

License Renewal Checklist

Prior to submitting your documents for license renewal, you will need to have a SAFE account through ODE. Then you will be able to track the progress of your renewal on this site.

Please check off your progress toward license renewal as you complete each item.

Between November 1st and before the April LPDC meeting, you may submit your paperwork online to the LPDC for renewal. When you submit your material for license renewal, we need:

- ___ 1. **Up-to-date fingerprints** must have been processed and on file when your application is processed by the ODE. You have to request that a BCI and FBI be processed electronically and sent to ODE at the state. Fingerprints can be processed at the driving license bureau, sheriff's office, or the ESC. Remember that the FBI prints are good for five years, and may not be in sync with your five year license renewal. **You do not need to get fingerprints processed for the BCI if you have lived in Ohio continuously for the last five years.**
- ___ 2. On your SAFE account, **complete your renewal application and payment electronically (\$200 + \$20 per additional endorsement/license).**
- ___ 3. **The Activity Verification Form completed and the number of CEUs totaled** – a minimum of 18 CEUs or 180 clock hours is required. *Make sure the activity was completed after your IPDP was approved and meets a goal on your IPDP. Do you have the CEUs logged and totaled?*
- ___ 4. **Original transcripts or CEU documents** – these must be completed during the time of your current license and after your current IPDP was approved.

****You will need to scan and upload #3 and #4 as one file to your current IPDP on Employee Kiosk.**

AFTER you complete Steps 1-4, the following month, you will submit electronically through Employee Kiosk:

- ___ 5. **Your new IPDP** with a minimum of three SMART goals that encompass at least six of the seven professional teaching standards.

IMPORTANT!! You will not get a printed teaching license in the mail. It is your responsibility to **print it** from your SAFE account **within 30 days** after it is issued if you wish to have your own copy. **LPDC Chairperson will print your teaching license and file it at the Board Office.**

*FYI – Despite the successful completion of your license renewal, ODE will still send you an email in the spring reminding you that your license needs to be renewed.

*You can access MANY helpful documents regarding license renewal on the blan.org website under "Staff Resources," the tab "More" and "LPDC."

*If you have any questions or concerns, please see your LPDC building rep (Krissy Laubernds, ext. 2115) as soon as possible.

Thank you for making the renewal process as easy as possible.

KEEP THIS PAPER FOR FUTURE REFERENCE!

EMPLOYEE KIOSK DIRECTIONS

For License Renewal:

To add the file of CEUs/course work for renewal, the staff member will need to:

- Scan Activity Verification Form and certificates/transcripts and send to his/her email.
- Open email, download this PDF and save it to your desktop or other known location on your computer.
- Log into Employee Kiosk (www.blan.org, Staff, Employee Kiosk)
- Click on IPDP at the top
- Click on View Plan on the left

Then...

- 1- Click REVISE APPROVED (right before standards, second button out of four)
- 2- Go down toward the bottom to PLAN ATTACHMENT
- 3- Choose the file that they have scanned all their certificates/transcripts and Activity Verification Form
- 4- Name it something generic such as Certificates for Renewal 2013-2018.
- 5- Click ADD SELECTED FILE AS AN ATTACHMENT
- 6 - Click SUBMIT or SAVE.

After your license has been renewed and the committee has approved your license renewal:

Directions for adding updated IPDP to Employee Kiosk

1. Go to www.blan.org. Click on "Staff." Click on "Employee Kiosk."
2. Log in.
3. Choose IPDP from the top bar.
4. Choose View Plan from the left side.
5. Click on "Archive Plan."
6. Click on "Create Plan"
 - Name – Enter your "Last name IPDP" or similar
 - Approving supervision – **Choose NONE**
 - Pick your licenses that you have
 - Mission – 1 year (aide), other, renewal of 5 year, transition to 5 year (choose what applies to you)
 - Focus – Whatever your overall goal is/what you are doing, etc.
7. Type in your new SMART goals. YOU MUST HAVE AT LEAST 3 SMART GOALS (see LPDC website on blan.org for help or do a Google search) THAT MEET at least 6 OF THE OHIO EDUCATOR STANDARDS. Be sure to include ALL the possibly ways to earn professional development (coursework, staff trainings, etc.) as well as a date (i.e. by June 2022)
8. Click on your Focus Areas. You may click all of them.
9. Click "Save Plan" if you wish to work on it more. Click "Save plan and submit for approval" if you are finished.

For Resident Educators/New Employees creating their first IPDPs on Employee Kiosk:

Here are the directions for creating an IPDP in Employee Kiosk:

Directions for creating an IPDP on Employee Kiosk

1. Go to www.blan.org. Click on “Staff.” Click on “Employee Kiosk.”
2. Log in.
3. Choose IPDP from the top bar.
4. Click on “Create Plan”
 - Name – Enter your “Last name IPDP” or similar
 - Approving supervision – **Choose NONE**
 - Pick your licenses that you have
 - Mission – 1 year (aide), other, renewal of 5 year, transition to 5 year (choose what applies to you)
 - Focus – Whatever your overall goal is/what you are doing, etc.
5. Type in your new SMART goals. YOU MUST HAVE AT LEAST 3 SMART GOALS (see LPDC website on blan.org for help or do a Google search) THAT MEET **at least 6 OF THE OHIO EDUCATOR STANDARDS**. Be sure to include ALL the possibly ways to earn professional development (coursework, staff trainings, etc.) as well as a date (i.e. by June 2022)
6. Click on your Focus Areas. You may click all of them.
7. Click “Save Plan” if you wish to work on it more. Click “Save plan and submit for approval” if you are finished.