

Please follow these steps and have everything filled out when you arrive.

LICENSE RENEWAL STEPS

1. After January 1st, get your finger prints taken.
 - Call the ESC for an appointment.
 - See Diana for the form to take with you.
2. Make sure you have a SAFE account. If you do not have one, go to <http://education.ohio.gov/> and set one up. This is ODE's home page. At the top, you will see "SAFE". Click on it and follow the directions.
3. Figure your educator credits on the LPDC Renewal Verification Form. The IPDP date and Issue date of the certificate will be filled out at the meeting
4. Bring your official transcripts, CEUs and contact hour certificates.
5. Bring your last Teacher License.
6. As of January 1, 2014, all license applications will be submitted online. The LPDC will provide you with step-by-step instructions at your check-out appointment. The school will notify you when your license is received. This also will be done electronically. Paper licenses are no longer issued.