

# Instructions for renewing your expiring 20??

## license and writing a new plan:

1. If you have not already done so, submit 180 contact hours (18 CEUs or 6 semester hours) & certificates/transcript(s) online to the L.P.D.C. You will do this by accessing our school's homepage and clicking on the IPDP link (<https://ipdp.woco-k12.org/>) . Log-in and click on the "Submit Activity" link. Fill out needed information and **attach a copy of your transcript or certificate** for that activity. Fill out a separate activity page for each workshop or class. You will receive an email notifying you when activities have been approved.
2. Around the beginning of January (or maybe before), you may renew your license. You must have a SAFE account to do this. You may create one or sign-in to your account online at: <https://safe.ode.state.oh.us/portal/>
3. When you receive a link for your new license via email, go online to your IPDP and write a new plan. (If your goals still apply to your current position, you can "copy & paste" your old plan...just open the same window twice, so you have something from which to copy.)

4. Steps for writing a new plan.

- a. Log in to IPDP site.
- b. Click on “View Plan”
- c. Repeat and open same window again (twice)
- d. Click on “View Plan”, click on “Start New Plan”
- e. Copy and paste old plan into “New Plan”
- f. Click on “Save and Submit Plan to LPDC”
- g. Wait for email from LPDC that your plan has been approved.

**Note:** If you are writing a new plan, skip steps “b”, “c”, & “e”.

5. After your new license has been received and your new plan has been submitted and approved, you may start collecting your next 180 contact hours. They will need to be completed and submitted before June 30, 2022. **Please don't wait until then!** 😊

**Any questions, don't hesitate to contact Melissa Bowers! I'm happy to help.**