

## Mercer County LPDC Educator Licensure Renewal Instructions

### Before completing your renewal application check:

1. *Is my background check (fingerprinting) up to date?*

All applicants must meet current Ohio Department of Education background check requirements. (1) BCI background check on file. If you have resided continuously in Ohio, you are not required to have an updated BCI check. However, if you have lived outside of Ohio at any time during the five years after obtaining a BCI check, then another BCI is required. (2) FBI background check on file within the past 5 years.

BCI and FBI fingerprinting can be done at the Mercer County Educational Service Center. Please call ahead (419-586-6628) to set up an appointment. When going to the appointment, bring your driver's license and payment (\$30- BCI & \$30- FBI) (no checks).

2. *Do I have 18 CEUs?*

All CEU activity will count toward renewal of your license, from IPDP approval date. 18 CEUs, or 6 completed semester hours are required to renew a 5 Year Professional License in Ohio. (Remember, 1 CEU=.1 contact hour (e.g., 6 contact hours = .6 CEUs). Each completed semester hour = 3 CEUs).

### Step One: Collect & Scan

**COLLECT** your CEUs needed to renew. This may include one or more of the following:

- Transcripts for college coursework (copies of official transcripts are permitted)
- Official certificates of attendance for CEUs. Be sure your name is on all CEUs/certificates
- Certificates of completion for educational projects (if applicable)
- Activity verification form (if applicable (can be found on MCESC website:

[www.mercercountyesc.org](http://www.mercercountyesc.org))

- **Required:** Activity Log (can be found on MCESC website: [www.mercercountyesc.org](http://www.mercercountyesc.org))

**SCAN** the above forms as one document. Email the scanned document to Rachel Glass at:

[rachel.glass@mercercountyesc.org](mailto:rachel.glass@mercercountyesc.org). In the subject line of the email type the following:

'Your Name' Renewal Credit (e.g., Rachel Glass, Renewal Credit).

Please ensure scanned information is complete. Some common errors include:

- Certificates of attendance without educator name
- Unofficial copies of transcripts
- Lack of completed Activity Log

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### Step Two: APPLY ONLINE

**LOG ON:** at Ohio Department of Education at [www.education.ohio.gov](http://www.education.ohio.gov). To log into your SAFE account, you will need your User ID and Password. If you do not have a User ID and Password, follow the steps to acquire one. If you need help, please contact your Superintendent's Secretary for assistance. **Ensure you have 18 CEUs before applying. ODE will allow pending applications for only 60 days.**

➤ Once logged in at the ODE website, proceed as follows to apply for your license(s):

**ODE.CORE> My Credentials (RENEW).**

➤ Follow the steps to select your license(s) to renew and proceed as directed. If you need help, first start by reading the User Guide on the ODE website. It can be found at: **ODE.CORE> Educator Licensure > 'Click' on Educator Profile > then go to the My Educator Profile menu at the top of the page and click Users Guide from the drop down menu.**

Print it.

➤ You **do not** upload any documents to ODE. All CEUs and/or transcripts are sent through the LPDC Process.

➤ Under the Signature field, select the search icon (magnifying glass) and type: **Mercer County LPDC**. This will let ODE know where to route your application for approval.

➤ You will be asked to make your application payment using a credit card. Be prepared with your credit card information to make the payment in order to complete the application. (Payment is required to process your application)

➤ Once your renewal has been processed and received by ODE, you will receive an email confirmation.

An email from ODE will be sent to Rachel Glass to review and approve the pending application. If your CEU activity has been scanned and is complete (see Step One above), your application will be approved. You can expect an email from ODE with your new credential as a pdf attachment (ODE no longer provides paper copies).

### Step Three: Write a new IPDP & Scan

**WRITE** a new Individual Professional Development Plan (IPDP), after you receive your new license(s). An IPDP sets goals for your professional growth during the next 5 year license cycle.

Your IPDP will be reviewed for approval at the next LPDC meeting and returned to you. The IPDP form can be found at: [www.mercercountyesc.org](http://www.mercercountyesc.org) > **Licensure/LPDC > Forms > Individual Professional Development Plan Form (IPDP)**. (Note: the Issue Date refers to the Issue Date on your new license, **not** the Effective Date)

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**SCAN** your IPDP to Rachel Glass at: [rachel.glass@mercercountyesc.org](mailto:rachel.glass@mercercountyesc.org). In the subject line of the email type the following: 'Your Name' IPDP (e.g., Rachel Glass, IPDP).

**Please note the following:**

- IPDPs are only written for educators with a 5 Year Professional License(s).
- IPDPs **are not** written for: 4 Year Resident Educators, Supplemental Licenses and Substitute Licenses.
- You must have an approved IPDP to count CEU activity toward your license cycle. If you do not have an approved IPDP in place, you **will not** be able to count past CEU activity.
- Your CEU activity toward your next renewal will be counted:
  - If you submit your IPDP ***within 60 days*** of your license renewal date, CEU activity can be counted from ***Issue Date*** of license.
  - If you submit your IPDP ***past 60 days*** of your license renewal date, CEU activity can be counted from ***Submission Date*** of IPDP.