



Warren Local Professional Development Committee (Warren LPDC)

Warren City School District
105 High Street, NE, Warren, Ohio 44481
Phone: 330-841-2321, x 7132
Fax: 330-841-2300

MEMORANDUM

TO: Teacher/Educational Personnel
NOTICE of Expiring License as of June 30, 2024
FROM: Warren LPDC Committee
DATE: November 1, 2023

According to our records, you have one or multiple license(s) expiring as of June 30, 2024. Current licensure is a legal requirement for the position in which you are employed. *Educators will not be permitted to return to their assigned position without a valid license.*

Six semester hours of coursework, 18.0 continuing education units (CEUs) (180 contact hours) or a combination of both is needed to renew/align your license. Proof of Completion of the six semester hours and/or CEU credit must be through **official watermarked college/university transcripts** and/or a **printout of your PD Express transcript.**

Please review your PD Express transcript to determine the total CEU credit hours you have completed to-date that are in alignment with your current license expiring in June, 2024. *It is your responsibility to review your PD Express transcript to ensure that there are no duplicate entries for the same workshop date or missing workshop dates.* If you feel a workshop is missing, please contact Tracey Gabriele, Secretary to the Warren LPDC at extension 7132.

To determine the semester/CEU credit hours that can be applied toward this license renewal/alignment, you must first determine the date in which coursework completed can begin. To determine this date, look at **BOTH** your **License Issue Date** and your **IPDP Approval Date**. The coursework begin date is the **LATER** of the two dates. Both dates can be found in PD Express. See e.g. below.

e.g. **License Issue Date:** 04/10/2019 **IPDP Approval Date:** 03/25/2019

(Both dates can be found under the “My Information” tab, “Credentials”, License “Issued” Date and “Plans”, IPDP “Approved” Date.)

In the example given (e.g.) above, 04/10/2019, is the begin date coursework (semester/quarter hours, CEU credit) can count or be used to renew/align an expiring teaching license with an expiration date of 06/30/2024. (**04/10/2019** is the later of the two dates).

Your license renewal/alignment application and payment must be *processed on-line through the Department of Education Connected Ohio Records for Educators (CORE) system. To access CORE, you must have an OHID account (formerly known as SAFE account).* The Ohio Department of Education switched from SAFE to OHID in May, 2019. If you have not accessed your account since then, attempting to log into OHID with SAFE account credentials (username/password) will not work. To create an OHID account or login to your existing OHID account go to the Ohio Department of Education (ODE) Homepage at education.ohio.gov and click on the word “Login” (at the top of the homepage) you will be directed to the OHID login screen.

If you need additional help or have questions about OHID or need technical support, contact the ODE at (877) 644-6338 or email Profile.Help@education.ohio.gov.

When completing the on-line application your application will require an organization IRN representing your employing school/district/LPDC the **IRN for the Warren LPDC is "008853"**.

NOTE: Do not submit your license application/payment through OH|ID Portal unless you are within 60 days of the NEXT LPDC MEETING DATE! Otherwise, ODE will auto decline your application for sitting dormant.

If you are required to update your *FBI background check* in accordance with Ohio law, you will receive a separate email from Tracey Gabriele *notifying you of this requirement.* If you reside outside Ohio, or have for any period within the last five years, then both background checks will need updated.

The WCS Administrative Office is equipped to complete both background checks. If you need to complete one or both of the background checks for renewal/alignment, office hours are Monday - Friday, 8:00 a.m. – 4:00 p.m. Background checks can be done before school start time, during prep period, or after your building release time (***No appointment necessary***). To complete background check(s) please bring:

- **MONEY ORDER** payable to **Warren City Schools** in one of the amounts shown below:
- **FBI background check ONLY - \$35.00**
- **If you reside outside Ohio, or have for any period within the last five years**, then **both** background checks will need updated. If this applies to you, the cost of **both background checks (Ohio BCI and FBI)** is **\$60.00**

If you should choose not to complete your required background check(s) at the Warren City Schools Administrative Office, you will need to make sure the servicing agency you choose is equipped with both the Ohio and National WebCheck machines.

It is important that the facilitator understands you are a teacher and your fingerprints captured must be sent electronically to the "**Ohio Department of Education**", as well as a hard copy printout sent to either your home address, or the **Warren City School District, Administrative Office, Attn: Tracey Gabriele, 105 High Street NE, Warren, OH, 44481.**

Also, if you elect to use another facilitator other than WCS, and you fail to provide a hard copy printout to Tracey Gabriele, Office of Human Resources, you will be notified to repeat the required background check(s) at the WCS Administrative Office, at an additional expense to you.

As an educator working under a 5-year professional license, you report to the Warren Local Professional Development Committee (Warren LPDC). This committee is responsible for verifying that all requirements to renew/align have been met.

Below is a list of the Warren LPDC Committee members for the 2023-24 school year:

WLPDC Membership:

Teacher Members:

Hillary Allen, Warren G. Harding
Andrew Kelly, Warren G. Harding
Lisa Mesaros, Jefferson PK-8
Monica Pishotti, Lincoln PK-8
Shelley Russell, McGuffey PK-8
Shane Schmucker, Willard PK-8

Administrative Members:

Dani Burns, Administrative Office
Wendy Hartzell, Administrative Office
Skyeler O'Neill, Willard PK-8
Vicki Raptis, Warren G. Harding
Sonya Washington, Jefferson PK-8

Warren LPDC Meeting Dates:

WLPDC Meetings:

*Wednesday, November 29, 2023

Deadline for submission of paperwork

4:00 p.m., Wednesday, November 15, 2023

*ODE opens the renewal/alignment application window effective November 1. If you have the hours needed to renew/align your teaching license(s), you may submit paperwork starting with this meeting.

Wednesday, February 21, 2024

4:00 p.m., Wednesday, February, 14, 2024

Wednesday, April 10, 2024

4:00 p.m., Friday, April 5, 2024

Wednesday, May 29, 2024

4:00 p.m., Wednesday, May 22, 2024

The dates and times above are subject to change if circumstances warrant.

For your renewal/alignment to be reviewed by the Warren LPDC Committee, please complete the Warren LPDC License Application sheet, attach supporting documentation (official transcripts/PD Express transcript) and turn into Tracey Gabriele in the Office of Human Resources. Upon receipt, your application will be presented at the next schedule meeting as long as you have completed and submitted ALL requirements on the application.

If you should have any questions, regarding your renewal/alignment, please see an LPDC Representative(s) in your building or call Tracey in the Office of Human Resources at extension 7132.