

LPDC Registration Instructions

Please have the following information available before registering a new LPDC:

1. Complete name and address of the LPDC;
2. A list of the schools and buildings associated with the LPDC and their IRNs;
3. A list of the e-signers for the LPDC, their roles, and some identifying information such as Educator State ID, date of birth, etc.
4. Please note that before becoming an e-signer, individuals must have the following:
 - An OH|ID account;
 - An Educator State ID number;
 - A valid phone number; and
 - a valid email address.

To register a new LPDC please complete the following:

1. Sign into OH|ID and click Educator Licensure and Records (CORE) to access your CORE Dashboard.
2. Hover your cursor over *LPDC* in the red ribbon at the top of your Dashboard and click *LPDC – Request/Manage*.
3. If your LPDC is not already registered in CORE with its own IRN, click the *New LPDC Request* button.
4. Enter the required information. (Note that the LPDC name must end with the letters “LPDC.” Please refer to the [Resource Guide for Establishing an LPDC](#) for more detailed guidance on the proper LPDC type to select).
5. Click *Next* and verify the information entered on the first page. If you need to make any corrections, click *Edit LPDC Details*, correct the information and click *Save*.
6. To enter the schools and/or buildings associated with the LPDC, click *Add New School/Building*. You may enter the IRN or search by name for each school/building in the *Search Organization* popup.
7. Next, click *Add New Signer*. Enter the Educator State ID number and select *Find Person*. Click the individual’s name and select the appropriate role. Please note that LPDC organizations are allowed up to three e-signers. You must have at least two e-signers (one LPDC Coordinator and one LPDC Coordinator Designee).
8. Click *Submit for Approval* to submit your LPDC Request to the Department for review.

Upon approval of your request, you will receive an email with your new IRN. All approved LPDC e-signers will then need to complete the Enroll Me step.

If your request is declined, you will receive an email explaining the reason(s) why.