

## PORTFOLIO TABLE OF CONTENTS

All forms can be downloaded from the web. Go to [www.CatholicCincinnati.org/schools/](http://www.CatholicCincinnati.org/schools/) Click on Forms for Professional Development. Look in the column labeled Certification.

***Before submitting your portfolio to the LPDC, check the boxes to make sure the following items are included and that the materials in your portfolio are organized in this order:***

- Archdiocese of Cincinnati LPDC Application for Certification/Licensure Form - PART I, including chart, completed by you
- Completed State Certification/Licensure Application Form with your signature. Effective 1/1/08, ODE will not accept old applications. Download, on white paper, the most current application (see above). **Transition** - moving from a 4-year or 8-year to a 5-year, or **License Renewal** – renewing a 5-year license
- Ohio HB190 effective November 15, 2007 requires current (within one year) BCI & FBI background checks (fingerprinting) posting at the Ohio Department of Education before any certificate, license, or permit can be renewed. Use Archdiocesan webchecks. For a list of locations:  
[http://www.catholiccincinnati.org/admin/fingerprint\\_sites.htm](http://www.catholiccincinnati.org/admin/fingerprint_sites.htm)
- Copy of Certificate/License - Include copies of all certificates/licenses being renewed.
- Copy of School's SPDP and corresponding signed IPDP for every year since your last renewal. College classes/CEUs must be listed on IPDP and must align with IPDP goals. Reflections must be completed.
- Official College Transcripts
- List of CEUs from Educator Data Center or Original CEU certificates
- Check or money order payable to OHIO T.E.C. for appropriate amount

***Place this completed form as the first item in your portfolio.***

**NAME:**

**SCHOOL:**

**ARCHDIOCESE OF CINCINNATI  
LPDC APPLICATION FOR CERTIFICATION/LICENSURE**

**PART I: THIS PAGE TO BE COMPLETED BY THE APPLICANT**

Name: \_\_\_\_\_ SSN or Educator ID: \_\_\_\_\_

School: \_\_\_\_\_ Current Assignment: \_\_\_\_\_

Certificate/License Held: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

I want to: (Check one)

\_\_\_\_\_ Move from certification to licensure

\_\_\_\_\_ Renew a 5-year professional license

Eff. Nov. 15, 2007 - BCI & FBI Background check  
required:

Date of webcheck: \_\_\_\_\_

Location of webcheck: \_\_\_\_\_

My current certificate/license was issued on \_\_\_\_\_. Since that time, I have earned:  
\_\_\_\_\_ Semester Hours      \_\_\_\_\_ Quarter Hours      \_\_\_\_\_ CEUs

***For the CEUs that you are using to renew your certificate/license, please give the total number submitted in each category. See Document A - Approved Professional Development Options***

Professional Development Option	Maximum CEUs allowed	Total # of CEUs submitted
Workshops	Unlimited	
Professional Conference/Institute/Academy	6	
Professional Presentation to Educators	6	
Professional Videos	2	
Educational Project/Action Research	3	
Educational Inquiry (includes Internet Research)	2	
Curriculum Development	3	
Professional Committees	6 (local limit is 3)	
National Board Certification	18	
Mentoring (must be Entry Year Program)	12	
Cooperating Teacher	12	
Teaching a College Course	6	
Grant Writing	3	
Peer Observation/Peer Coaching	8	
Publication of an Original Work	6	
Professional Reading Group	2	
OCSAA	4	
Educational Travel	3	
Service on the LPDC	6	

**PART II: TO BE COMPLETED BY THE LPDC IN REVIEWING THE PORTFOLIO**

Name: \_\_\_\_\_ SSN or Educator ID: \_\_\_\_\_

School: \_\_\_\_\_ Issue Date: \_\_\_\_\_

\_\_\_\_\_ Semester Hours

\_\_\_\_\_ Quarter Hours

\_\_\_\_\_ CEUS

\_\_\_\_\_ Webcheck Date: \_\_\_\_\_ Location: \_\_\_\_\_

\_\_\_\_\_ Archdiocesan LPDC Application for Certification/Licensure, State Application Form and check, and copy of certificate(s) to be renewed are included in the portfolio.

\_\_\_\_\_ Copies of SPDPs are included and the IPDP goals have been approved by the LPDC.

\_\_\_\_\_ The professional development work submitted is listed on the IPDP; aligns with IPDP goals, and the reflections are complete.

\_\_\_\_\_ The professional development work is verified by official transcripts, and/or original CEU certificates/print-outs from the Ohio Department of Education or Educator Data Center.

\_\_\_\_\_ The applicant has not exceeded the maximum credits/CEUs in any category on Document A.

\_\_\_\_\_ The applicant has earned the required hours for certification/licensure.

Portfolio Submitted: (Date) \_\_\_\_\_

Date Reviewed: \_\_\_\_\_

\_\_\_\_\_ **Approved** – A copy of PART II of the LPDC Application Form, State Licensure Application Form, and check/money order payable to Ohio TEC has been submitted to the Archdiocesan Superintendent of Schools for authorization and will be forwarded to the Ohio Department of Education.

\_\_\_\_\_ **Revisions Needed**

**LPDC CHAIRPERSON SIGNATURE:** \_\_\_\_\_ Date: \_\_\_\_\_

**Both parts of this form and portfolio are to be returned to Applicant. A copy of PART II is to be retained in Secretary’s file and a copy sent with licensure application to the Archdiocese.**