

## I got my RE-NEWED license, what do I do now!?

✚ It's a question that we know is on everyone's mind, here a few helpful hints to get you through the next 5 years!

### 1. Start a new IPDP and get an Approval

- a. I know what you are thinking...I JUST DID THAT THING! But the true purpose of an IPDP is to show that you have a plan for the next 5 years of your license. So get it done now!
- b. I already forgot my IPDP ID and password, how do I get that?
  - i. Contact Carrie Luce with CMSD at [Licensing@clevelandmetroschools.org](mailto:Licensing@clevelandmetroschools.org) with the Header IPDP Access ID and Pin
- c. Isn't there some sort of guide that will help me get through this step?
  - i. Yes!! You can find it on the Human Resources main page under "Where Can I find information:" OR on CTU's website

### 2. Start Planning your Coursework for Renewal

#### a. Should I take college coursework??

- i. You can, if you are unsure what coursework you should take keep in mind the following:
  1. It generally must be six semester hours of coursework related to classroom teaching and/or the area of licensure
  2. If you are ONLY doing coursework through a University you must obtain **six semester hours** by your license expiration date.
- ii. I'm not sure if the University I wish to take coursework through is accredited?
  - a. Follow this link to see whether your University is accredited  
<http://ope.ed.gov/accreditation/>
- iii. I took College Coursework two years ago before my new license was issued, can I use this?
  1. No, you can only use coursework or professional development hours that are obtained **after your original license issue date.**
- iv. How do I find my original license issue date?
  1. You can find your original license issue date on your new license in the top right hand corner.

#### b. Should I take PD hours??

- i. This is another option available to you, keep the following information in mind:
  1. If you are ONLY planning on using Professional Development hours you will need to obtain **180 Professional Development hours which converts into 18 CEU's** by your license expiration date.
  2. Be vigilant about keeping track of the amount of hours you are acquiring over the five year period of time and submitting your Bubble Sheets with each PD session you take.
- ii. I wasn't so great about keeping track of my Professional Development Hours, how can I find out how much I have?
  1. You can contact The Office of Professional Development at any time to see how many hours you have, please make sure you have your Original License Issue date on hand to provide them.
- iii. Do I have to pay for PD hours that I want to use for my license renewal?
  1. Yes, there is a fee associated with having your professional development hours converted into CEU's. The office of PD will let you know at that time what the cost will be. They accept **money order only.**

### **c. Can I use Both College Credits and Professional Development Hours to Renew??**

- i. The short answer is yes, but keep in mind the following information:
  1. ODE requires that the total for any type of coursework or professional development you take must convert to the traditional **six semester hours**.
  2. For every **3 hours of CEU's** you obtain will **equal 1 semester hour**.
  3. Can you give me an example of what a combination would look like??
    - a. Of course, I'm glad you asked! *EXAMPLE: Teacher Mrs. Lady Gaga took a graduate course at Cleveland State University and received 2 semester hours for it. She contacted the Professional Development Office and they informed her she currently has 14 CEU hours. Mrs. Lady Gaga knows that if she divides 14 by 3 this translates into 4.6 semester hours. Therefore, Mrs. Lady Gaga has the correct amount of hours COMBINED to renew her license.*

### **3. Plan for your FBI/BCI Screen**

- a. How often do I need to have my FBI/BCI done
  - i. For license renewal you MUST have a current FBI and BCI on file with ODE, here are some things to keep in mind:
    1. The FBI expires **every 5 years**
    2. The BCI is good continuously *unless* you have moved out of state and then moved back to Ohio
  - ii. I cannot remember when I got either of these done, is there somewhere I can check?
    1. You can log into your SAFE account and search your name under Educator profile. From there you can search your name and to the left click on the link FBI/BCI. This will tell you the last time ODE received your FBI/BCI results.

### **4. When during my five year license period can I start the renewal process again?**

- a. The Ohio Department of Education officially opens up their online application every January. As a general rule of thumb the earlier you start the renewal process the better off you will be. The official closing date for all professional licenses is June 30 of that same year.
- b. How will I know I have everything I need to start the renewal process as early as possible?
  - i. Both CMSD Human Resources and CTU provide the license renewal checklist on their websites.
  - ii. Collect ALL documents on the license renewal checklist and bring them down or mail to Human Resources, Attn: Licensing Department, 1111 Superior Avenue, Cleveland Ohio, 44114
- c. Where do I even find this online application for License renewal?
  - i. You must create all renewal applications through your personal SAFE account on ODE. The website link is provided below:
    1. <https://safe.ode.state.oh.us/portal/>
- d. For more licensing information please navigate to ODE licensing webpage:
  - i. <http://education.ohio.gov/Topics/Teaching/Educator-Licensure/Renew-Certificate-License>