

**Youngstown City School District
LPDC Renewal Envelope**



Name: _____ Bldg: _____

- I have enclosed a copy of my **educator's license(s)**.
- I have enclosed a copy of my **Pre-Approved IPDP**.
- I have enclosed a completed copy of my "**Activity Record**"*- showing how my Professional Development aligns with my IPDP.
- I have enclosed my **ORIGINAL University Transcripts +/- Workshops Certificates**.
- All of my Professional Development was taken AFTER the date of my Pre-Approved IPDP.
- Equivalent of 6 Semester Hours are needed for renewal. 1 Semester Hour = 30 Contact (Clock) Hours.
- I have enclosed completed "**Reflection/Evaluation of Professional Development**"* Questions for each University Course and workshop certificate.
- I have enclosed completed "**ODE Verification Form**"*; if using credits from another LPDC/District.
- I have completed the online application process to renew my 5 yr professional license.
- I have completed the online payment process.
- I have completed my FBI/BCI Background Checks- according to ODE Guidelines.

I am hand delivering my Renewal Packet containing above items (#1-6) to the YCSD Department of Human Resources at East High School (Room 139) for LPDC approval.

Required Forms are located at www.ycsd.org > Staff > LPDC >

- "**Activity Record**"
- "**Reflection/Evaluation of Professional Development**"
- "**ODE Verification Form**"