

MEVSD LPDC “STEP by STEP” (IRN FOR LPDC -014375)

Guide for Renewing your License Using the Online –Management System

Obtain LPDC approval of the IPDP before engaging in professional development for license; professional development that is done before/outside of the scope of an approved IPDP will NOT be accepted for license approval.

Keep ODE OH/ID account demographic information updated, know password, and become familiar with Educator

Step 1

- Log onto the Online LPDC Management System to enter professional activities *prior* to the start of the coursework/workshop/other. Click the link titled “Approval of Professional Development”;
- LPDC Committee will give pre-approval if meets personal IPDP;
- Once coursework/workshop/other is completed, submit documentation to support, which is contact hour sheets/official transcripts, by uploading scanned items to online LPDC system. A scanned transcript MUST have registrars signature visible to be considered official.
- 180 contact hours are the total needed in the online LPDC system for license renewal. (System converts all semester/quarter hours to contact hours. 30 contact hours= one semester hour.)

Step 2

- The year of your license expiration, when educator has total 180 contact hours in online system, the LPDC will request PUBLIC RECORD approval of license renewal at first available meeting agenda.
- Through your OH/ID account, you request ODE licensure application renewal, which is then verified with an electronic signature from MEVSD LPDC;
- You must use the MEVSD LPDC IRN of 014375 for input of ODE license application;
- Initial license requires a BCI/FBI background check, then thereafter every five (5) years only FBI is required, as long as you have lived last five years in Ohio. Send ELECTRONIC version to ODE and PAPER version to MEVSD. NOTE ODE will only accept electronic version. (FBI may or may not be needed the year of teacher license renewal. You can check through individual OH/ID account to verify when last background checks were received at ODE. The LPDC committee suggests you try to align with your renewal if possible.)
- Once ODE issues your license, you can download your license from ODE as paper license will not be mailed. If MEVSD has e-signed your license, the admin office will download their copy and add to your personnel file. If they are not the e-signer of your license, it is your responsibility to be sure a printed copy is sent to MEVSD for seniority purposes.

Step 3

- After MEVSD downloads your license, your IPDP will be expired through online management system and you will receive an automated email;
- Complete your IPDP ASAP after receiving this email; and
- **Obtain LPDC approval of the IPDP before engaging in professional development for license; professional development that is done either before or outside of the scope of an approved IPDP will NOT be accepted for license approval;**
- Follow the “Hints for Writing Goals” found on the site;
- Repeat Step 1 for the inputting of your coursework.