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Lori L. Ward
Chief Talent and Equity Officer
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Dear Educator,

This letter serves as notice that you have a credential issued through the Ohio Department of Education that will expire on June 30, 2022. You must have a valid license/permit issued by the Ohio Department of Education (ODE) on or before the expiration date of your current credential.

It is important that you log into Workday and view the Educator Licenses currently on file for you. You can view these licenses by going to your profile in Workday, choosing Career, and then choosing Certifications. **If you do not plan to renew one or more of the identified license(s)/permit(s) please send an email to licensing@clevelandmetroschools.org.**

The CMSD Talent department conducts regular audits to determine if all staff are licensed in the appropriate subject area. Failure to maintain an appropriate and current license/permit may result in disciplinary action up to and including termination.

To support your license renewal process, you can find details below for the next steps you need to take. Remember that the license renewal process can vary by license/permit type, so be sure to review the information at the bottom of this message and on the Ohio Department of Education site for instructions. All license renewal applications are completed online on the Ohio Department of Education website.

I encourage you to read the message below in its entirety so that you are confident you are following the proper renewal procedures. **To ensure adequate processing time, please be sure to complete all renewal steps no later than May 1, 2022.** If you have questions or concerns relative to any of the enclosed information, you can send an email to licensing@clevelandmetroschools.org. Additionally, you can obtain information relative to any of your licenses, renewal, or transition requirements on the ODE's website at: <http://www.ode.state.oh.us>.

Sincerely,

A handwritten signature in blue ink that reads 'Lori L. Ward'.

Lori Ward
Chief Talent and Equity Officer

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License Renewal Tips

To Apply Online – An Ohio Department of Education **OH|ID** account is required for the online application process. If you do not already have an **OH|ID account**, you can create one here [OH|ID Account](#) . You will not be able to access the online application until you have created an account. Once you have an OH|ID account you can begin the online application through the *Educator Licensure and Records (Core)*, which will be available from the OH|ID account menu. If you have difficulty setting up your OH|ID account please contact the Ohio Department of Education at 877-644-6338. Renewal applications for all of the different license types are available on the Ohio Department of Education’s (ODE) web site here at [Renew a License](#).

PLEASE BE ADVISED: Online payment is required by the ODE. Payment is made by credit card only.

District’s IRN numbers – The **CMSD IRN is 043786** and the **CMSD LPDC IRN is 014451**. You will need these IRN numbers when completing the online license application with the Ohio Department of Education. Review the section below for your license/permit type to know which number to use.

Once a license or permit is issued by the Ohio Department of Education, it will be sent via email to the address listed on your ODE account. The valid credential is also sent via email to the District that electronically signs your application. Please know that CMSD will receive your valid credential electronically as long as you listed CMSD on the Signature page of the application. You can and should monitor this process by visiting the ODE’s web site to view the status of the issuance of your certificates/licenses. **Submission of renewal or transition materials does not relieve you of the responsibility of ensuring that ODE issues your certificate or license.**

