

**CHECKLIST  
FOR RENEWAL/CONVERSION OF  
CERTIFICATE/LICENSE**

All 5 forms are available on-line at [www.cdeducation.org/teachers](http://www.cdeducation.org/teachers), click on License and Professional Development (LPDC Information), click on Forms

- 1) \_\_\_\_\_ Complete your IPDP (Individual Professional Development Plan).
- 2) \_\_\_\_\_ Submit your 2-page IPDP to your building principal for his/her approval.
- 3) \_\_\_\_\_ Submit your principal approved IPDP to the LPDC for their approval.  
(Norma Horan, Assoc. Director of School Personnel, 197 E. Gay St., Cols. OH 43215).
- 4) \_\_\_\_\_ Accumulate the required college credit hours or CEUs for renewal of your certificate/license taken after the date of issue of the certificate/license and prior to the expiration date on the certificate/license to be renewed.
- 5) \_\_\_\_\_ Submit Request for CEUs form (PAGE FOUR) to the LPDC along with verification of attendance at workshops, conventions, etc. to receive CEUs on the teachers' webpage).

If your plan has changed

- \_\_\_\_\_ Submit a Revision Form to your building principal for approval (PAGE TWO A OR B depending on circumstance) on the teachers' webpage.
- \_\_\_\_\_ Submit your principal approved Revision Form to the LPDC for approval.

If your plan has not changed

- 6) \_\_\_\_\_ Submit approved IPDP and Verification Form (PAGE THREE) to your building principal for his/her approval.
- 7) \_\_\_\_\_ Submit your Principal Approved LPDC Verification Form (PAGE THREE), Official transcripts and/or CEUs, appropriate renewal/licensure form, and checks (1-Treasurer, State of Ohio; 2-Office of Catholic Schools-check with your principal or the Personnel Office Newsletter for the current Diocesan processing fee)  
Mail all to: Norma Horan, Assoc. Director of School Personnel, 197 E. Gay St., Cols. OH 43215.

**Renewal/licensure forms are available to download at the Ohio Dept. of Education website,**  
[www.ode.state.oh.us](http://www.ode.state.oh.us).

**Things to remember:**

- To maintain a permanent or non-tax certificate, as required by the Diocese of Columbus, or to renew a valid 5 year license you will need to show evidence of 6 semester hours, 9 quarter hours, 18 CEUs, or a combination of all three.
- CEUs/hours must be completed before September 1 of the year your certificate/license expires. If work is not completed by September 1, an additional 3 semester hours /4.5 quarter hours, or 9 CEUs must be completed.
- **Any teacher who does not have a current Ohio certificate/license in the field in which he/she teaches on file in the Office of Catholic Schools by August 31, will not be allowed in the classroom after that date.**
- When submitting evidence of completed work to the LPDC, you need to include all necessary information. (I.e. All seminars and conferences need to have the hours of attendance, date, and title of the workshop along with a write-up of what was learned and how it affects the classes you teach.)  
Any college course work must be accompanied by an **official transcript** (Xerox copies, grade reports, or your computer print outs will not be accepted).
- You must have your principal's signature if you are a teacher, your pastor's signature if you are an elementary principal, or the superintendent's signature if you are a high school principal before submitting your IPDP to the LPDC.
- To receive credit for work to move to BA+18, BA+30, MA+18 or MA+30 on the pay scale only college coursework taken at an Ohio Department of Education approved institution can be counted.  
CEUs do not count toward this goal.



Individual Professional Development Plan  
Revision Form  
**(Original IPDP must be attached to this form)**



Name \_\_\_\_\_ Social Security No. \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_ (last four digits)

School \_\_\_\_\_

**Action Needed for Approval:**

List separately each recommendation made by the LPDC. After each recommendation explain how you have made changes to your original plan.

Recommendation	Revised Goal/Plan
1.	
2.	
3.	

***Signature below indicates approval of Revision Plan***

(If you are a teacher) Principal signature: \_\_\_\_\_ Date: \_\_\_\_\_

(If you are an elementary administrator) Pastor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

(If you are a high school administrator) Superintendent's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Your proposed Revision Plan **has been approved** by the Diocesan LPDC. Proceed with your plans.

LPDC Signatures: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



Individual Professional Development Plan  
Revision Form  
**(Original IPDP must be attached to this form)**



Name \_\_\_\_\_ Social Security No. \_\_\_\_\_ (last four digits)

School \_\_\_\_\_

Date current certificate/license was issued: \_\_\_\_/\_\_\_\_/\_\_\_\_

Educator's Signature \_\_\_\_\_ Date \_\_\_\_\_

Reason for Revising Goal: (check one) \_\_\_\_\_ Changed Schools \_\_\_\_\_ New OCSAA Goals

New Goal: \_\_\_\_\_

**If you are a teacher, Principal's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**If you are an Elementary Principal, Pastor's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**If you are a High School Principal, Superintendent's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Steps/Strategies	College Credit hours/No. of CEUs	Time Frame	Documentation

LPDC Signatures: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



LPDC VERIFICATION FORM  
FOR CERTIFICATION/LICENSURE

RETURN THIS FORM WITH IPDP, COMPLETED RENEWAL/LICENSE APPLICATION, CHECK,  
AND LPDC ISSUED CEUs AND /OR OFFICIAL TRANSCRIPTS TO THE PERSONNEL OFFICE

