

Final State Needed Paperwork

For Expiring Teaching License

- 1) Fill out the **state application** form completely. Make sure you fill in the code for teaching field and sign it. You will find the application at <http://www.ode.state.oh.us/GD/Templates/Pages/ODE/ODEDetail.aspx?page=3&TopicRelationID=541&ContentID=1026&Content=32131> Hint: if you are transitioning a certificate to a license, click on Transition. If you are renewing a license, click on License Renewal.
 - 2) Write out a **check** to the state.
 - 3) Fill out the form titled “**LPDC Verification Form for Transition of a Certificate to a License and Renewal of a 5-Year License**” (found in your IPDP guidelines packet or in the “teacher apps” folder on the network).
 - 4) **PDU Activity Verification Forms** (send all copies).
 - 5) Any official **transcripts** (if you are using college classes).
 - 6) Complete a **Background Check**. Call Central Office (ext. 12102) and schedule a time to get your fingerprints inked. The cost is \$15 (please bring exact change - cash, check or money order). Also, you must bring your drivers license.
- Return items #1-5 to the LPDC committee.
 - Then the LPDC committee will give the forms to the Superintendent’s office to send to the state.