

LPDC VERIFICATION FORM
for
TRANSITION OF A CERTIFICATE TO A LICENSE
and
RENEWAL OF A FIVE-YEAR LICENSE

Return this form with completed application.

3301-24-08(A)

“The five-year professional or associate license may be renewed (*or a certificate transitioned to a license*) by individuals currently employed in a school or school district upon verification that the following requirements have been completed since the issuance of the license to be renewed: Six semester hours of coursework related to classroom teaching and/or the area of licensure; or eighteen continuing education units or other equivalent activities related to classroom teaching and/or the area of licensure as approved by the local professional development committee of the employing school or school district (*or educational entity*)...

Each Educator wishing to fulfill the license renewal requirements is responsible for the design of an individual professional development plan, subject to approval of the local professional development committee. The plan shall be based on the needs of the educator, the students, and the school district.”

Name of Educator _____

Social Security Number _____

Issue date of the certificate *to be transitioned*: _____
(date)

_____ college/university semester hours

_____ college/university quarter hours

_____ LPDC approved professional development activities (CEUs)

(authorized LPDC signature)

(date)

(name of LPDC or district)