

There are always so many questions about LPDC requirements, because this is something we only do every 5 years! So, please use the guide below - find the situation that applies to you and follow the video prompts (links in blue in boxes on far right) to know your next steps! We hope this is helpful - **LPDC Committee May 2020**

WELCOME		Welcome
I have just started to make a NEW plan	ARCHIVE OLD ONE FIRST, THEN START NEW PLAN	How to Get Started Creating a Plan
I am ready to enter my activities	ACTIVITIES MUST BE PRE-APPROVED SO ENTER THEM BEFORE YOU PLAN TO DO THEM!	Pre-Approval of Activities
FAQ about activities	HOW TO OBTAIN 180 CONTACT HOURS, 18 CEUS	FAQ on Activities
I have completed an activity	SUBMIT ACTIVITY FOR FINAL APPROVAL	Final Approval for Activities
I think I'm about ready to renew my license	FILLING OUT FINAL COMPLETION FORM	Final Completion Form
I need a new license	GETTING A NEW LICENSE	Getting a New License

KEY TO REMEMBER: After completing changes in KIOSK - be sure to SAVE and then, if you want the LPDC committee to see the work: SUBMIT either for Pre-Approval (you haven't done it yet) or Final Approval (you've completed the PD and uploaded proof it's done)

The basic licensure renewal process

Most of this occurs in KIOSK (under STAFF ONLY from Hillsdale's website).

IPDP Handbook, to guide you, is located on [Hillsdale's website](#) under STAFF ONLY and IPDP:

1. Archive Old Plan (if you had one) and Make a New Plan
2. Create Activities and Submit for Pre-Approval BEFORE you do them!
3. Once the Activity is Completed, Upload (add attachment) Verification (usually a transcript, certificate, log, etc.) you did the activity and Submit for Final Approval!
4. In January (or later) of year your license expires, fill out Final Completion Form
5. Once Final Completion Form is returned to you with the LPDC Chairman's signature, go to SAFE account with ODE and complete process to renew license (don't forget to get fingerprinted too!)

Repeat every 5 years!