



**Logan Elm
Local Professional Development Committee**

License Renewal You may begin the renewal process in December of the year prior to your license expiration. You must submit your renewal information to the LPDC by the first Tuesday in May of the year your license expires.

Check to see if you qualify as a Consistently High Performing Teacher. If so, you will not be required to complete professional development hours over the next five years in order to renew your license again. [Consistently High Performing Teachers](#)

Make sure your **FBI is up to date**. It has to be completed every five years. Call the Pickaway County Educational Service Center to make an appointment. 740-474-7529

Complete this form and send to the LPDC in care of Amy Colburn.

Name:

Date current IPDP was submitted:

I meet the criteria for the Consistently High Performing Teacher.

My FBI check has been completed within the last five years and I understand that it must always be less than five years old in order to teach at Logan Elm, even if the five year deadline falls in the middle of my license cycle.

I have included official transcripts for graduate hours and/or documentation of CEUs and/or contact hours. These documents will be returned to me.

Since submitting my IPDP, I have completed the **equivalent of six semester hours** of quality professional development related to my goals with:

Semester hours

CEUs

Contact Hours

Reminder - 10 contact hours = 1 CEU, 3 CEUs = 1 semester hour

Approved

Not approved due to _____

LPDC Signature _____

Date _____