

Steubenville City Schools LPDC

Checklist for Renewal of License

Read the LPDC Newsletter, paying close attention to the Renewal Procedure section.

Call Jayme Browning at the Board Office (740) 282-3767, ext. 5 to schedule an appointment for an FBI and/or BCI fingerprinting background check. Background checks are \$25 each and can be paid by cash or check. Please make checks payable to Steubenville Board of Education.

BCI and FBI requirements:

1. OHIO RESIDENTS
 - a. BCI is only done once, FBI is needed every five years
2. NON OHIO RESIDENTS
 - a. BCI is needed every five years, FBI is needed every five years

Turn in any unapproved CEU's to be approved to be signed by LPDC Committee.

Turn in an organized CEU binder containing all approved CEU's as well as Form A to an LPDC member. If you have taken college courses, turn in OFFICIAL TRANSCRIPTS as well as Form A with a copy of your current license to be renewed.

Go on-line to The Ohio Department of Education website and sign on to your SAFE account (<https://safe.ode.state.oh.us/portal>) to fill out your application and pay your licensure fees with a credit card. * Use LPDC IRN #013553.

Inform an LPDC member you have paid your licensure fees, so your application can be submitted for an e-signature approval by LPDC. *Just because you have paid your licensure fees, does NOT mean you have been approved for a new license.*

Turn in the following documents to a LPDC Committee Member:

A copy of your new teaching license

A copy of your old teaching license and IPDP

Copies of your license can be found in your safe account.