

Information regarding renewing your professional license

1. **Make sure you have an approved plan upon license renewal in LPDC and prior to submitting any activities.** [Please refer to Directions for East Muskingum LPDC Submissions](#)
2. **You will need 18 CEUs or 180 contact hours to renew your professional license.**
3. **Once you have your needed hours approved, [please follow the LPDC Reference Guide: Steps to Renewing your Teaching License.](#)**

POINTS TO REMEMBER

1. Please refer to Directions for East Muskingum LPDC Submissions to upload certificates and documentation for each activity. If you are unsure how to upload a document, please see your building LPDC representative. This will prevent your certificate(s) from getting lost.
2. When submitting a new LPDC plan, **LEAVE THE “Approving Supervisor” as NONE!** If you put your building principal or other administrator, no one will see it to approve it!
3. In addition, you may be required to submit new fingerprints on the year of renewal. Please check your status with Alyson Brown at the D.O.
4. You can now submit for renewal prior to your license expiration date.
5. Your professional license will expire on June 30th of your license expiration year. If you do not have a current license at the start of the school year, you will not receive a paycheck.
6. If you do not have a current license by July 1st your position could be posted.