



# *SPEBA*

## *Guide for License Renewal*

*Spencerville Local Schools*

*Perry Local Schools*

*Bath Local Schools*

# SPEBA By-Laws

[https://docs.google.com/document/d/14AcIj-JKQ1QaRB6Iw8Z\\_u8moG2YI\\_7GiMIRSQGnHzb0/edit?usp=sharing](https://docs.google.com/document/d/14AcIj-JKQ1QaRB6Iw8Z_u8moG2YI_7GiMIRSQGnHzb0/edit?usp=sharing)

# Steps for License Renewal

- In order to get reimbursed by the district, you **MUST** request your building principal to submit a purchase order with the treasurer and have it approved before you pay for your license online with ODE. The district will pay for your new license according to the guidelines set forth in the current contract.
- Complete the online application by logging into your Safe Account on the ODE website with the OHID Portal. Link included [ODE Safe Account](#)
- **\*\*NOTE\*\***: If you need further assistance, please use the Core Applicant User Manual in the following link. [CORE Applicant User Manual](#)
- SPEBA IRN = 013855
- When you receive "awaiting signature," print the screen to turn in with your documentation of hours/credits.

- Within your SPEBA binder, complete LPDC Verification Form for Certification Renewal and Transition to Licensure. This form must contain your total hours. You need the following; 6 semester hours, 18 CEU's, 180 Contact Hours, or any combination of the above. Form is located at the link: [SPEBA LPDC Licensure Renewal Form](#)
- Collect and organize, **by year**, your documentation of contact hours/CEU's/transcripts using the given [SPEBA Professional Development Yearly Activity Sheets](#). Here are the [SPEBA CEU Guidelines](#)
- Turn in all documentation with your SPEBA Binder.
- Turn in \$5 cash or check written to SPEBA by the designated deadline.
- Submit a new IPDP with goals for the next five years. SPEBA cannot count hours earned until this document is approved by the committee.

**ALL** renewals are approved in February and June only. Please watch for specific dates in email correspondence from the SPEBA committee members.



# Do you need fingerprints updated?

The screenshot shows the OHID portal dashboard at [core.ode.state.oh.us/Core4/ODE.CORE.Lic.Public.UI/](https://core.ode.state.oh.us/Core4/ODE.CORE.Lic.Public.UI/). The main content area displays a table of credentials and a sidebar with navigation options.

Credential	Status	Effective Year	Expiration Date	Credential Number	Action
5 Year Professional Elementary (1-8) License	Issued	2020	06/30/2025	21862341	Action Print
5 Year Professional Principal License	Issued	2020	06/30/2025	21862342	Action Print
4 Year Provisional Elementary (1-8) Certificate	Expired	2001	06/30/2005	2073545	Action

Total credentials: 3

The sidebar on the right contains the following options:

- My Background Checks (Click to View + )
- My Resident Educator Summary (Click to View + )
- Assessment Data (Click to View +)

A red arrow points to the 'Click to View' button next to 'My Background Checks'.

When you are on your dashboard on the OHID portal, look in the bottom right hand corner. Click on the click to view tab to see your most recent background check. FBI only in the state of Ohio.

## *When your application is approved...*

- ODE will send you a copy of your new license via the email address on file in your Safe Account. Print two copies, one will go to the superintendent's office and the other will be submitted to our SPEBA committee representatives.
- Currently, Spencerville Local schools will reimburse you for the cost of your license renewal upon receipt of your new license and a receipt of payment, however you **MUST** have a PO in place **ahead of time**. This is according to the guidelines set forth in the contract. See the treasurer for any questions.

# *IPDP (Individual Professional Development Plan)*

**Standards:** [ODE Teaching Profession Standards](#)

[Ohio Standards for Principals](#)

[Ohio Standards For Superintendents](#)

**IPDP Form:** [Spencerville IPDP Form](#)

**List 3 goals for your professional development learning. Within each goal, include 3 distinct aspects: (1) intention to engage in learning; (2) focus for learning; and (3) rationale for & application of learning. Indicate which Ohio Educator Standard(s) each goal reflects.**

**Sample Goal: I will increase my knowledge of strategies to manage groups of students in order to improve classroom discipline.**

**Teacher Standard #1- Teachers understand student learning & development and respect the diversity of the students they teach.**

**Teacher Standard #5- Teachers create learning environments that promote high levels of learning and achievement for all students.**

# *Leaving An Ohio LPDC Verification Form*

## Leaving an Ohio LPDC Verification Form

1. Use link above to fill out your portion of the Educator Leaving an Ohio LPDC Verification Form.
2. **It is your responsibility to contact your LPDC when leaving your district.**
3. Print the form and submit to LPDC committee member for review with documentation for any hours earned while working for Spencerville Local Schools. **This paperwork must be completed within thirty (30) days of leaving the district for speed and efficiency.**