



Local
Professional
Development
Committee

DUBLIN CITY SCHOOLS

Committed to Excellence and Equity

Verification of Renewal Requirements

FIVE-YEAR LICENSE

*This form should be completed and submitted for approval by the LPDC **BEFORE** beginning the ODE online application renewal process.*

Name _____

Bldg. _____

<p>STEP 1 Enter the issue date of the license to be renewed</p> <p>Enter the approval date from your Individual Professional Development Plan</p>	<p>_____/_____/_____ _____/_____/_____</p>
<p>STEP 2 Enter # of semester hours completed since the approval date here: _____ Convert to CEU's by multiplying # of semester hours by 3. Enter CEUs in box. Attach original transcripts. Highlight hours taken since approval date.</p>	
<p>STEP 3 Enter # of quarter hours completed since the approval date here: _____ Convert to CEUs by multiplying # of quarter hours by 2. Enter CEUs in box. Attach original transcripts. Highlight hours taken since approval date.</p>	
<p>STEP 4 Enter # of CEUs earned since the approval date here: _____ Attach certificates of participation.</p>	
<p>STEP 5 Enter # of Equivalent Activity contact hours completed here: _____ Convert Equivalent Activity contact hours to CEUs. (1 contact hour = .1 CEU 10 contact hours = 1 CEU) Enter total CEUs in box. Attach certificates of participation, activity logs, etc. for each activity.</p>	
<p>STEP 6 Combine all accumulated CEUs and enter total CEUs in box. 18 CEUs to renew a 5-year license</p>	