



LPDC CHECKLIST

Licensed individuals must complete the following items:

_____ **IPDP.** A new IPDP must be completed upon receipt of a new license from ODE. Individuals must renew licenses every five years and an IPDP must be done at that time. The LPDC cannot approve any CEUS if the individual does not have a current IPDP on file.

_____ **Contact Hours/CEU Approval.** CEUs can be approved after the approval date on the IPDP. Individuals should submit certificates of participation in workshops, meetings, etc. as soon as the individual receives the certificate.

_____ **College Coursework Approval.** College/University coursework can be approved after the approval date on the IPDP. Individuals should submit original transcripts as soon as the individual completes the coursework and receives transcripts.

_____ **License Renewal.** When it becomes time to renew a license, the educator should communicate with the HR office to ensure that the LPDC has approved the required professional development. The HR office will also assist in aligning licenses and ensuring that the background check requirement is met.

All individuals should maintain all records of licensure and LPDC transactions including the IPDP approval dates and approval of professional development.