



Non-Tax Renewal Process for High School Religion Teachers

1. Keep documentation of all enrichment/on-going professional development opportunities you have completed. **Some** items that can be submitted for credit include:
 - a. Parish missions/bible studies/adult faith formation events.
 - b. Conferences/seminars/webinars.
 - c. Mission trips/chaperoning religion related trips.
 - d. College or certificate level course work.
 - e. Preparation hours for courses taught outside your school responsibilities, e.g. teaching a certification course, college course, or a parish program. We will give credit **only** for the **preparation hours for the first time the course is taught**—or for the preparation for anything new that is added from year to year. You must request a specific amount of hours and you must appropriately document that request.
 - f. Contact the OREC office if you have a different request—this list is **not** all inclusive.
2. Submit your request for enrichment hours on an 11.12b form to OREC. You should also:
 - a. Include a flyer/schedule that documents the starting and ending times of an event—if that is applicable. We only give credit for actual hours of input and for participation in Mass. We do not give credit for meal times or travel times. When participating in a conference, please identify the sessions that you attended.
 - b. Provide quality answers to the reflection questions listed on the form. We do not need to see notes from an event, but the reflection question answers are required.
 - c. Do NOT send money to OREC if you are renewing High School Religion certification.
 - d. Don't wait! It is better for you to send in your requests for credit in a timely fashion.
3. *(After receiving your renewal certificate from OREC, you should)* Submit your LPDC Verification Form for Certification/Licensure to the LPDC committee. You will need to:
 - a. Follow the instructions on the LPDC Verification Form.
 - b. Write "18 CEUs" on the line marked "Step 3" on the LPDC Verification Form.
 - c. Include with this submission:
 - i. A copy of your High School Religion renewal certificate from OREC.
 - ii. A signed copy of your current IPDP.
 - iii. Payment of \$50 made out to the Diocese of Columbus.

OREC Procedures:

- We will approve your request, enter it into the system and then return the stamped and dated 11.12b form for your records.
- Your renewal certificate will be printed and given to you in the year your renewal is required.
- **Remember:** Full time religion teachers need to complete 180 clock hours every five years. 90 of these hours must be on a religious topic. For part-time teachers, a percentage will be determined based on the courses taught. For example, if an individual teaches 30% of the time then they need to complete 30% of the 180 hours.
- Requests for hours are submitted on OREC forms because OREC is the accrediting agent. LPDC forms need to go to LPDC as the state licensing agent.