

## HELP Page

### HELP<sup>1</sup>:

List your present teaching or administrative assignment.

Examples: 3rd grade, Math, Physical Education, Middle School Principal

### HELP<sup>2</sup>:

If you are assigned to more than one building only check that building to which you are assigned for attendance and evaluation purposes.

All administrators should check "Administration", regardless of which building they are assigned.

### HELP<sup>3</sup>:

The requirements to renew or transition differ for each of the three choices offered.

Therefore, you may submit one plan for as many certificates or licenses as you have that fall within each choice. Certificates or licenses you hold from different choices require separate plans.

### HELP<sup>4</sup>:

List the area(s) found on your certificate(s)/license(s).

Examples: Elementary 1-8, 7-12 Science, High School Principal, K-12 Art

### HELP<sup>5</sup>:

All coursework and/or CEU's used to renew your certificate/license must relate to your stated goal(s). Therefore, you are urged to select a goal or goals that will fit your individual situation. The LPDC will consider any reason goal(s). The following are provided as samples. You may choose any of these, or create your own.

[CLICK HERE FOR SAMPLE GOALS](#)

## HELP<sup>6</sup>:

Use this section to describe what you specifically plan to do to fulfill the requirements to renew. There are two methods by which you can earn the hours needed.

### 1.) **Coursework (semester or quarter hours).**

These may be earned by taking courses through institutions approved by the [Ohio State Board of Regents \(click here to view that list\)](#) and/or by the [Ohio Department of Education \(click here to view that list\)](#).

ALL COURSEWORK TAKEN MUST RELATE TO AT LEAST ONE GOAL STATED ON YOUR IPDP.

You may choose to list specific courses on your plan, or you may choose to be less specific. For example, you may list as your activity, "I will earn the required number of hours by taking coursework which relates to my stated goal(s)." Regardless of how specific or general your plan is, please be reminded that in order to renew your certificate/license you will need to provide the LPDC with official transcripts indicating that the appropriate coursework was taken and passed, and that all hours earned came from an institution found on the approved list.

### 2.) **CEU Credits.**

(this help site not yet developed)