "5-Year License Renewal or Transition." Choose the one that fits your situation.   If you are having difficulty getting an application or unsure of which one to complete, let a committee member know.
3. Complete the application. Remember, you need 18 CEU's,or 6 semester hours or a combination.
4. Give your completed application to the LPDC Chairperson for an LPDC signature. He/She will need to verify your hours before they sign it, so they will return it to you as quickly as possible. You may then send the application and your check to the Office of Licensure listed on the General Instructions and Codes copy.

5. You will need to get an FBI background check (and possibly a BCI check if not already on file with ODE). These can be done at the ESC. Please call ahead of time to make sure they have the necessary equipment available at that time and for the current cost.

6. You may have your new license sent to you or to the school. If you have it sent to you, make sure you take it to the Treasurer's office to be documented.

7. Please plan your submission of materials accordingly. Not submitting materials on time has several consequences:
   a. You may not work as a teacher with an expired license. Failure to renew on time will result in termination.
   b. If the requirements are not completed by September 1,then the requirement jumps from 6 semester hours to 9 semester hours (or its' equivalent.)

As always, if you have any questions about this process, please see me or any other LPDC committee member.