

PORTFOLIO TABLE OF CONTENTS

Before submitting your portfolio to the LPDC, check the boxes to make sure the following items have been completed and that the materials in your portfolio are organized in this order. Include this as the first page of your portfolio.

- Fingerprinting (You will need a screenshot of your fingerprint dates from your ODE OH/ID portal – click on the CORE app to see these.):
- If you have been a resident of Ohio for the past 5 years: an FBI background check is required, if the report on file with ODE is more than 5 years old. A BCI background check is required only if you do not have one on file with ODE.
 - If you have **not** been a resident of Ohio for the past 5 years: both the BCI and FBI background checks are required, if the reports on file with ODE are more than five years old.

BCI Date: _____ FBI Date: _____

- Copy of License - Include copies of all licenses being renewed.
- Signed IPDP for every year you have been employed with the Archdiocese of Cincinnati, since your last renewal.
- Official College Transcripts, if needed
- Professional Development (PD) Summary Form
- New IPDP
- List of CEUs printed from the Educator Data Center

NAME:

SCHOOL:

***NOTE TO APPLICANT:** *Please do not apply online with ODE for your license renewal until you have received notification from your LPDC team representative that your portfolio is approved. When you apply, you will indicate that you are renewing through an LPDC and enter our IRN, when prompted: 013654.*

PART II: TO BE COMPLETED BY THE LPDC IN REVIEWING THE PORTFOLIO

Name: _____ Educator ID: _____

School: _____ Issue Date: _____

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_____ Semester Hours

_____ Quarter Hours

_____ CEUs

_____ All Portfolio Paperwork Required is included.

_____ The NEW IPDP goals have been approved by the LPDC.

_____ The professional development work is verified by official transcripts and/or the CEU list from the Educator Data Center. (Only CEUs listed on the print out from the EDC since the issue date of the license to be renewed are available for consideration in renewal.)

Portfolio Submitted: (Date) _____ Date Reviewed: _____

Note to the LPDC: If the applicant's New IPDP needs revisions and the remainder of the portfolio for renewal is complete and approved, then select "approved" for the portfolio and provide feedback to the applicant for revision of his/her New IPDP.

_____ **Approved** – *The information on PART II of the LPDC Application Form has been electronically submitted to the Archdiocesan Certification Office through the LPDC Meeting Report. Your application will be e-signed by the Archdiocese of Cincinnati within three weeks of receiving the LPDC approval.*

_____ **Revisions Needed**

LPDC CHAIRPERSON SIGNATURE: _____ Date: _____

BOTH PARTS OF THIS FORM AND PORTFOLIO ARE TO BE RETURNED TO APPLICANT.