

What materials do I need to submit in order to receive LPDC approval to renew my license?

In general, there are three items that you need to provide in order to renew your license:

1. **First Item: Your LPDC plan.**
 - a. Your plan needs to be established before activities can take place.
 - b. The plan needs to cover the time until your next renewal. It starts on the issue date of your current license.
 - c. If you are "mid-plan" for a plan approved under our previous LPDC you can re-submit it and indicate it was previously approved.
2. **Second item: A list of your activities.**
 - a. Optimally, submit a list your activities all at one time, in one document (or one list with supporting documents attached).
 - b. Send these 4-6 weeks before you are ready to renew your license.
 - c. Your activities should be listed on one document or Excel sheet with the required supporting materials attached. For each activity listed indicate:
 - i. The date or date range
 - ii. Course/event title and brief synopsis/description
 - iii. Name of the institution/entity sponsoring the course or event
 - iv. Number of hours earned/requested
3. **Third Item: Notify us when you are ready to renew.**
 - a. Let us know when you have completed your hours and are ready to renew.
 - b. On this message, please CC: Geoff Andrews, Andrews@mcoecn.org.

Related Topics

- [Where can I find the ODE Licensure FAQ?](#)
- [What is our LPDC's IRN?](#)
- [When can I start my new plan?](#)
- [What materials do I need to submit in order to receive LPDC approval to renew my license?](#)
- [How to Submit Your LPDC Documents](#)