

# Step by Step Instructions

1. Make sure the Central Office has a copy of your current license.
2. Complete a new [IPDP goal sheet](#) once you receive your new license. This goal sheet should be completed and submitted to the LPDC for approval **after** the issue date on your license **and before** any professional development that will be applied toward your renewal.
3. Begin attending professional development that relates to the goals written in your IPDP. Keep track of your professional development on the [Professional Development Log](#).
4. The LPDC can approve course hours or CEUs **as** they are completed **or** during the school year that the license is to be renewed. To have course hours or CEUs approved, a copy of your transcripts or CEU certificates must accompany your professional development log for the LPDC to review.
5. After all your hours are approved, go to the ODE website to renew your license. Sign into your [SAFE account](#). Click on ODE.core. Under My Educator Profile, click on My Credentials. Select the license you need to renew and complete the application. You must pay for the application in order for it to be sent to the LPDC representative for a signature.
6. Call Pat Stephens to verify that up to date background check is on file for you. If not, you will need to have this done.