

Hancock County Local Professional Development Committee  
Final Requirement Check Sheet

Please submit this form, with required verification and fees, following the completion of all requirements for license renewal. Include a copy of your original Individual Professional Development Plan for which these activities were proposed.

Name \_\_\_\_\_ School District \_\_\_\_\_ Date Submitted \_\_\_\_\_

Home Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

License/Certificate Number Renewing \_\_\_\_\_ Area \_\_\_\_\_ Expiration Date \_\_\_\_\_

| <u>Group Activity</u> | <u># Hours Permitted</u> | <u># Hours Completed</u> |   | <u>CEU's</u>         | <u>Verification</u>  |                      |                               |
|-----------------------|--------------------------|--------------------------|---|----------------------|--|----------------------|-------------------------------|
| 1                     | 0-50                     | <input type="text"/>     | = | <input type="text"/> | Superintendent's Signature _____<br>Date _____                     |                      |                               |
| 2                     | 0-180                    | <input type="text"/>     | = | <input type="text"/> | Attach official transcripts, CEU's, and/or attendance certificates |                      |                               |
| 3                     | 0-130                    | <input type="text"/>     | = | <input type="text"/> | Attach Activity Verification Forms                                 |                      |                               |
| 4                     | 0-130                    | <input type="text"/>     | = | <input type="text"/> | Attach Activity Verification Forms                                 |                      |                               |
| Total Hours           |                          | =                        |   | <input type="text"/> | =  | <input type="text"/> | Must total 180 hours/18 CEU's |

Fee: A check or money order payable to "Treasurer, State of Ohio" covering the application fee specified for the license requested must accompany each application (do not send cash). Note: Checks returned for insufficient funds will result in the voiding of the license.

- 5 year license - \$200.00
- Adding to an existing license - \$ 20.00

Educator's Signature \_\_\_\_\_ Date \_\_\_\_\_ LPDC Signature \_\_\_\_\_ Date \_\_\_\_\_

**Submit to: Hancock County Local Professional Development Committee, Hancock County Educational Service Center, 7746 CR 140, Findlay, OH 45840.**