

GREENVILLE CITY SCHOOLS  
**LPDC License Renewal Process**

All first-time and renewal licensure applications must be completed on the ODE website.

License Renewal Process – You will need to schedule a meeting with LPDC for your Records Review between January – May. Meetings are scheduled the first Thursday of the month. You must gather all supporting documents for your license renewal. This should include:

1. Your original official college transcripts &/or CEU certificates
2. A copy of your approved Individual Professional Development Plan (IPDP)
3. Steps for renewal:
  - You must complete the ODE Online Application Process and complete the Online Payment Process before obtaining the Greenville City Schools electronic application signature to process your application. If you don't already have a **SAFE** account, go to <https://safe.ode.state.oh.us/portal/signup/> and the follow prompts for creating your account.
  - You must complete the BCII/FBI background check before ODE will process your application. Fingerprinting can be completed at Memorial Hall.
  - Make an appointment with the LPDC Committee and once approved, Carol Riffle will receive confirmation of your records request approval and she will submit the required electronic signature to process your application.
  - When you receive your new license, complete your new Individual Professional Development Plan to ensure your new professional development activities will count towards your next license renewal.