

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. Complete the Consistently High Performing teacher form (if you qualify)
4. Apply online for your license

1. Submit hours 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 this school year is June 21, 2018.

- Ensure you have an approved Individual Professional Development Plan or Professional Growth Plan on file with the LPDC that reflects the Professional Development (PD) you completed for the 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. You would indicate here something to the effect: "obtain professional development in the form of university credit, district professional development opportunities or conferences to assist in meeting this performance standard".
- 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**
- Submit a summary of contact hours along with certificates of completion indicating 180 contact hours. *The coursework and/or hours must be aligned with your goals and indicated on the summary form.*
- Please visit this link and the online LPDC Handbook for the required summary of contact hours documentation and instructions: <http://beta.acesc.k12.oh.us/personnel-department-human-resources/>

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.** **Instructions:** <http://beta.acesc.k12.oh.us/wp-content/uploads/2015/11/DIRECTIONS-FOR-BACKGROUND-CHECKS.pdf.pdf>

3. Consistently High Performing Teacher Form

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>

Notify the LPDC, in writing, if you meet or do not meet the criteria. We cannot approve your license without this information.

Complete the form and provide supporting documentation if you meet criteria:

During the current licensure cycle, a consistently high-performing teacher has:

1. Received the highest final summative rating on evaluations for at least four of the past five years; and
2. Met at least one of the following additional criteria for at least three of the past five years:
 - Held a valid senior or lead professional educator license;
 - Held a locally recognized teacher leadership role that enhances educational practices by providing professional learning experiences at a district, regional, state, or higher education level (examples: a mentor teacher or consistently creates/delivers professional development for the district);
 - Served in a leadership role for a national or state professional academic education organization;
 - Served on a state-level committee supporting education; or
 - Received state or national educational recognition or award.

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
- ✓ On the UPDATE My Information page, update your contact information, including email.
- ✓ Return to the CORE dashboard using the drop-down menu at top right. Then select RENEW My Credentials.
- ✓ At the drop-down menu marked Action select Renew or Align next to the license you want to renew.
- ✓ Complete the three steps of the application:
 - Step 1:
 - Be sure to select effective year: 2018-2019.
 - Click - save application and next.
 - Step 2:
 - 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**.
 - Answer the questions and certify the application.
 - Click - save application and next.
 - Step 3:
 - 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.
 - Click - save application and done.
- ✓ Select and Pay for your application
 - ✓ *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 next to the green  money sign. Then click on the box Pay for selected applications.
 - On next screen Click on the box in the middle – Pay \$_____.
 - 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.*

For more information or directions with regard to licensure, visit this site:

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

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

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

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