

Blanchester Local Schools License Renewal Directions

Between November 1st and before the April LPDC meeting, you may apply for your license renewal.

Step 1: Background Check and Ohio License Application

- Check to make sure you have **up-to-date fingerprints**. Your background check must be current when your application is processed by the ODE. You will request that a BCI and FBI be processed electronically and sent to ODE at the state. ***You do not need to get fingerprints processed for the BCI if you have lived in Ohio continuously for the last five years.* 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.
- On your OH/ID account, **complete your renewal application and payment electronically (\$200 + \$20 per additional endorsement/license)**. This is located under "Sites and Applications" under "Educator Licensure and Records." Click "Launch" then complete the steps to renew and pay for your license.

Step 2: Submit documents for LPDC through Employee Kiosk

- **Organize your original transcripts, certificates, or other CEU documents.** These must be completed during the time of your current license and after your current IPDP was approved. In addition, your professional development needs to meet a goal on your IPDP. ***Please put these documents in order by date. It is not necessary to submit excess CEUs (although you may include extra documentation if you feel that the LPDC may not approve a certain document).*
- Complete the **Activity Verification Form** located on the Blanchester Local Schools website (Staff Portal, LPDC) **with the number of CEUs totaled**. You need a minimum of 18 CEUs or 180 clock hours.
- To add the file of CEUs/course work for renewal, you will:
 - Scan [Activity Verification Form](#) and certificates/transcripts and send to your email.
 - Open email, download this PDF and save it to your computer.
 - Log into Employee Kiosk (www.blanschools.org, Staff Portal, Employee Kiosk)
 - Click on Apps, then IPDP at the top
 - Click on View Plan on the left

- Once you have accessed your IPDP, then you will:
 - 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 you have scanned all their certificates/transcripts and Activity Verification Form.
 - 4- Name it something generic such as Certificates for Renewal 2017-2022.
 - 5- Click ADD SELECTED FILE AS AN ATTACHMENT ****Must do this or files will not upload**
 - 6 - Click SAVE AND SUBMIT.
- Notify your building representative that you have submitted the documents for license renewal so that you can be added to the agenda for the next LPDC meeting.

Step 3: Create your new IPDP **AFTER License Renewal is approved****

The following month, you will submit your new IPDP electronically through Employee Kiosk. Here are the directions for adding updated IPDP to Employee Kiosk:

1. Go to www.blanschools.org. Click on "Staff Portal" Click on "Employee Kiosk."
 2. Log in.
 3. Choose Apps, then 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 Name) IPDP" or similar
 - Approving supervisor – **Choose NONE**
 - Pick the 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 blanschools.org for help or do a Google search) **THAT MEET at least 6** of the Ohio Educator Standards. Be sure to include ALL the possible ways to earn professional development (college classes, webinars, staff training, etc.) as well as a date (i.e. by June 2024).
- WHEN YOU HAVE MULTIPLE LICENSES:** If you have both an administrator license and an educator license, and you are in a teaching role, you will create 4 SMART goals. Two of those must address 6 of the 7 educator standards and the other two goals must address all 5 of the principal standards. If you have both licenses and are in an administration role, you must have 3 SMART goals which address all 5 of the principal standards.
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. Contact your building representative to let them know that you have completed your IPDP so that you can be added to the LPDC agenda.

Additional tips:

*Your IPDP will be backdated to your license renewal date IF it is submitted the month following approval. IPDPs submitted after that time will be dated to the meeting date at which the IPDP is approved.

*Despite the successful completion of your license renewal, ODE will 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 Portal" then "LPDC."

*If you have any questions or concerns, please see your LPDC building rep as soon as possible.

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