

How to Renew Your License

*If you are seeking your **initial license**, you may do that directly through the Ohio Department of Education. If you need assistance, you may contact the Geauga County Educational Service Center.

Renewing a currently valid **Five-Year Professional License**:

1. Make sure you have completed at least 6 semester hours or 180 contact hours (or a combination of both) since your last renewal.
2. Submit an Evaluation of Professional Development Form with original proof (transcript/certificate of completion) for each course/workshop/professional development activity you have participated in to BPDC.
3. Follow the link below to download an application for your new license from the ODE website. Submit the completed application along with any remaining professional development paperwork to the BPDC.

<http://www.ode.state.oh.us/GD/Templates/Pages/ODE/ODEDetail.aspx?page=3&TopicRelationID=513&ContentID=1026&Content=85860>

(Choose #15)

4. Educators who are renewing a license and have lived continuously in the State of Ohio for the previous five years, and have a BCI background check on file with ODE, will need to complete **only** an FBI criminal background check once every five years. This can be done at the Geauga County Educational Service Center or the Sherriff's Station.
5. After receiving your application back from BPDC, be sure that each component is filled out completely before mailing your application, verification form and check or money order made out to "**Treasurer, State of Ohio**" to the address below
Office of Educator Licensure
25 S. Front St, Mail Stop 105
Columbus, Ohio 43215
6. When you get your new license submit a copy to BPDC and the Board of Education.

Permanent License:

You must get fingerprinted every 5 years. See step #4 above for more information.