Bridgeport LPDC

Licensure Binder Quick Guide

Completed binder for review by LPDC needs to be organized as follows:

**Cover Sheet for Final License Renewal Approval by LPDC**

DIVIDER

**Annual Cover Sheet for all CEUs**

***Professional Meeting Log***

documentation for professional meetings in same order as log

***Public SchoolWORKS Log***

transcript from public SchoolWORKS for this year only

***Professional Conference and Workshop Log***

documentation from logged activities in same order

***any other logs and documentation***

DIVIDER

**Annual Cover Sheet for all CEUs**

logs and documentation for school year

***and so on for all five years in reverse chronological order***

Note: Each year’s logs do not need to be in this particular order, and you may not have the logs noted above for every year. This is just a quick example.

**The allowable CEU options and criteria are in the file named *CEU allowable options*. The titles of the log sheets match the categories on that document.**