

The Jefferson County Educational Service Center Consortium
Local Professional Development Committee

Checklist / Cover Page for the License Renewal Packet

Part I. To be Completed by Educator Applicant

Applicant's Name	Building	Assignment
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Please Note: It is the Responsibility of the Applicant to make sure you have complied with the current BCI and FBI Background Checks Standards.

Part II. To be Completed by the Applicant & Verified by the Superintendent's Secretary

Directions: Check each Item to Verify Inclusion in the Renewal Packet.

- | <u>Applicant</u> | <u>Secretary</u> | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Initial IPDP Only (For those Educators Transitioning from Resident Educator License to Regular 5-Year Professional License) |
| <input type="checkbox"/> | <input type="checkbox"/> | Application to ODE - Completed Online / Payment - Completed Online |
| <input type="checkbox"/> | <input type="checkbox"/> | Copy of Expiring License(s) / Certificate(s) |
| <input type="checkbox"/> | <input type="checkbox"/> | New IPDP (For Renewals) |
| <input type="checkbox"/> | <input type="checkbox"/> | Original Transcripts (No Copies will be Accepted) |
| <input type="checkbox"/> | <input type="checkbox"/> | Verification that all Coursework and CEU work was completed |
| <input type="checkbox"/> | <input type="checkbox"/> | Original CEU Forms |
| <input type="checkbox"/> | <input type="checkbox"/> | Completed "Summary of PD Activities" Form (Appendix M) |

Signature, Superintendent's Secretary

Part III. To be Completed by the Superintendent

Signature, Superintendent

Date