

PLEASE NOTE

1. Not all courses accepted for advancement on the Clyde-Green Springs salary scale are accepted by the state for the renewal or upgrading of a certificate and/or license. If you plan to take a course that is not being offered by a known, Ohio State Department of Education approved university or college, you need to contact the superintendent's secretary at the board office prior to beginning the class. She will find out for you whether or not the department of education will approve the coursework for renewal or upgrading. After you have verified the state department's acceptance of the course, attach that verification to your application and submit it to the LPDC.
2. The LPDC will verify completion of professional development requirements in accordance with the September 1 deadline utilizing the regular LPDC verification form.
3. Application forms, along with completed LPDC verification forms, must be submitted to the Office of Certification/Licensure no later than December 31 of the year the certificate or license expires.
4. Please do not submit applications until the LPDC has verified all coursework or professional development activities. Applications should not be submitted to the Office of Certification/Licensure without accompanying completed LPDC forms.
5. Any applications submitted after December 31 will require the nine (9) semester hours associated with renewing or transitioning a lapsed certificate.
6. **Any application submitted to the Office of Certification/Licensure prior to December 31 that did not complete the requirements by September 1 will require the nine (9) semester hours.**
7. FBI/BCI checks are available by appointment at the Clyde Police Department. Call 419-547-9555 for details. Check your Master Contract for details regarding reimbursement for the cost of the FBI/BCI check.