

# Union Local Schools LPDC

## Checklist for Renewal of License

- Read the LPDC Newsletter, paying close attention to the Renewal Procedure section.
- Call Melinda Kemp at the Board Office (740) 782-1978, ext. 0 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 Union Local Schools.
  - 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 an organized CEU binder or folder containing all approved CEU's as well as LPDC Verification Form to an LPDC member. If you have taken college courses, turn in OFFICIAL TRANSCRIPTS as well as verification form 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 OH ID account (<https://ohid.ohio.gov/wps/portal/gov/ohid/login>) to fill out your application and pay your licensing fees with a credit card. \* Use LPDC IRN #014359 (Union Local LPDC).
- Submit a copy of your new license AND a new IPDP to the LPDC for approval.