

Yellow Springs Local Professional Development Committee

# CHECKLIST FOR TRANSITION TO OR RENEWAL OF LICENSE

Submit **ALL** of the following to a LPDC member:

- 1) Copy of approved IPDP with signature
- 2) Copy of expiring certificate or license
- 3) One of the following (with proper documentation)
  - a) Transcript(s) indicating 6 semester hours or 9 quarter hours
    - Be sure semester or quarter hours are indicated clearly on the transcript or other documentation is provided
  - b) 18 CEUs
    - CEUs must relate to IPDP goals
    - Each must be approved with Equivalent Activity Proposal forms and documentation of hours and work completed
  - c) A combination of coursework and CEUs
    - See the equivalency chart in your LPDC packet
- 4) LPDC verification form
  - Be sure to fill in the coursework of CEUs that you intend to use for renewal, issue date of certificate, and sign the form
- 5) Completed state application form, available from the Ohio Department of Education website ([www.ode.state.oh.us](http://www.ode.state.oh.us)) or from Susan Griffith in the Yellow Springs Board Office
- 6) New IPDP to be approved for your next five-year license cycle

Committee members:

Teachers: Shawn Jackson, Becky Brunsman, & MacKenzie Reynolds

Administrators: Mills Lawn and YSHS/YSMS Building Principals

*Failure to submit the proper forms and documentation will delay or prevent consideration of your request for verification and could delay your licensure and place your employment in jeopardy.*