Print name of LPDC \_\_\_\_\_ Diocese of Columbus \_\_\_\_\_

Print educator's name \_\_\_\_\_

Educator's signature \_\_\_\_\_ Date \_\_\_\_\_

First – Enter Issue date from the certificate/license to be renewed OR If for non-tax or permanent certificate, date latest IPDP was approved by LPDC. The issue date is located in the upper right hand corner of the certificate/license.	_____ / _____ / _____
Step 1. Enter semester hours <u>taken since issue date</u> of the certificate/license to be renewed/transitioned.	_____
Step 2. Enter quarter hours <u>taken since issue date</u> of the certificate/license to be renewed/transitioned.	_____
Step 3. Enter Local Professional Development Committee Awarded CEUs <u>earned since the issue date</u> of the certificate/license to be renewed/transitioned.	_____
TOTAL	_____

Principal's Signature (if Teacher) \_\_\_\_\_ DATE \_\_\_\_\_

Pastor's Signature (if Elem. Principal) \_\_\_\_\_ DATE \_\_\_\_\_

Superintendent's Signature (if H.S. Principal) \_\_\_\_\_ DATE \_\_\_\_\_

(These signatures verify that your building principal, pastor or superintendent and the LPDC have seen  
your IPDP and official verification of the required CEUs/transcripts and have approved you for licensure.)

LPDC Signatures \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Request to Diocesan Local Professional Development Committee (LPDC) for CEU Credit**

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_ (last four digits)

This is to certify that this teacher, employed by \_\_\_\_\_ School, Diocese of Columbus, has completed the requirements to be granted CEUs. **Verification as indicated below is attached.**

The LPDC will grant CEU credit for professional activities in the following areas:

(x) marks the type of Professional Development Activity.

- \_\_\_\_\_ 1) CEU granting conferences – up to 9 CEUs  
 Verification: certificate of completion or attendance or conference program  
 \_\_\_\_\_ Number of Contact Hours (.1 CEUs per hour)
- \_\_\_\_\_ 2) Religious Education Certification – Intro = 2 CEUs  
 Basic = 2 CEUs  
 Advanced = 4 CEUs  
 Verification: copy of certificate
- \_\_\_\_\_ 3) Professional Presentations – .5 CEUs per presentation  
 Verification: copy of program, presentation or outline with log of hours  
 for presentation and preparation
- \_\_\_\_\_ 4) Mentoring – 1) a Resident Educator = 5 CEUs (must submit log)  
 2) a Pre-service teacher or administrator = 3 CEUs
- \_\_\_\_\_ 5) Curriculum Committee – up to 9 CEUs (dependent upon time commitment)  
 Verification: employing agency’s participation list or certificate of participation or  
 attendance
- \_\_\_\_\_ 6) Membership on Diocesan, local, state or national committees – up to 5 CEUs (as determined by LPDC)  
 Verification: sponsoring agency’s participation list or certificate of participation or  
 attendance
- \_\_\_\_\_ 7) Publication of article - up to 2 CEUs (or more at the discretion of LPDC)  
 Verification: copy of article in a professional journal
- \_\_\_\_\_ 8) Publication of book – up to 9 CEUs (at the discretion of LPDC)  
 Verification: copy of book
- \_\_\_\_\_ 9) Peer observation - .5 CEUs (minimum of (5) class periods.  
 Verification: summary stating the purpose of and knowledge learned from the  
 Observation
- \_\_\_\_\_ 10) Educational travel/Educational projects – up to 5 CEUs per project – subject to principal’s and LPDC  
 approval (1 hour = .1 CEU)  
 Verification: educator must explain **how** this activity enhances professional development.  
 See rubric on following page (page five)

\_\_\_\_\_  
Signature of Principal (if Teacher)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Pastor (if Elem. Principal)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Superintendent (if H.S. Principal)

\_\_\_\_\_  
Date

NAME \_\_\_\_\_ SCHOOL \_\_\_\_\_

**Rubric for Educational Projects/Educational Travel**

Check One:    \_\_\_ Educational Project                      \_\_\_ Educational Travel

Educational Project or Educational Travel must relate to at least one of the following:  
Check one(s) that apply

- \_\_\_ Your school/diocesan goals
- \_\_\_ Your own professional development
- \_\_\_ Enhancement of student learning in your classroom

Date(s)/Timeframe of your project or travel: \_\_\_\_\_

Please use the rubric below for writing your request, and attach to this form.

Paragraph 1

- Explain what the goal of this professional development was
- Describe how it relates to **your professional development**
- Name and or sponsor of the development opportunity, if applicable (travel and recreation time does not apply)
- How many **Total Hours** did you spend? \_\_\_\_\_

Please break down into the following categories:

- Planning and preparation
- Time at sessions
- Research and Writing of projects/papers
- Time when you were **actively involved** in professional development (personal learning)

Paragraph 2

- What materials and activities was part of the professional development activity?
- What did you learn from the experience?

Paragraph 3

- Explain how you plan to use what you have learned from this professional development experience **to enhance student learning in your classes, or your own professional development.**

Please attach any items that verify your attendance, such as badge, invoice, agenda, handouts, notes, pictures, certificates issued, etc.

Attach **Request to Diocesan LPDC for CEU Credit** form (Page four) to the top of the packet and turn it in to your principal/pastor/superintendent for his/her signature. Send the request and the form to the LPDC for approval.