

# Complete Professional Development

Requirement Options: Total credits earned must accumulate to

- 6 semester hours, or 9 quarter hours (coursework must relate to one or more of the goals identified on your approved IPDP); or
- 18 CEU's (180 contact hours. 1 clock hour = 0.1 CEU); and/or Equivalent Other Activities related to classroom teaching and/or area of licensure if approved by the LPDC and converted to CEUs. **Your Professional Development combination must not total less than the equivalent of 18 CEU's.** See conversion chart on the reverse side of this form.

## License Renewal LPDC Coursework/CEU Calculation Summary

Bring this form with original transcripts; original CEU certificates; your expiring license; your approved IPDP; and the completed application from Mrs. Riffle at Memorial Hall.

Name of Applicant: \_\_\_\_\_

### 5 Year License Valid

<p><b>Step 1.</b> – Enter <b>issue date</b> from the certificate to be renewed or transitioned</p> <p>The issue date is located in the upper right hand corner of the certificate. You can access certificate information on the Ohio Department of Education home page at <a href="http://www.ode.state.oh.us">www.ode.state.oh.us</a></p> <p style="text-align: right;">_____ →</p>	
<p><b>Step 2.</b> – Enter your approved IPDP date.</p> <p style="text-align: right;">_____ →</p>	_____
<p><b>Step 3.</b> Enter semester hours <u>taken since the issue date</u> of the license to be renewed and after your approved IPDP date.</p> <p style="text-align: right;">_____ →</p>	_____
<p><b>Step 4.</b> Enter quarter hours <u>taken since the issue date</u> of the license to be renewed taken after your approved IPDP date.</p> <p style="text-align: right;">_____ →</p>	_____
<p><b>Step 5. (a)</b> Enter continuing education units (CEUs) <u>obtained since the issue date</u> of the license to be renewed and after your approved IPDP date.</p> <p style="text-align: right;">_____ →</p>	_____
<p><b>Step 5. (b)</b> Enter LPDC approved Equivalent Other Activities (EOAs) <u>obtained since the issue date</u> of the license to be renewed and after your approved IPDP date.</p> <p style="text-align: right;">_____ →</p>	_____
<b>TOTAL</b>	_____

LPDC Coursework/CEU Calculator: <http://tiny.cc/qzAiL>