



LPDC RENEWAL VERIFICATION FORM

Return this form with completed IPDP, check, and LPDC-issued CEUs and/or official transcripts to Jeanne Gissel, HR Assistant for Teacher Personnel. PLEASE DO NOT SEND UNAPPROVED CEUs WITH THIS FORM. CEUs SHOULD BE APPROVED PRIOR TO SUBMITTING THIS FORM.

Name: _____ State ID#:

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School: _____ School City: _____

Educator's signature: _____ Date: _____

First – Enter issue date from the license to be renewed
OR _____

If for non-tax or permanent certificate, date latest IPDP was approved by LPDC. _____

Step 1. Enter semester hours taken since issue date of the license or certificate to be renewed/transitioned. _____

Step 2. Enter quarter hours taken since issue date of the license or certificate to be renewed/transitioned. _____

Step 3. Enter Local Professional Development Committee-Awarded CEUs earned since the issue date of the license or certificate to be renewed/transitioned. _____

TOTAL _____

Signatures below verify that your building principal, pastor, or superintendent and the LPDC have reviewed your IPDP and official verification of the required CEUs/transcripts and have approved your license renewal.

Signature of supervisor* _____ Date _____ Position _____

** principal if you are a teacher, pastor if you are an elementary administrator, or superintendent if you are a secondary administrator*

Date approved: _____

LPDC Signature _____

LPDC Signature _____