

Warren LPDC License Application

Submit this checklist, with the supporting documentation for renewal/alignment to **Tracey Gabriele, Office of Human Resources**. *Your application will be presented to the Warren LPDC Committee for review at the next schedule meeting as long as you have completed and submitted **ALL** requirements on the application below:*

Employee Name: _____

Phone No: _____

Current Bldg. /Position: _____

Extension: _____

☐ **New IPDP submitted through PD Express** – The new IPDP expiration date should be **06/30/2031**. See **“Creating a New IPDP in PD Express (Existing IPDP)”** for step-by-step directions (Attached to renewal email) (Also found under Warren LPDC section on district website.)

☐ **Official College/University Transcripts Attached** – if the transcript(s) you are using as part of your license application process should already be in the Office of Human Resources due to coursework recently completed and submitted, please list below. **Otherwise, attach official authentic transcripts with watermarked seal or have official transcripts sent via “e transcript” to Tracey.Gabriele@warrencityschools.org.**

College/University Name

Hours

_____ Qtr. / S.H.
_____ Qtr. / S.H.

☐ **Reciprocity** – If you are renewing/aligning your license with CEU credit or semester hours from a previous school system/district and these CEUs/semester hours have been approved by the Warren LPDC Committee prior to 2022 please check dialog box. (All reciprocity approved effective 22-23 SY should appear on your PD Express Transcript)

☐ **Printout of PD Express Transcript (CEU credit)** – If you are using CEU credit that is part of your PD Express Transcript for renewal/alignment, you will need to attach a PD Express Transcript printout reflecting ONLY the CEU credit able to be used toward your current renewal/alignment. To do this, once in your PD Express account:

- Click on the “Transcript” tab
- Under “Time Frame” click “Custom Time Frame”. The **From “Start Date”** will be either your **Lic/Cert Issue Date*** OR the **IPDP Approval Date*** **whichever date is LATER**. The **To “End Date”** can be current date.

Also, in PD Express:

- **Lic/Cert issue Date** can be found under “My Information”, “Credentials”.
- **IPDP Approval Date** can be found under “My Information”, “Profile” (IPDP Last Approval Date) or “Plans”.

☐ Complete online Application & Payment through your State Board of Education CORE OHID account before sending renewal/alignment sheet to the Office of Human Resources. **Organizational IRN or LPDC Signature – 008853 – Warren City**

☐ **FBI Check- IF you are required to complete a new background check you will be notified via email from Tracey Gabriele.** In accordance with SBOE, educators must update their FBI background check **every five years**. If you have not lived continuously in Ohio the last five year, both the BCI and FBI background checks are required. If completing required background check(s) outside the District, you will need to provide Tracey Gabriele, Office of Human Resources with a hard copy printout of the required check(s). Failure to comply will result in repeating required check(s) at an additional cost to you as part of your employment with District.

Do not COMPLETE below this line

Renewal of License: ☐
Align to Existing Lic: ☐
Date of WLPDC Meeting: _____

License Issue Date: _____ Total S.H. / Qtr. Hrs.: _____
IPDP Date: _____ Total CEU Credit: _____
Total S.H. Hours for Renewal/Alignment: _____

Application Approved: ☐ If Applicable, IPDP approved for this application: ☐ YES / ☐ NO
Application Not Approved: ☐ If Aligning License – **NEW IPDP not needed**

Approved:

Not Approved:

Approved:

Not Approved:

_____ H Allen
_____ D Burns
_____ W Hartzell
_____ A Kelly
_____ L Mesaro
_____ S O'Neill

_____ T Pinter
_____ M Pishotti
_____ V Raptis
_____ S Russell
_____ S Washington

11/2025