**Rock Hill Local Professional Development Committee**

**Professional License Renewal Procedures**

**Renewing your teaching license:**

1. Notify a member that you will be renewing your license. Ask them to place you on the agenda for the next meeting. (See the RHLPDC calendar for meeting dates.)
2. Prior to the meeting, please apply and pay for your license renewal on your safe account.
3. Verify that your FBI/BCI background check(s) is current. You can check this on your safe account. You only need the BCI if you have not moved out of Ohio since your last renewal.
4. Complete the Teacher, Principal, Superintendent, or Counselor Professional Development Verification Checklist in order to show evidence of your professional goals being met. (180 contact hours needed)
5. Prior to the meeting, give your Professional Development Verification Checklist and copies of your contact hours to a member of the LPDC in your building. He or she will verify your contact hours.
6. Attend the meeting:

**Documentation needed at the LPDC meeting when renewing your license:**

* a signed copy of your current Individualized Professional Development Plan (IPDP)
* a copy of license being renewed
* Teacher Professional Development Verification Checklist to show evidence of contact hours earned (already verified and signed by an LPDC member)
* certificates or college transcripts proving contact hours earned
* verification that FBI/BCI background checks are up to date
1. After the meeting, you will need to complete a new IPDP. Give this form and a copy of your new license (you will print from safe account) to an LPDC member. That member will submit it for approval and return it to you after that meeting.
2. Begin earning contact hours for your next renewal.