

## **CHECKLIST**

### **For Renewal Of License**

- Complete your IPDP (Individual Professional Development Plan)
- Submit your completed IPDP to the LPDC upon receiving new License
- Accumulate the required college credit hours or CEU's for renewal of your license. **REMEMBER: All college hours and/or CEU's must have been taken after the date of issue and prior to the expiration date on the license to be renewed.** (6 semester hours, 18 CEU's =180 contact hours. A combination of college credit and CEU's can be used.
- If renewing with college hours, submit College Coursework Form including course number, along with a transcript.
- If renewing with contact hours, submit "Other Activity" Continuing Education Unit form along with Verification of attendance at workshops, conventions, etc. Be sure to include pre-approved areas of professional development (PGS 10-14, list number 1-22)
- Request an Annual Review with the LPDC no later than Sept. 30 of the year your license expires.
- Complete and submit all paperwork for license renewal no later than March 1st of the year of renewal. NOTE: Official transcripts are needed for processing new license.



