



## GRANDPARENTING/CONVERSION APPLICATION CHECKLIST

To facilitate the review of your grandparenting application and to avoid unnecessary delays in processing, please utilize the following checklist when completing your application.

All of the items on this checklist must be present for your application to be considered complete for the review process to begin. Grandparenting requirements are mandated by state statute and rule. Incomplete and inappropriately completed applications will result in a delay in the processing of your application and possible delays in completion of the grandparenting process.

### Please check each item when completed:

- \_\_\_\_\_ \$25 filing fee made payable to **Treasurer, State of Ohio**. (*This fee is waived if the grandparenting application is submitted with the renewal application.*)
  
- \_\_\_\_\_ Verification of appropriate degree, a copy of a transcript(s) will be sufficient verification, an official transcript is not required. (**Only for individuals who are CCDC III or III-E's grandparenting to the LICDC, or CCDC II's grandparenting to an LCDC III. All other levels are not required to submit a transcript.**)
  
- \_\_\_\_\_ Completion of the Master's Degree Grid. (**Only for individuals who are CCDC III or III-E's who hold a master's degree and are grandparenting to the LICDC.**) The grid should reflect your Master's Degree transcript. At a minimum insert one (1) course per content area. Courses may cover more than one (1) content area.
  
- \_\_\_\_\_ Completion of the Diagnostic Training Grid verifying 40 hours of diagnostic education. (**Only for individuals who are CCDC III or III-E's grandparenting to the LICDC, without a Master's Degree or CCDC II's who hold a bachelor's degree and are grandparenting to an LCDC III. All other levels are not required to submit this information.**) List training dates, titles, number of hours and if applicable a training approval number. Acceptable forms of verification are copies of transcripts, certificates of completion or letters of participation.