

CERTIFIED STAFF

There are four overall steps to renew your license:

1. Submit hours to the LPDC
2. Ensure you have a current background check
3. Review information regarding Consistently High Performing teacher
4. Apply online for your license

1. Submit to the LPDC

The LPDC meets every third Thursday during the school year (as long as there are at least 10 files to review). Items must be submitted by the Friday before that week for consideration. NOTE: The last LPDC meeting for the school year is in normally in June.

See a list of the dates www.ashtabulaesc.org.

- Please visit this link and the online LPDC Handbook for the required forms and other documentation and instructions <http://ashtabulaesc.org/lpdc/>
- Ensure you have an Individual Professional Development Plan that reflects the current renewal cycle on file with the LPDC.
 - The plan must reflect the Professional Development (PD) you completed for the renewal and should have been completed and submitted within the last five years before your renewal.
 - Submit a new plan for your next renewal cycle when you submit items for renewal of the current license.
 - See the sample template and sample goals for the IPDP <http://ashtabulaesc.org/lpdc/>
- Complete a Cover Page Form <http://ashtabulaesc.org/lpdc/>
- Submit six semester hours, 180 contact hours or 18 CEU's – or a combination. Each semester hour equals 30 contact hours.
 - Semester Hours: Request official transcripts to be sent to the ACESC indicating completion of coursework related to classroom teaching and/or the area of licensure taken after the date your last license was issued

OR

- Contact Hours: Submit a Summary of Contact Hours form (<http://ashtabulaesc.org/lpdc/>) along with certificates of completion indicating contact hours. Please organize your certificates in date of completion order and add up the total hours. The form is in an excel format so it should add automatically. Be sure to submit a copy of each certificate in the same order as listed on the contact hour summary form. Items may be scanned and emailed to Christina Ray.
 - *The coursework and/or hours must be aligned with your goals and standards indicated on the summary form and found in the handbook.*

2. Ensure you have a current background check.

- Ohio law indicates you must obtain an updated background check every five years. Plan for at least 30 days for the background check to be processed to SBOE. SBOE will not approve your renewal without a current background check indicated in your OH/ID account.
- If you live in Ohio, you will only need the FBI. If you live out of state, you will need the Ohio and FBI.
- The ESC administers background checks by appointment. Please visit for instructions and fees: <https://www.ashtabulaesc.org/background-checks-fingerprinting>
- It is the responsibility of educators holding SBOE licenses to ensure that the law is followed with regard to obtaining the required updated background check(s) within the five-year timeframe prescribed by law, even if the expiration of a background check does not always coincide with the expiration of the license.
- **Your background expires five years from the date it was last processed.** You can access your OH/ID account to see when your last background check was completed <https://sboe.ohio.gov/educator-licensure/information-and-resources/background-check-faqs>

3. Consistently High Performing Teacher

An educator who meets the State Board of Education's definition of a consistently high-performing teacher is exempt from the requirement to complete any additional coursework for the renewal of a professional educator license for the next renewal cycle. For more information see SBOE to review the criteria <https://sboe.ohio.gov/educator-licensure/renew-a-license/consistently-high-performing-teachers>.

Notify the LPDC, by completing the form in the link below if you believe you meet the criteria

<https://sboe.ohio.gov/educator-standards-and-programs/local-professional-development-committees/lpdc-resources/lpdc-resources>

4. Apply online for your license.

Link to apply <https://ohid.ohio.gov/wps/portal/gov/ohid/>

Note: You must use Mozilla Firefox or Chrome. Your license application is **only valid for 60 days so be sure Steps 1 – 3 are complete before you apply.*

Access the Core Manual on SBOE if you need assistance with establishing your OH/ID account: See the link on our website

<http://www.ashtabulaesc.org/lpdc/>

- ✓ Create or sign into your OH/ID account <https://ohid.ohio.gov/wps/portal/gov/ohid/>
- ✓ **Click on SBOE CORE**
- ✓ You will now be on the **CORE Dashboard**
 - You will be able to review information such as your background checks, your credentials, your application status, any documents you have uploaded
 - Update any new information in "My Profile" (e.g., your email address)
 - You will request to renew your credential under "My Credentials"
 - You will see a dropdown menu on the right side of your credential - select to "Renew"
- ✓ Complete the steps of the application:
 - Step 1: EFFECTIVE YEAR - be sure to select the current effective year
 - Step 2: E-SIGNATURE
 - Signature for LPDC is **IRN #008328**.
 - Step 3: DOCUMENTS
 - If you have to upload any documents, you do that in this step
 - You do not need to upload your transcripts if they were submitted to the LPDC for approval
 - Click on the link if you have questions about what to upload
- ✓ Select and Pay for your application – "My Application Status"
- ✓ *Note: You can save your application and return to it from the My Applications section if you want to complete and pay later.*
 - Click on the box "Pay & Submit". If you are a veteran--your fees are waived. You will need to upload your DD214 into your OH/ID account and follow the prompts. Payment options are debit, credit card, or e-check.
 - You will provide your billing address and verify the email. You will be emailed a receipt.
 - After you submit your application it will be reviewed. You will receive an email acknowledgment of your submission. You will receive an email when your application request is approved or denied.
 - Once your license is issued you will need to access your OH/ID account download and **print out** your license.
 - Provide a copy of your license by downloading and emailing to your district board office.

FOR MORE INFORMATION:

Link to Core Handbook: <https://sboe.ohio.gov/static/Educator-Licensure/Miscellaneous/Core-User-Manual.pdf>

Information on License renewal: <https://sboe.ohio.gov/educator-licensure/renew-a-license/renew-a-license> or <https://sboe.ohio.gov/educator-licensure/information-and-resources>

For a list of application fees please refer to this link: <https://sboe.ohio.gov/educator-licensure/information-and-resources/licensure-fees>

If you have any questions or need assistance, please attend one of the zoom sessions as listed on our website or contact Christina Ray at christina.ray@ashtabulaesc.org.