Appendix A – HLPDC Renewal Timeline

1. All meetings of the LPDC are held in room 710 of the middle school. Generally meetings are held the third Monday of the month at 4:00 PM.

2. As of September 1, 2009, New IPDP applications will only be accepted through the online IPDP course. Your network login is your login to the **online academy**. ***If you are renewing on the old plan, please go to the old IPDP icon on the staff application launcher for all forms***. Your final IPDP must be uploaded by noon on the second Monday of each month to be considered for that month's LPDC meeting.

3. All employees holding a professional license are required to have in place an approved IPDP prior to taking any professional development for renewal of license.

4. The procedure for license renewal established by State Law is:

1. Approved IPDP
2. Qualifying Professional Development (HQPD)
    a. Coursework
    b. CEUs
    c. Other Approved Educational Activities
3. Final Audit for Application to renew
    a. Original IPDP
    b. Activity Approval Form(s) of HQPD
    c. Official Transcript for any coursework
    d. Original proof of attendance and reflection for CEUs
    e. Time log and reflection form for Other Educational Activities
    f. State License Renewal Form (printed and filled out)
    g. Verification form

5. A submitted and **approved** IPDP must precede course work. According to the State of Ohio, if the transcript date does not come after the IPDP date, the course does NOT count towards renewing the license. The committee will not accept both at one meeting. Plan ahead.

6. Once an approved IPDP is currently on file, coursework/CEU's/Other Educational Activities may be approved.

7. You are required to keep all documentation for application to renew licensure.

8. It is highly recommended from this committee that you come in for an audit one school year prior to the expiration date on your current license. The purpose of the audit is to ensure that everything is set and ready to go to obtain the new license.

For the audit bring the following:

- the initial IPDP (no photo copies)
- all approved course work/CEU forms (no photo copies)/Reflection Forms
- any transcripts already received
- state verification form to be signed by committee chair – get a copy of this form from your building representative or download from www.ode.state.oh.us.

8. Keep all original forms and store them in a safe place, you are responsible for all paper work which leads to renewal; this is not the responsibility of the LPDC Committee.

9. In Jan/Feb of the final year of your current license, the county office will send you a letter stating what you need to do to complete the process to renew your license. Please complete the application; and return it along with the appropriate check or money order (made payable to Treasurer State of Ohio.) to the Medina County Schools' ESC as soon as possible. All license applications now require an LPDC signature to renew. It is the responsibility of your school's LPDC to verify you have completed the necessary coursework to renew. You may also need a periodic background check. For more information on background checks or if you have any questions regarding the completion of this application, please contact the licensure department at the Medina County ESC (330) 721-2239.