Background Check Information

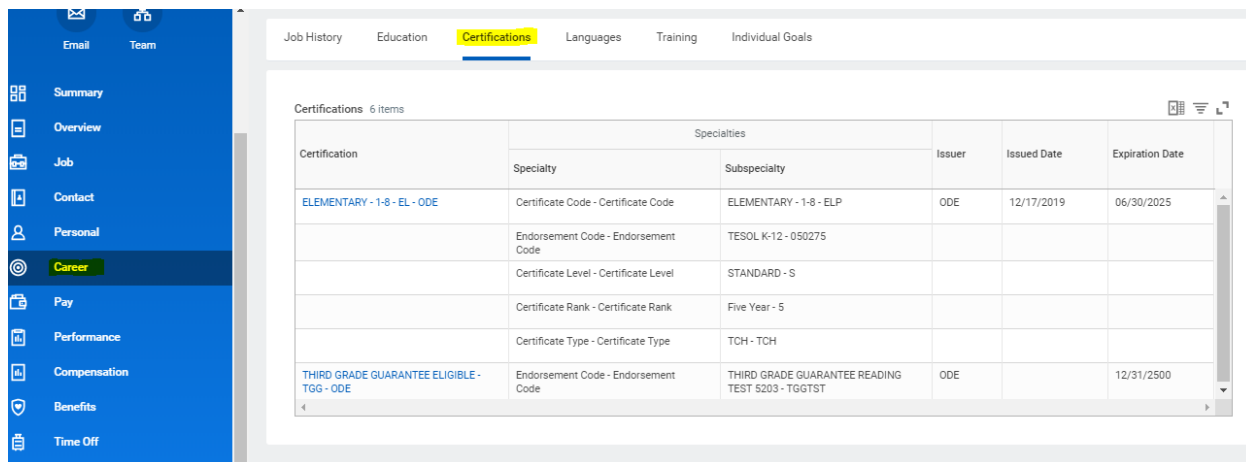
BCI/FBI - Please know that Ohio law requires that if an individual resides continuously in Ohio, he or she does not need to update the BCI background check, **but must obtain an updated FBI check once every five years**. You may look up the date of your most recent background checks while completing an application for any educator license through the CORE licensure system tool within ODE.CORE. This is accessible through your [OH|ID Account](#).

It is strongly recommended that fingerprinting be done at the CMSD Office of Safety & Security. **Our CMSD Safety & Security is conducting background checks by appointment only**. Please follow these **TWO STEPS to schedule your background check** - (1) [submit the background check form](#) AND (2) book your appointment. You will see the link to book your appointment when the background check form is completed. If you do not get your fingerprints done at CMSD Safety & Security, remember that the fingerprints **must be sent to ODE electronically**. The cost of the services are below and payment can be made by money order made payable to CMSD.

- **\$22.00 BCI**
- **\$25.25 FBI**
- **\$47.25 if both FBI and BCI are needed**

[Viewing Certifications in Workday](#)

To view your certifications in Workday, click on your picture and select view profile, you can view your certification under the career tab by selecting certification. Please see the example below.



The screenshot shows the Workday interface with the 'Certifications' tab selected. The left sidebar contains navigation options: Email, Team, Summary, Overview, Job, Contact, Personal, Career (highlighted), Pay, Performance, Compensation, Benefits, and Time Off. The main content area displays a table of certifications with 6 items. The table has columns for Certification, Specialties (Specialty and Subspecialty), Issuer, Issued Date, and Expiration Date.

Certification	Specialties		Issuer	Issued Date	Expiration Date
	Specialty	Subspecialty			
ELEMENTARY - 1-8 - EL - ODE	Certificate Code - Certificate Code	ELEMENTARY - 1-8 - ELP	ODE	12/17/2019	06/30/2025
	Endorsement Code - Endorsement Code	TESOL K-12 - 050275			
	Certificate Level - Certificate Level	STANDARD - S			
	Certificate Rank - Certificate Rank	Five Year - 5			
	Certificate Type - Certificate Type	TCH - TCH			
THIRD GRADE GUARANTEE ELIGIBLE - TGG - ODE	Endorsement Code - Endorsement Code	THIRD GRADE GUARANTEE READING TEST 5203 - TGGTST	ODE		12/31/2500

[Renewal of a Pupil Activity Permit](#)

Complete the online application process. Submit supporting documentation for a Pupil Activity Permit using this link: [Pupil Activity Permit Supporting Documentation](#)

Supporting documentation includes:

- **Fundamentals of Coaching certificate – (One time certificate)**
- **CPR certification**
- **Concussion Training Certificate**
- **First Aid, Health & Safety for Coaches Certificate**
- **Sudden Cardiac Arrest Training**

The current cost for a Pupil Activity Permit through ODE is as following:

- \$45 Three (3) year Pupil Activity Permit (online at ODE – credit card only)
- \$60 Four (4) year Pupil Activity Permit (online at ODE – credit card only)
- \$75 Five (5) year Pupil Activity Permit (online at ODE- credit card only)

[Renewal of a Five-Year Professional License](#)

Educators holding a Professional License are responsible for the design of an Individual Professional Development Plan (IPDP), subject to the approval of the Local Professional Development Committee (LPDC). The plan should be based on the needs of the educator, the students, the school and the school district, and be aligned with the professional educator standards adopted by the State Board of Education. Please keep in mind that this online IPDP form **MUST** be approved **PRIOR TO TAKING** coursework in order to renew a **STANDARD TEACHING LICENSE** or an **ADMINISTRATIVE LICENSE**. CMSD has an [online IPDP form](#) that you should have completed when you first received the license that is expiring.

