Start Here

STEP 1
Write an **I**ndividual **P**rofessional **D**evelopment **P**lan (IPDP) and send to LPDC to be approved.
Form A

STEP 2
Write for pre-approval of graduate college class you will take to meet the goals of your IPDP and send to LPDC
Form F

and/or

STEP 2
Write for pre-approval of workshop or seminar you will attend to meet the goals of your IPDP and send to LPDC
Form G

Take class, workshop or seminar

STEP 3
Submit documentation verifying completion of coursework or attendance at seminar (transcripts, certificates of attendance, etc.) for which pre-approval was sought

STEP 4
Send Completion Form to LPDC notifying that you are done with your IPDP
Form H

STEP 5
Fill out Ohio Department of Education license **renewal form** and send with **money** to Personnel Office in the CAO for processing

License Renewed

Go back to **Start** to begin process for next license renewal