

PORTFOLIO TABLE OF CONTENTS

All forms can be downloaded from the web. Go to 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. The licensure application forms on the ODE website have been updated to comply with House Bill 1 criminal background check requirements. The updated licensure application forms on this page are the ***only*** applications that will be accepted by ODE after January 1, 2010.
- Ohio HB1 fingerprinting changes were effective January 1, 2010. Under these requirements, applicants for Ohio licensure must establish whether they have lived continuously in Ohio for the past five years. The answer to this residency question will determine what background checks educators must complete as they renew licenses or apply for additional licenses. See the license application for details.
- 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. Titles of professional development work listed on CEUs and college transcripts must match titles on IPDPs. Reflections must be completed.
- Official College Transcripts
- List of CEUs printed from the Educator Data Center. If you choose to send original CEU certificates, each year's CEU certificates must be paper clipped to the corresponding IPDP.
- Check or money order payable to Treasurer State of Ohio for appropriate amount

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

NAME:

SCHOOL:

LPDC APPLICATION FOR LICENSURE

PART I: THIS PAGE TO BE COMPLETED BY THE APPLICANT

Name: _____ **Educator ID: (no SSNs)** _____

School: _____ **Current Assignment:** _____

Certificate/License Held: _____ **Expiration Date:** _____

I wish to: (Check one):

_____ Renew/transition to a 5-year professional license

_____ Align with existing 5-year license

Fingerprints:

Date of BCI/FBI webcheck: _____

Location of webcheck: _____

Note: Fingerprints are not required when aligning a certificate or license with a currently running 5-year license.

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: _____ 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, CEU list from the Educator Data Center or CEU certificates clipped to the IPDP.

_____ 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 Treasurer State of Ohio 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.