

TO TRANSITION TO A FIVE-YEAR LICENSE

OR

TO RENEW A FIVE-YEAR LICENSE

Current eight-year professional certificate holders must complete six (6) semester hours of graduate work or their equivalent in CEUs since the issuance of your current certificate. At that time you can apply for your first five-year license. To renew a five-year license, you must complete the equivalent of six (6) semester hours during each five year cycle. You must complete all of the following and submit to the LPDC:

1. An Ohio Department of Education **5-Year License Renewal or Transition Application** (available at the board office or from the LPDC)
2. An **LPDC Verification Form** for Transition to a License or Renewal of a 5-Year License (**Form F—White**) which you must complete and submit to the LPDC for its approval and signature.
3. Official transcripts and/or original certificates of CEU completion which have been completed since the issue date of the certificate/license to be renewed
4. A check or money order for correct amount (see application for specific information and amounts)
5. FBI/BCI background check
6. A new IPDP (**Form A—Yellow**)

CONVERTING EQUIVALENT ACTIVITY HOURS AND CEU'S

Each time you renew your certificate, you must have taken six (6) semester hours of coursework or the equivalent thereof. The following explains converting equivalent activity hours and CEUs to semester hours.

Ten (10) equivalent activity hours are equal to one (1) CEU.

Three (3) CEUs are equal to one (1) semester hour.

You may combine equivalent activity hours, CEUs and semester hours in any form, but it **MUST EQUAL 6 SEMESTER HOURS AT THE END!**