

Guide for License Renewal

Spencerville Local Schools
Perry Local Schools
Bath Local Schools

SPEBA By-Laws

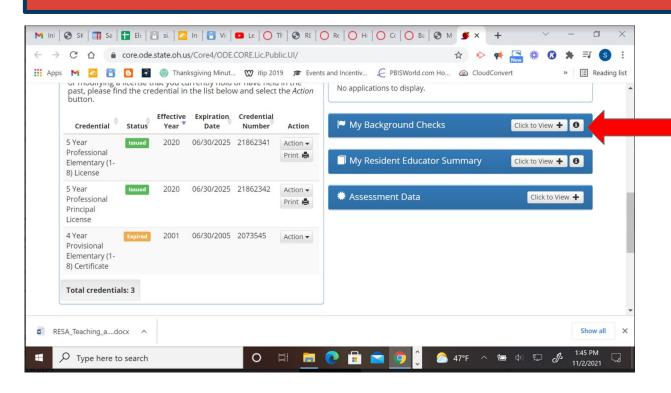
Steps for License Renewal

- 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 <u>ODE Safe Account</u>
- **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 <u>SPEBA Professional Development Yearly Activity Sheets</u>. Here are the <u>SPEBA CEU Guidelines</u>
- 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.

<u>ALL</u> 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?



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
 <u>ahead of time</u>. 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.**