

CRITICAL LICENSURE INFORMATION

December, 2014

Dear Employee:

Pursuant to Article 8, Section 1c of the Agreement between the Cleveland Metropolitan School District (“District”) and the Cleveland Teachers Union (“CTU”), this letter serves as notice that you have an Ohio certificate/license which expires on **June 30, 2015**. These certificate(s)/license(s) are identified on the first page of this correspondence with their endorsements and expiration date(s). It is important that you review this list to determine which certificate(s)/license(s) you are currently using and those that you intend to renew. Also, please review this list to ensure we have all of your certificate(s)/license(s) on file and the information is correct. If you do not plan to renew one or more of the identified certificate(s)/license(s), please send an email to licensure@clevelandmetroschools.org. **IF YOU PLAN TO RENEW ALL IDENTIFIED CERTIFICATE(S)/LICENSE(S) AND HAVE MADE NO CORRECTIONS, IT IS NOT NECESSARY TO NOTIFY THE HUMAN RESOURCES DEPARTMENT.**

IMPORTANT NOTICE: Beginning January, 2014 – all renewal licensure applications are completed online, per ODE requirements.

To Apply Online – An ODE SAFE account is required for the online application process. If you do not already have a SAFE account, you can create one via the ODE’s website at <http://www.ode.state.oh.us/>. You will not be able to access the online application until you have created a SAFE account. Through your SAFE account, you will be able to access the online application through the *My Educator Profile* link, from the ODE CORE link on the SAFE account menu. Informational videos and the *My Educator Profile User Guide* are available on the ODE website for assistance, or you contact ODE directly at 877-644-6338.

PLEASE BE ADVISED: Online payment is now required by the ODE. Payment is made by credit card only. If you do not have a credit card, contact ODE for payment options.

Submission of supporting documentation is still a requirement for license renewal. After completing the online application process, you will need to submit the supporting documentation to Human Resources at 1111 Superior Avenue E, Employee Services Center – 1st Floor. Supporting documentation includes your IPDP approval notification, a copy of your expiring license, sealed transcripts or converted CEUs, and a copy of your proof of payment receipt from the ODE website, which is issued after **successful completion** of the online application. **Documentation will not be accepted without the ODE proof of payment receipt.**

Please know that Human Resources conducts an audit each school year to determine if all staff is certified/licensed in the appropriate subject area. If our audit indicates that you are inappropriately certified/licensed, you may be subject to disciplinary action up to and including termination.

NOTICE TO CMSD TEACHERS CURRENTLY ON THE RECALL LIST: Any teacher recalled to a teaching position within the Cleveland Metropolitan School District must possess a valid Ohio teaching certificate/license at the time of recall. Teachers who have allowed their teaching credentials to lapse will not be recalled to a teaching position within the District and will be removed from the recall list.

Transition from an Eight-Year Certificate to a Five-Year License – TEACHER

As of September 2, 2002, Individuals who hold an eight-year professional certificate must transition to a five-year license. Six (6) semester hours and an approved Individual Professional Development Plan (IPDP) are required. Additional information relative to IPDP’s is provided in this correspondence. Individuals who currently hold an Eight-Year Certificate can transition to a Five-Year License at any time.

Renewal of a Five-Year License - TEACHER

Each educator is responsible for the design of an Individual Professional Development Plan (IPDP), subject to the approval of the Local Professional Development Committee (LPDC). The plan should be based on the needs of the educator, the students, the school and the school district, and be aligned with the professional

educator standards adopted by the State Board of Education. In accordance with the approved plan, the educator must complete six semester hours of coursework related to classroom teaching and/or the area of licensure; or 18 continuing education units (CEUs) (180 contact hours) or other equivalent activities related to classroom teaching and/or the area of licensure as approved by the LPDC of the employing school, district or agency **since** the issuance of the license to be renewed. Coursework, CEUs or other equivalent activities may be combined.

Renewal of a Pupil Services Certificate/License

To renew one of these licenses (identified below); provide a copy of your valid Ohio Professional Board License to your licensure specialist when you submit your application for renewal/transition.

Occupational Therapist
Occupational Therapist Assistant
Physical Therapist
Physical Therapist Assistant

School Audiologist
School Nurse
School Social Worker
School Speech-Language Pathologist

Renewal of a Two-Year License - TEACHER

An IPDP is not required in this situation. In order to renew a Two-Year License, the completion of three (3) semester hours of coursework relevant to classroom teaching and/or the area of specialization since the issuance of the license to be renewed is required. If you are placed in a teaching position relevant to your Two-Year License, you must exchange the Two-Year Provisional License for the Four-Year Resident Educator License. If this occurs after November 15th, you must contact Carrie Luce at Carrie.Luce@clevelandmetroschools.org in regards to being enrolled in the Resident Educator Program for the following Academic School Year.

