

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) and items must be submitted by the Friday before that week for consideration.

NOTE: The last LPDC meeting for the school year is in June

- 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 approved Individual Professional Development Plan or Professional Growth Plan on file with the LPDC.
 - The plan must reflect the Professional Development (PD) you completed for the renewal. It would have had to be completed within the last 5 years before your renewal. You can use your eTPES professional growth plan as long as it reflects obtaining professional development. On the plan there is an area for professional growth.
- COMPLETE a Cover Page Form
- Submit 6 Semester hours, 180 Contact hours or 18 CEU's – or a combination.
 - Semester Hours: request official transcripts to be sent to the ACESC indicating six semester hours 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 along with certificates of completion indicating contact hours.
 - *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 thirty days for the background check to be processed to ODE. ODE will not approve your renewal without a current background check indicated in your SAFE account.
- If you live in Ohio, you will need the FBI. The cost is \$40 cash or money order.
- If you live out of state, you will need the Ohio and FBI. The cost is \$60 cash or money order.
- The ESC administers background checks Monday through Friday from 8:15 a.m. until 3:30 p.m.
- It is the responsibility of educators holding ODE 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 safe account to see when your last background check was completed.
- Instructions for background checks: <http://ashtabulaesc.org/wp-content/uploads/2015/11/DIRECTIONS-FOR-BACKGROUND-CHECKS.pdf>

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 ODE FAQ's: <http://education.ohio.gov/Topics/Teaching/Licensure/Renew-Certificate-License/How-to-Renew-a-Currently-Valid-Five-Year-Professio/Consistently-High-Performing-Teachers/Consistently-High-Performing-Teacher-FAQs> or to review the criteria: <http://education.ohio.gov/Topics/Teaching/Licensure/Renew-Certificate-License/How-to-Renew-a-Currently-Valid-Five-Year-Professio/Consistently-High-Performing-Teachers>

Notify the LPDC, by completing the form in the link below, if you believe you meet the criteria.
<http://education.ohio.gov/getattachment/Topics/Teaching/Professional-Development/LPDC-s/LPDC-Forms/Verification-Form-for-Consistently-High-Performing-Teachers020617.pdf.aspx>

4. Apply online for your license:

Link to apply: <https://safe.ode.state.oh.us/portal>*

*Notes: 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.

- ✓ Create or sign into your SAFE account
- ✓ **Click on ODE 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 drop down 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
 - If you are a veteran, your fees are waived.
 - You will need to upload your DD214 into your SAFE account.
 - 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.
 - 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 for it on another day.*
 - Click on the box Pay & Submit
 - 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 SAFE account and **print out** your license.
- Provide a copy of your license to your district board office.

After your license is renewed, you will need to submit a new IPDP/PGP for the next renewal cycle!

FOR MORE INFORMATION:

LINK TO CORE HANDBOOK: <http://education.ohio.gov/getattachment/Topics/Teaching/Licensure/Out-of-State-Licensure/CORE-User-Manual-pdf.pdf.aspx?lang=en-US>

Information on License renewal:

<http://education.ohio.gov/Topics/Teaching/Licensure/Renew-Certificate-License>

For a list of application fees please refer to this link:

<http://education.ohio.gov/Topics/Teaching/Licensure/Additional-Information/Complete-List-of-Applications>

If you have any questions or need assistance, please contact Christina Ray at christina.ray@ashtabulaesc.org