

## LPDC License Renewal Procedures

1. In order for you to contact your professional development hours, you must have a current IPDP on file with LPDC. The form is available on the staff website. You must have a plan on file before you start tracking any hours. It is best practice to complete a new IPDP as soon as you renew your license.

2. For renewal you must have any one or a combination of the following:

- 180 clock hours or 18 Professional Development Units. (PDUs)
- Professional staff meetings (Teacher based teams), webinars, online courses, professional development presentations, educational writing, grant writing, professional group study, professional group committees, curriculum development and alignment, publication of original works
- 6 semester hours (Graduate level or above at an accredited university)
- 9 quarter hours (Graduate level or above at an accredited university)
- Online coursework may be used as long as it is from an accredited university. If you have any questions, please contact any member of the LPDC.

**All staff must have documentation of your professional development and coursework.** Examples of documentation are official transcripts from college coursework, certificates of participation or a documentation log signed by an appropriate supervisor.

Those renewing this coming year can submit documentation of coursework, CEU's or PDUs after **November 1, 2020. All renewals for the 2020-2021 school year must be submitted to LPDC at Central Office-Human Resources by May 1, 2021.** The earlier you submit to LPDC, the quicker ODE will process your paperwork. Along with your documentation, you will need to fill out the online licensure application completely and provide payment through ODE online application process. To complete the online process of license renewal you must have a SAFE account with Ohio Department of Education. The license application can be found on the ODE link from TM City School's website ([www.trotwood.k12.oh.us](http://www.trotwood.k12.oh.us)). Please remember that you must complete a new IPDP every time you renew. The new IPDP should accompany your application materials so that all summer coursework, for this year, counts. Again, the form and information are on the staff link on the Trotwood website. **Also, please check as you renew online through the application process to check if you need to complete a new BCI background check. BCI background checks must be updated every five years and can be completed by appointment in our Human Resources Department.**

If you take advantage of the early renewal process this year your license will still begin July 1, 2021. With a preapproved IPDP on file after early renewal all professional development or credit hours completed from date of renewal to June will count towards your next renewal cycle of 5 years.

**LPDC will be hosting renewal help sessions. Information will be sent via email. You can also contact a member of our team directly.**

### LPDC Committee

**LPDC Chairperson: Patricia Allen, HS**

**Monica Houston (HS),**

**Rhonda Brunk (ELC)**

**Ella Jordan-Isaac (CO),**

**Dr. Tanya Davis (CO)**