

## Warren LPDC License Application Sheet

Submit this checklist, with the supporting documentation for renewal/alignment to **Tracey Gabriele, Office of Human Resources**. *Your application will be presented to the Warren LPDC Committee for review. Once this has happened Tracey will send an email with the next step in completing the renewal/alignment process.*

Employee Name: \_\_\_\_\_

Phone No: \_\_\_\_\_

Current Bldg. /Position: \_\_\_\_\_

Extension: \_\_\_\_\_

**New IPDP submitted through PD Express** – The new IPDP expiration date should be **06/30/2029**. See “**Creating a New IPDP in PD Express (Existing IPDP)**” for step-by-step directions (Attached to renewal email) (Can also be found under Warren LPDC section on district website.)

**Official College/University Transcripts Attached** – if the transcript(s) you are using as part of your license application process are in your personnel file, please list below. **Otherwise, attach official authentic transcripts with watermarked seal.**

College/University Name

Hours

\_\_\_\_\_

\_\_\_\_\_ Qtr. / S.H.

\_\_\_\_\_

\_\_\_\_\_ Qtr. / S.H.

**Reciprocity** – If you are renewing/aligning your license with CEU credit or semester hours from a previous school system/district and these CEUs/semester hours have been approved by the Warren LPDC Committee upon hire, please check dialog box.

**Printout of PD Express Transcript (CEU credit)** – If you are using CEU credit that is part of your PD Express Transcript for renewal/alignment, you will need to attach a PD Express Transcript printout reflecting ONLY the CEU credit able to be used toward your current renewal/alignment. To do this, once in your PD Express account:

- Click on the “Transcript” tab
- Under “Time Frame” click “Custom Time Frame”. The **From “Start Date”** will be either your Lic/Cert Issue Date\* OR the IPDP Approval Date\* whichever date is LATER. The **To “End Date”** can be today’s date.

**Also, in PD Express:**

- Lic/Cert issue Date can be found under “My Information”, “Credentials”.
- IPDP Approval Date can be found under “My Information”, “Profile” (IPDP Last Approval Date) or “Plans”.

**FBI Check- IF you are required to complete a new background check you will be notified via email from Tracey Gabriele.** In accordance with ODE, educators must update their FBI background check **every five years**. If you have not lived continuously in Ohio the last five year, both the BCI and FBI background checks are required. If completing required background check(s) outside the District, you will need to provide Tracey Gabriele, Office of Human Resources with a hard copy printout of the required check(s). Failure to comply will result in repeating required check(s) at an additional cost to you as part of your employment with District.

**Do not COMPLETE below this line**

Renewal of License:

License Issue Date: \_\_\_\_\_

Total S.H. / Qtr. Hrs.: \_\_\_\_\_

Align to Existing Lic:

IPDP Date: \_\_\_\_\_

Total CEU Credit: \_\_\_\_\_

Date of WLPDC Meeting: \_\_\_\_\_

Total S.H. Hours for Renewal/Alignment: \_\_\_\_\_

Application Approved:

If Applicable, IPDP approved for this application:  YES /  NO

Application Not Approved:

If Aligning License – NEW IPDP not needed

Approved:

Not Approved:

Approved:

Not Approved:

\_\_\_\_\_ H Allen  
 \_\_\_\_\_ D Burns  
 \_\_\_\_\_ W Hartzell  
 \_\_\_\_\_ A Kelly  
 \_\_\_\_\_ L Mesaro  
 \_\_\_\_\_ M Pishotti

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C Polder \_\_\_\_\_  
 S Russell \_\_\_\_\_  
 S Schmucker \_\_\_\_\_  
 J Ulicny \_\_\_\_\_  
 S Washington \_\_\_\_\_

**03/2023**