

License Renewal Checklist

During the school year **before** your license expires, please submit the items listed below to the LPDC.

ODE will accept applications beginning November 1st prior to the year of renewal.

It is highly recommended you complete this process early.

All submitted activities must be dated after the issue date of your current license and the approval date of your IPDP.

_____ Activities already approved under Activity List in Individual Navigation in HR Kiosk must total 180 contact hours or 6 semester hours.

_____ Transcripts

_____ Workshop attendance certificates

_____ Other substantiating material for approved, non-traditional activities
(see the "Create Activity" page in HR Kiosk for approved activities, and submit activity for pre-approval if not on the list, you must have documentation for all activities)

_____ Fingerprinting/FBI background check
(If you need fingerprinted, please click [here](#) for more detailed information such as cost, payment, scheduling, etc.)

_____ Complete on-line ODE Application for appropriate license type located in your Safe Account ODE.CORE

_____ A new IPDP must be submitted in HR Kiosk after license approval.

Throughout license period

_____ Retain certificates of attendance from all applicable workshops

_____ Keep your Record of Approved Professional Development Activities up-to-date on Kiosk– it is required at the end of the license period

_____ Obtain committee approval for activities not listed in HR Kiosk Record of Approved Professional Development Activities

_____ Maintain appropriate logs and other required elements of approved activities

If you change the focus of your professional growth or change job assignments, you should revise your IPDP to reflect your current focus. Submit your revision in HR Kiosk as soon as possible. You will receive notification of approval following the next LPDC meeting. All professional development completed under the former IPDP version may be used for certificate/license renewal.

For your protection, please keep copies of all documents submitted to the LPDC and the Ohio Department of Education