LPDC Inventory Check List and Time-Line
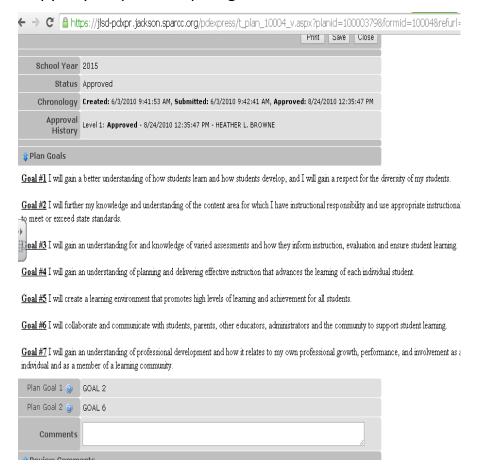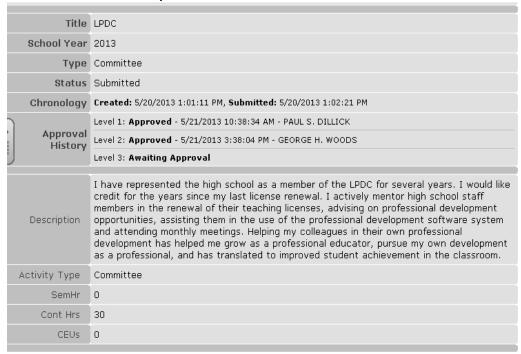
Steps:

1. Start saving your money—minimum to re-new is $200.00. For each additional license add $20.00
2. Create a SAFE account on the ODE website.
3. Make sure that you have entered all your activities into PDExpress.

**Ideally, these should have been done Prior to completing the activities. You need pre-approval to have activities count toward your re-newal.

4. Create a file that you will use each time we meet. In your file have each of these documents:
   1. A copy of your license.
   2. A copy of your plan and plan goals. It looks like this

3. A copy of each activity that you are planning to use towards your renewal. Staple to this a copy of your log / certificate of attendance / etc. If it is a college course I will receive a copy of the transcripts if you remembered to have them sent to the board office. The activity sheet looks like this.

Title	LPDC
School Year	2013
Type	Committee
Status	Submitted
Chronology	**Created:** 5/20/2013 1:01:11 PM, **Submitted:** 5/20/2013 1:02:21 PM
Approval History	Level 1: **Approved** - 5/21/2013 10:38:34 AM - PAUL S. DILLICK
	Level 2: **Approved** - 5/21/2013 3:38:04 PM - GEORGE H. WOODS
	Level 3: **Awaiting Approval**
Description	I have represented the high school as a member of the LPDC for several years. I would like credit for the years since my last license renewal. I actively mentor high school staff members in the renewal of their teaching licenses, advising on professional development opportunities, assisting them in the use of the professional development software system and attending monthly meetings. Helping my colleagues in their own professional development has helped me grow as a professional educator, pursue my own development as a professional, and has translated to improved student achievement in the classroom.
Activity Type	Committee
SemHr	0
Cont Hrs	30
CEUs	0

5. The check-list at the end of this packet.

Time-line:

Although your license is good through June of the year it expires, it is in your best interest to be done by December of the previous year so that you have an additional spring semester in case there are any problems.

September:
- Start creating your folder to take with you when you meet with an LPDC member   (see above for what should be inside)
- Create a SAFE account on the ODE website

October-November:
- Meet with an LPDC representative

December:
- Get fingerprints done at the board office.

January:
- You may begin to apply for your new license. You will need to meet with an LPDC representative to do this on-line through ODE's website. The earlier you apply, the better!

IPDP Inventory Check List

Name _____   Dates Meet with LPDC Representative
License renewal year _____   _____
Background check done? Yes   No   _____

For license renewal you must complete the equivalent of 6 semester hours of work. 30 clock hours are equivalent to 1 semester hour. Hours can be mixed to equal the required 6 semester hours. All activities must have been **pre-approved** by the LPDC in order to be counted for renewal. Below, list all activities using the title that you entered into PDExpress with the total hours completed (and type), and the documentation you will be presenting to the LPDC.

PDExpress Activity Name	# of hours	Type of hours (Sem or Clock)	Documentation (Transcripts, log,cert)