

**LPDC VERIFICATION FORM**  
**for**  
**TRANSITION OF A CERTIFICATE TO A LICENSE**  
**and**  
**RENEWAL OF A FIVE-YEAR LICENSE**

Return this form with completed application

3301-24-08(A)

“The five-year professional or associate license may be renewed (*or a certificate transitioned o a license*) by individuals currently employed in a school or school district upon verification that the following requirements have been completed since the issuance of the license to be renewed: Six semester hours of coursework related to classroom teaching and/or the area of licensure; or eighteen continuing units or other equivalent activities relate to classroom teaching and/or the area of licensure as approved by the local professional development committee of the employing school or school district (*or educational entity*)...

Each Educator wishing to fulfill the license renewal requirements is responsible for the design of an individual professional development plan, subject to approval of the local professional development committee. The plan shall be based on the needs of the educator, the students, and the school district.”

Name of Educator \_\_\_\_\_

Social Security Number \_\_\_\_\_

Issue date of the certificate to be transitioned: \_\_\_\_\_  
(date)

\_\_\_\_\_ college/university semester hours

\_\_\_\_\_ college/university quarter hours

\_\_\_\_\_ LPDC approved professional development activities (CEUs)

\_\_\_\_\_  
(authorized LPDC signature)

\_\_\_\_\_  
(date)