

## Five-Year Licensure Checklist (Classroom Teachers and School Psychologists)

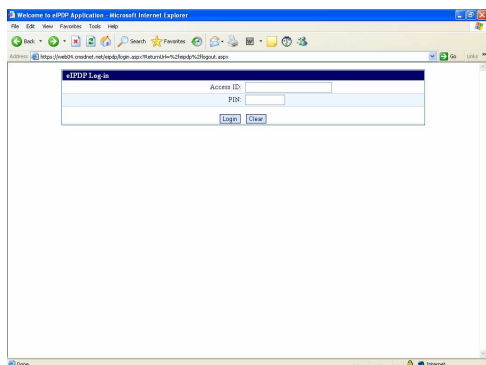
\* Checklist of materials/requirements necessary to transition/renew licensure:

(These requirements are intended to be completed in the order listed)

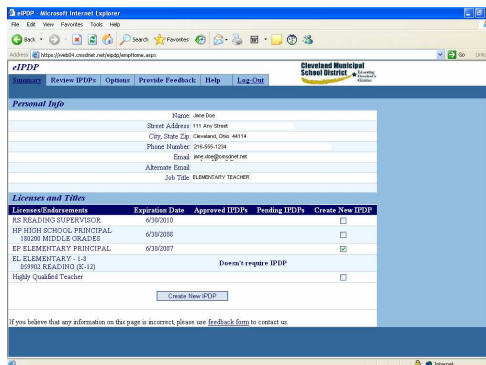
- 1) \_\_\_\_\_ eIPDP approval letter (Individual Professional Development Plan).
- 2) \_\_\_\_\_ Official transcripts reflecting six semester hours of education-related coursework and/or 18 CEU's
- 3) \_\_\_\_\_ Completed Ohio Department of Education (ODE) licensure application
- 4) \_\_\_\_\_ Check or money order payable to Ohio TEC

- 1) The Human Resources Department strongly recommends that employees who hold Ohio education certificates or licenses should complete an Individual Professional Development Plan (IPDP) within five weeks after the issuance of a certificate or license. It is important to note that your IPDP must be approved ***before*** you can begin your renewal coursework. Ohio Revised Code dictates that coursework completed before the approval of an IPDP is not acceptable for renewal or transition. You can access the new online eIPDP system using your Professional Development ID and PIN number. Your PIN number can be requested from the Professional Development Office at (216) 574-8581. **ONLINE IPDPs ONLY - PAPER IPDPs WILL NO LONGER BE ACCEPTED.**

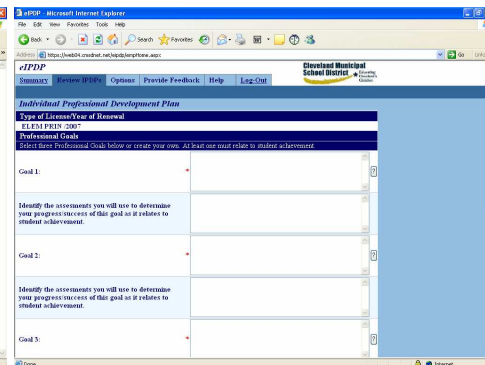
Please complete your IPDP online at: <http://www.cmsdnet.net/jobs/> - click on the "eIPDP Individual Professional Development Plans" link at the top of the page.



Login using ID and PIN



Select License; Click "Create New IPDP"



Submit or Save Form

For assistance completing your IPDP, email Terence Bush at: [Terence.Bush@cmsdnet.net](mailto:Terence.Bush@cmsdnet.net)

- 2) Six semester hours of education-related coursework in your field of certification/licensure are necessary to fulfill the requirements for transition/renewal. Your coursework must have been completed ***after*** the issue date of the certificate to be renewed or transitioned (and after the approval of your IPDP). You may view the issue date of your certificate at:

[www.ode.state.oh.us](http://www.ode.state.oh.us)

click "data"

click "certification data"

your social security number is your identification number

enter your last name

click "submit"

You may NOT use years of teaching experience to reduce semester hours for licensure. However, you may combine semester hours and CEU's (three CEU's = one semester hour). CEU transcripts may be requested from the Professional Development Office at (216) 574-8581 or can be accessed via the intranet (cmsd connected computer) at [www.cmsdnet.net/opd](http://www.cmsdnet.net/opd).

Please have **OFFICIAL TRANSCRIPTS** indicating required semester hours/CEU's delivered to your residence. Copies and/or report cards are not acceptable.

- 3) Applications for transition/renewal are available online at:  
[http://webapp2.ode.state.oh.us/Teaching-Profession/Teacher/Certification\\_Licensure/www-cert-status.asp](http://webapp2.ode.state.oh.us/Teaching-Profession/Teacher/Certification_Licensure/www-cert-status.asp)

**Do not send your application directly to the Ohio Department of Education.** Your certification specialist must verify your materials and apply the District's signature before your application can be forwarded to the ODE. Renewal applications will not be accepted before January 1<sup>st</sup> of the year your certificate/license expires. Any renewal materials submitted before that date will be returned to the applicant.

- 4) Please include a check or money order in the amount specified on the certification/licensure application payable to Ohio TEC. Your certification specialist cannot accept cash.

Please forward **all completed**\*\* certification materials to:

Classroom Teachers Last Name A-L	Renee Ratajczak	<a href="mailto:renee.ratajczak@cmsdnet.net">renee.ratajczak@cmsdnet.net</a>
Classroom Teachers Last Name M-Z	Portia Moon	<a href="mailto:portia.moon@cmsdnet.net">portia.moon@cmsdnet.net</a>
Non-Classroom Certificated/Licensed Staff	Rebecca Stigall	<a href="mailto:rebecca.j.stigall@cmsdnet.net">rebecca.j.stigall@cmsdnet.net</a>

*This information sheet is a summary and does not include all certification/licensure information.*

For further information, please contact:

The Office of Certification/Licensure

(614) 466-3593

or

visit ODE's interactive Web site at

[www.ode.state.oh.us](http://www.ode.state.oh.us)

Please note that all licensed instructional staff will now be required to renew on a five-year cycle. Complete your coursework before January 1<sup>st</sup> of the year your certificate/license expires to ensure timely processing of your renewal materials.

\* Use this checklist to ensure that you have compiled all the necessary materials to complete the licensure process.

\*\* All incomplete application materials will be returned to you.

**YOUR LICENSURE IS YOUR RESPONSIBILITY. THE CLEVELAND MUNICIPAL SCHOOL DISTRICT EXPECTS THAT YOU WILL PROPERLY MAINTAIN YOUR TEACHING CREDENTIALS.**

The primary goal of the Cleveland Municipal School District is to become  
a premier school district in the United States of America.