

# MADISON LOCAL LPDC GUIDANCE

*Updated September, 2015*

- **Account Information**

-All IPDP submission and management is located online. To access, log onto NCOCC, then click on "IPDP Manager" on the left side of the screen. You must have an approved IPDP to receive credit towards renewal (semester hours/CEUs). Staff members should log on to the "IPDP Manager" at least once during the school year and review that everything is correct.

- **Application for Renewal of Application**

-To renew your license you have to have accrued a total of 6 semester hours, or 18 CEUs, or a combination of both. (1 semester hour = 3 CEUs)

-To renew your license you have to log into your SAFE account. You may begin the application process as early as November in the year before your license expires. For example, if your license expires in June of 2016, you can begin the application process November of 2015. The code that you will need to enter for our district's LPDC IRN number is 014248, the district IRN number is 049452.

-Make sure to complete the license application process before your license expires to allow time for processing. Along with completing your application, the system will ask you to pay for your license. Additionally, you need to complete a background check; BCI and FBI check. If you have lived in the state of Ohio for the past 5 years, you only need to complete FBI for your renewal.

- **New Staff Members Previously Teaching In Another District**

-Make sure to transfer your CEUS from your previous district. This is completed through a transfer form that you will have to request from your former district's LPDC Committee.

-Make sure to complete a new IPDP for our district. You will not be able to receive any new CEUs until this is completed. You must complete pages 6 and 7 from the following site and send to your former school to be completed and returned. [http://www.mlsd.net/pdf/LPDC\\_Handbook\\_Forms.pdf](http://www.mlsd.net/pdf/LPDC_Handbook_Forms.pdf)

- **License**

-You need to have a license to teach at the beginning of the school year. If you do not have a license by the first day of the school year, you cannot work in a school district.

- **Denied Requests**

-If you have an activity or IPDP submission that is denied or pending, make sure to respond promptly to delay or losing that submission.

- **LPDC Meeting Minutes**

-Make sure to read the meeting minutes that are sent out each month after the LPDC meeting. This document contains important information and a listing of staff members that are affected; renewals, IPDPs that are due, etc.

- **Questions?**

-If you have any questions or need any help, you can contact any of the LPDC committee members at the following buildings:

Kathie Jansen – Eastview Elementary

Mike Leeper – High School

Patty Levingston – High School

Jonathan Muro – Middle School

Rob Peterson – High School