

PROCESS FOR RENEWING A TEACHING LICENSE

In order to renew your license, the Ohio Department of Education requires that you have 6 semester hours, or the equivalent of in contact hours or CEU's.

*10 contact hours = 1 C.E.U
3 CEU's = 1 Semester Hr.
30 contact hrs. = 1 Semester Hr.*

The first step in this process would be to gather evidence of these hours required. This would be transcripts, approved activity documentation vouchers, and certificates of attendance.

Once you have collected 6 semester hours/ceu's/contact hours, etc. (You may use a combination....) you will need to print off the "Documentation of Hours" form from the website, under Certification and Licensure.

Using the evidence you have on hand, fill in the form and total the hours, etc. showing proof of enough for renewal. Attach this to the evidence you have.

The next step is going on -line and filling out the application. PLEASE NOTE – YOU NEED A CREDIT CARD TO SUBMIT YOUR APPLICATION

You will get to the application by following the breadcrumb trail listed below:

Ode.state.oh.us

At the top of the page, click on SAFE

At this point you must have a user name and password to proceed.

If you do not, please follow the steps to apply for a SAFE Account.

Once you have signed in, please click on ode.core

Then, "My Educator Profile"

Click on "My Credentials"

At top right in blue, click on "my applications"

From there you will choose your application (which in most cases is a 5 year renewal).

Please follow the steps to complete the application. The IRN for our LPDC is #014075. You will need this partway through the application.

Also, please make sure at some point, you do not choose to have this sent to your home. You should choose Minerva School District to have your license sent.

Once you have successfully submitted your application, please drop off your "Documentation of Hours" form, as well as the back up evidence at the Superintendent's office.

The LPDC committee will be notified that an application is being held for approval. The committee will review your hours, and make sure that you have a PGP (Professional Growth Plan) on file.

Once the committee approves everything, we will E-sign your application, and release it to ODE.

Please contact me at ext. 3706 if you have any questions while in the process.

Thanks.....