In accordance with the approved plan, the educator **must complete six semester hours of coursework related to classroom teaching and/or the area of licensure; or 18 continuing education units (CEUs) (180 contact hours)** or other equivalent activities related to classroom teaching and/or the area of licensure as approved by the LPDC. Coursework, Continuing Education Units (CEUs) or other equivalent activities may be combined.

Please use [this link](#) to view your CEU transcript at any time. Only those professional development hours earned after the **approval of your IPDP** can count towards license renewal requirements. However, if you were unable to complete the IPDP at the beginning of this license, you must **do one now**. The LPDC will make a **one-time exception** and honor all the hours earned since this license was issued, even if those hours occur before the IPDP approval date. An IPDP should be completed at the beginning of each license cycle, so that you have 5 years to earn hours that count towards renewal. There is no conversion fee.

Steps to Renew a Professional License

1. Apply online with the Ohio Department of Education: [Online Renewal](#)
2. Use this code: **LPDC IRN is 014451**
3. Make payment. Payment is made by credit card only
4. Submit supporting documentation

Submit supporting documentation for a traditional five year license using this link [5-Year Professional Supporting Documentation Submission Form](#). **The following documentation is needed to process your license application request:**

- IPDP approval confirmation email
- Official university transcripts and/or CEU transcript indicating 6 semester hours of education related coursework taken after the issuance of the license to be renewed.

Note: You will submit your scanned/electronic official transcript using the link above.

Steps to Renew Para Professional (Educational Aide Permits) and Substitute Licenses

1. Apply online: Online Renewal
2. Use CMSD IRN 043786
3. Make payment. Payment is made by credit card only.

4-Year Resident Educator License OR Alternative 4-Year Resident Educator License-TEACHER

Those teachers who have a 4-Year Resident Educator License or Alternative 4-Year Resident Educator License are required to either ADVANCE, EXTEND, or RENEW their license if it expires on June 30th through your ODE OH/ID account.

Advancing a Resident Educator License:

- If you have completed all Resident Educator Program requirements per your Program Coordinator you are to **ADVANCE** your license to a 5-Year Professional License.
 - If you are ADVANCING your 4-Year Resident Educator License or Alternative 4-Year Resident Educator License to a 5-Year Professional License successful passage of the RESA Assessment and completion of all 4 years of the Resident Educator Program is your coursework.
 - No IPDP is needed. Please confirm FBI background check is current in your Ohio Department of Education account. One is needed every 5 years.
 - Once a new license is obtained please send a copy to licensing@clevelandmetroschools.org

Extending a Resident Educator License:

- If you have not met all the Resident Educator Program requirements and need an additional year added to your 4-Year Resident Educator License or Alternative 4-Year Resident Educator License to finish the Resident Educator Program you are eligible to **EXTEND** your license for one-year.
 - No coursework is required. Please complete the application to EXTEND in ODE OH/ID account.
 - No IPDP is needed. Please check FBI background check. One is needed every 5 years.
 - Once a new license is obtained please send a copy to licensing@clevelandmetroschools.org

Renewing a Resident Educator License:

- If you need to keep your current license for 4 more years as you have not been in the Resident Educator Program, please **RENEW** it.
 - Graduate course work is needed to **RENEW** the license for 4 more years.
 - Please consult the ODE website regarding needed graduate coursework as soon as possible so that you may complete the appropriate course(s) before your license expires.
 - No IPDP is needed. Please check FBI background check. One is needed every 5 years.
 - Once a new license is obtained please send a copy to licensing@clevelandmetroschools.org

Note: Educators holding an **Alternative 4-Year Resident Educator License** MAY also have additional requirements set forth by ODE to ADVANCE their license. Please check your ODE OH/ID Account and/or contact ODE immediately upon receipt of this message to verify if there are additional steps to take. Please make sure you follow all requirements outlined by ODE.

