

Hancock County LPDC Committee
Licensure List of Required Documentation

Failure to provide all of the following documentation could result in a delay in processing your application for a new license.

- _____ This Checklist – each item initialed by you when completed or marked N/A if not applicable
- _____ Correct Licensure Application (can be found on ODE Website)
- _____ Check made out to *Treasurer, State of Ohio* for the correct licensure amount
- _____ Official Transcripts showing course work taken for licensure renewal
- _____ Attendance Certificates and Activity Verification Forms showing contact hours/CEU's
- _____ Copy of your most recent, approved IPDP
- _____ Copy of completed Professional Development Plan Review Form that approved the current IPDP
- _____ Final Requirement Check Sheet
- _____ Activity Log (required if using contact hours or CEU's for license renewal)
- _____ Activity Verification Form for Group 3 and 4 Activities if you had any
(these needed pre-approval of the LPDC sub committee)

Reminders:

- make copies of every item listed above that you send for approval. It is your responsibility to have copies and prove you have completed the licensure requirements.
- check the Group Activities Guidelines sheet and the Group Activity Comparison Sheet to make sure you have met the listed guidelines.
- this is only a checklist. It is your responsibility to send the correct transcripts, attendance certificates and verification forms to meet the required 18 CEU's/180 contact hours/or 6 semester hours (or appropriate combination of those three).
- separate from this you need to have your finger prints submitted to the Ohio Department of Education via electronic submission directly from the Ohio Bureau of Criminal Investigation. Please read the FINGERPRINTS section of the application.
- if you have questions, please e-mail me at haughtk@ag.noacsc.org or call me at 419-365-5121 and I will help you through this process.
- send your entire completed packet to Kevin Haught at Arlington via inter-school mail or mail directly to:
Kevin Haught
P.O. Box 260
336 South Main St.
Arlington, Ohio 45814