

License Renewal Procedures

To renew you need 6 semester hours or a combination of semester hours and contact hours
(30 contact hours = 1 semester hour).

Please note that any semester hours or contact hours to be used toward licensure renewal
MUST BE TAKEN AFTER THE ISSUE DATE OF YOUR LICENSE.

Please follow these guidelines for renewing your teaching license:

- ❖ All teachers/administrators must setup a “Safe Account” with ODE to apply online.
- ❖ All license renewals are done online through ODE and are paid by credit card or electronically from your checking account.
- ❖ Check with Joyce Roth in the Supt. Office if your FBI background check needs updated. FBI background checks are good for **five years**. Appointments for the FBI background check can be scheduled at the ESC by calling 330-945-5600. Be sure the background check is flagged to the ODE and a hard copy sent to Joyce Roth, Woodridge Local Schools, 4411 Quick Rd., Peninsula, OH 44264.
- ❖ Semester hours must be submitted, reviewed, and approved by LPDC and must align with your IPDP. An **official transcript** is required for semester hours taken. Transcripts **FROM the college/university** should be sent to Joyce Roth at Woodridge Local Schools, 4411 Quick Road, Peninsula, OH 44264. **Transcripts sent to staff members will not be accepted.** Both the **official transcript and “LPDC Semester Hour Credit Form”** must be submitted and on file in the Supt. Office.
- ❖ Contact hours must also be approved by LPDC **during the school year they were taken** and must align with your IPDP. Submit the LPDC approval form for contact hours with the **certificate attached**. When you are ready to renew, all hours to be used for the license renewal should be submitted to Joyce Roth in the Supt. Office.
- ❖ You can apply any time after November 1st. **Be sure to mark the correct effective date.**
- ❖ District IRN#049973 LPDC IRN#014272
- ❖ **When renewing please skip the section that says to “upload your transcript”. Your semester hours should have gone through LPDC for approval, therefore, you do NOT have to upload your transcript.**
- ❖ Once you apply, Kristin will receive an email to sign your application. She will review you’re the hours you have submitted and if everything is in order she will sign off on your application to be processed.
- ❖ Joyce will send you an email when your license is processed and received from ODE.

If you have any questions, please feel free to call Joyce Roth at 330-928-9074 Ext. 591217 or email
jroth@woodridge.k12.oh.us

