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.