

Local Professional Development Committee (LPDC)/  
Individual Professional Development Plan (IPDP) Quick Reference Guide

**AFTER 5 YEAR LICENSE IS ISSUED:**

**\*Submit an IPDP** to the Human Resources Dept. for the LPDC to review/approve for that license cycle.

You CANNOT complete coursework for new license until you have an IPDP on file.

Meetings are held monthly. Dates are listed on website.

All materials must be received to HR by 4:00 p.m. of preceding day.

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**\*Start coursework** that pertains to that IPDP, after confirmation from HR Dept. that IPDP approved.

You can see activity guidelines on website:

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**\*Submit CEU activity log** (along with required documents – certificates/official transcripts) to the Human Resources Dept. for the LPDC to review/approve, when you have completed the required hours to renew.

Please list all items on CEU activity log so it's known what you are using to renew license.

Need 6 semester hours or 18 CEUS (180 contact hours) or combo.

If submitting transcripts, we do need originals. If we already have them on file, just mark that on the log so we know to pull them

This can be completed as early as November 1 of the preceding year that your license expires.

CEU Activity Log is on website.

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**\*Apply online** to renew your license: <https://safe.ode.state.oh.us/portal>

LPDC IRN: 013708

Springboro School IRN for work experience: 050427

HR will review all applications and will e-sign once it's confirmed that the LPDC committee did approve renewal.

You will receive an email from ODE stating that it's been e-signed. We then wait for ODE to issue the license.

**Once new license is issued, you will submit a new IPDP and repeat above steps.**

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For more information: [www.springboro.org](http://www.springboro.org); Departments; Human Resources.