

License Renewal Procedure Timeline

Years 1-5 of Existing License

1. Approved IPDP on file. This needs to be done **BEFORE** any credits are earned for renewal.
2. Earn 6 semester hours of credit. It takes 10 contact hours to make 1 CEU, 3 CEU's to make one semester credit hour. You may use any combination of college credit and CEU's to total 6 semester hours. (Undergraduate college credit may be used for License renewal but not for pay raise.)
3. Collect all documentation of credit.
 - For workshops/in-services/conferences – certificates of attendance with contact hours listed and **signed** by the facilitator or district official. Please outline how you intend to use this information in your classroom somewhere on your certificate.
 - For Educational Research – Equivalent Activity Signature Form and Research Report Form (for 3 CEU's) and Implementation Report Form (for 3 additional CEU's).
 - For college coursework – an official college transcript with their seal.

Year 5 of Existing License

4. Meet with an LPDC member at your building in October.
5. Make an appointment for renewal meeting after your building meeting . Meetings will be scheduled in February, March, April, May and June. All documentation of credits must be presented at your meeting. Be sure to pick your meeting date so that all documentation will be in hand. This includes all college transcripts.

2 Weeks Before Renewal Meeting

6. Fill out application and License Review Form. These will be sent to you along with a reminder of your scheduled meeting day and time.
7. Fill out the CEU Summary Form for all CEU credits.
8. Get FBI/BCI fingerprint check. (Cash only)
9. Double check your documentation.

Bring to Renewal Meeting

10. Application and License Review Form.
11. Copy of all documentation of credits. Make front – back copies of certificates of attendance for the LPDC to keep on file if you want to keep originals. CEU Summary Form. An official transcript of college credits earned for this renewal period only.
12. Personal check or money order for License fee.