Renewal of a Five-Year License – PRINCIPAL

Each educator is responsible for the design of an Individual Professional Development Plan (IPDP), subject to the approval of the Local Professional Development Committee (LPDC). The plan should be based on the needs of the educator, the students, the school and the school district, and be aligned with the professional educator standards adopted by the State Board of Education. In accordance with the approved plan, the educator must complete six semester hours of coursework related to classroom teaching and/or the area of licensure; or 18 continuing education units (CEUs) (180 contact hours) or other equivalent activities related to classroom teaching and/or the area of licensure as approved by the LPDC of the employing school, district or agency since the issuance of the license to be renewed. Coursework, CEUs or other equivalent activities may be combined.

District's IRN numbers – The District's IRN is **043786** and the LPDC IRN is 014451. When completing your application, under Signature section, add IRN 043786 on the space for the Superintendent's signature.

Options for existing multiple-license holders including alignment of educator licenses

Now, educators will be able to maintain separate license types, if that suits their professional goals and objectives, each with its own July 1st effective date and June 30th ending date. As a certificate expires and is ready to be transitioned to a license, it *may either be issued as a separate five-year professional license* with an effective date reflective of the current year, or it *may be aligned to a currently existing five-year professional license* the educator holds, and backdated to take on the validity period of that existing license.

Renewal applications for each of the license types identified below are available on the Ohio Department of Education's (ODE) web site at <http://www.ode.state.oh.us/>.

Additionally, you can access the ODE web site to check on the status of a licensure application by visiting (<https://safe.ode.state.oh.us/portal>).

As previously noted, ODE has been implementing new renewal and upgrading requirements. As a result, a completed and approved IPDP is required **before** coursework can be undertaken for teachers to renew their license. Information relative to this document is available on the Cleveland Metropolitan School District's web site (<http://www.clevelandmetroschools.org>); select the "Human Resources" department; scroll halfway

down the page and select "Individual Professional Development Plan" to complete an IPDP; select "Instructions for Individual Professional Development Plan" for a helpful guide on how to complete an IPDP. You will need your personal identification number (PIN) and access identification which are identified on the first page of this correspondence. **You must wait for approval of your IPDP prior to beginning any coursework or professional development activities that will be used to renew your license.** Please note that your new/next plan should be submitted within the first five weeks after receiving your license. This will allow time for your plan to be approved before you begin your coursework. You will need a new IPDP for each renewal cycle. An IPDP IS required to renew a five-year license. An IPDP is NOT required to renew a substitute license.

BCI/FBI - Educators who are renewing a license or permit 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. Educators who have **not** lived continuously in the state for the past five years will need to complete both a BCI and FBI background check once every five years. To verify last date of criminal background check results, please check your SAFE account at ODE.

We recommend that fingerprints be done at the CMSD Office of Safety & Security. Currently, fingerprinting is done Monday, Wednesday and Friday from 9:00 a.m. - 11:00 a.m. and 2:00 p.m. - 4:00 p.m. at East Professional Center, located at 1349 East 79th Street, Room 110, Cleveland, Ohio 44103. Contact the Safety & Security Office at (216) 838-0420 to make sure times and dates have not changed. If you do not get your fingerprints done at CMSD Safety & Security, remember that the BCII fingerprints **must be sent to ODE electronically through WebCheck**. For information about WebCheck, and a listing of locations across the state, visit www.webcheck.ag.state.oh.us.

The current costs to renew are as follows:

\$22.00 BCI (payable by money order – paid to CMSD)

\$24.00 FBI (payable by money order – paid to CMSD)

►► EDUCATORS RENEWING A CERTIFICATE/LICENSE THAT EXPIRES JUNE 30, 2015 MUST HOLD THE APPROPRIATE LICENSE/CERTIFICATE ON OR BEFORE JULY 1, 2015.

The policy of the Cleveland Metropolitan School District is that all renewed licenses be mailed to the district. Please be reminded that you can and should monitor this process by visiting the ODE's web site to view the status of the issuance of your certificates/licenses. Submission of renewal or transition materials does not relieve you of the responsibility of ensuring that ODE issues your certificate or license.

Educators are advised that, as their most recent employer, the Cleveland Metropolitan School District will process certification/licensure renewals and consider their Individual Professional Development Plans for approval. Additionally, upon written request, the District will provide the educator with a signed Approval Verification Form for Educators Leaving a Local Professional Development Committee that may be presented to a new employer as verification that the educator's IPDP was approved. This form can also verify that the individual completed a specified number of college/university hours, approved Continuing Education Units (CEU's) or credits for "other equivalent activities".

Please send your questions or concerns relative to any of the enclosed information to licensure@clevelandmetroschools.org Please be aware that you can obtain additional information/applications relative to any of your licenses, renewal, or transition requirements on the ODE's website at: <http://www.ode.state.oh.us>.

Sincerely,



Lora Cover
Chief Talent Officer
Human Resources