

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 Administrator 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"/>	Application - 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
<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