Steps to Renew an Alternative Administrative License

1. Apply online: [Online Renewal](#)
2. Use this code: **CMSD IRN 043786**
3. Pay for it. Payment is made by credit card only

One of the requirements is the verification from. Please review the verification form for your license to confirm your requirements. Make sure you are using the correct form as one form is for renewal, and one is for advancing to a 5-year license. Visit the pages in the section below to find the correct form. **Because signature on verification form also indicates completion of a year worked under the license, forms cannot be signed and dated until May 1, 2022.**

- Alternative Principal License <http://education.ohio.gov/Topics/Teaching/Licensure/Resident-License-Options/Alternative-Principal-License>
- Alternative Administrative Specialist License <http://education.ohio.gov/Topics/Teaching/Licensure/Resident-License-Options/Alternative-Administrative-Specialist-License>
- Alternative Superintendent License <http://education.ohio.gov/Topics/Teaching/Licensure/Resident-License-Options/Alternative-Superintendent-License>

The state will not accept forms that are dated prior to May 1, 2022. Your mentor (network leader in most cases) will sign the form, and then you will submit the form for district signature. **Submit alternative license supporting documentation for district signature using this link [Alternative License Verification Form](#).** Please **do not email** the form. Allow 2-3 days to have the form returned to you with the district signature. This form, as well as college transcripts and work verification letters (if applicable) should be uploaded to your ODE account. If a work verification letter is required, you may request one by email licensing@clevelandmetroschools.org.

Who is my mentor?

- If you are a Principal, your Network Leader will serve as your mentor.
- If you are an Assistant Principal or CIS, your mentor is your Principal if the Principal holds a standard 5-year license. If your Principal is also under an alternative license your Network Leader will serve as your mentor.
- Assistant Principals and Principals who completed the Aspiring Principals Program have the option to work with the program leader/coaches as your mentor for completion of the alternative license requirements.
- If you are working on an alternative Superintendent's license, the CEO or designee will serve as your mentor.

Why does my mentor need to sign the verification form? At the end of the year, mentors will verify that you have been working on the requirements listed on your verification forms. Requirements vary by license type and may include:

- Personal Learning Plan
- ISLLC Self-Assessment
- College Coursework

Renewal of a Pupil Services Certificate/License

Occupational therapist/occupational therapy assistant, Physical therapist/physical therapy assistant, School audiologist, School nurse, School social worker and School speech-language pathologist renew their Pupil Services certification with a valid respective Ohio board license Board Certification using the third option under renewal eligibility.

Note: The Ohio board license must be uploaded to the Ohio Department of Education as well as submitted to the link below.

School psychologist, School counselor license, Orientation and mobility specialist license renew through LPDC IRN **014451** with renewal coursework submitted to the link below: (official university transcript) or professional development (CEU transcript as approved by their local professional development committees) if employed in an Ohio school/district **OR** a valid license issued by the respective Ohio board.

Submit your supporting documentation in to: [5-Year Professional Supporting Documentation Submission Form](#)

Master Teacher Designation

Note about Master Teacher Designation - Please note that in many cases, Master Teacher expiration does not align with your ODE professional license expiration. If you currently hold the Master Teacher designation, it is your responsibility to renew before it expires. If you miss your renewal, you will need to complete the original portfolio again. Contact masterteachercommittee@clevelandmetroschools.org for questions about your expiration.

Options for existing multiple-license holders including alignment of educator licenses

Educators will be able to maintain separate license types, if that suits their professional goals and objectives, each with its own July 1st effective date and June 30th ending date. Ohio educators who have multiple five-year professional licenses expiring at different times may align their licenses to take on the same effective year. As a certificate expires and is ready to be renewed, it may be aligned to a currently issued five-year professional license. You can find detailed information about multiple license alignment here: <http://education.ohio.gov/Topics/Teaching/Licensure/Renew-Certificate-License/Options-for-Alignment-of-Educator-Licenses>