

# Managing Your IPDP

## (Individual Professional Development Plan)

Welcome to the IPDP Process! Unless you are one of the lucky few who hold a permanent certificate, you will need to familiarize yourself with this process in order to renew your teaching license. Please do not wait until the year your license expires to start this. Each of you should have a plan online in the next few weeks, if you don't already. Remember, YOU are ultimately responsible for keeping track of your professional development activities. The PDEExpress Program here at Jackson makes that very easy to do.

In this packet, you can find the following information:

- How to create your plan online
- What IPDP activity options you have
- How to submit activities for pre-approval
- What documentation is required for completed activities
- How the approval process works
- How to apply for your license renewal

If you have questions at any time, please contact one of your LPDC (Local Professional Development Committee) representatives.

## Creating a Plan

If you have not done so yet, you need to create your PLAN. This is done online on the PExpress program. Follow these simple steps.

*\*New teachers: If you are on a 2 year beginning license, you will not need to create a plan until you receive your first 5 year license. See your LPDC representative in January of your last year on the 2 year license, to apply for the 5 year license.*

1. Click on PExpress on the Jackson Intranet homepage.
2. You will see the Jackson Local Schools PExpress homepage. In the **ID** box, enter your school ID, which is **the first 3 letters of your last name** and the **last 4 digits of your social security number**.
3. Enter the **SAME** letters and numbers as your **PASSWORD**, and click **LOG IN**.
4. You should see your name at the top of the page. You are now ready to enter your plan.
5. Click on the **START A NEW PLAN** button on the right of the screen.
6. **\*Important\*** Select the school year in which your license *expires*.

(If you are not sure when your license expires, click on the **MY PAGES** button at top of screen and scroll down to select **CREDENTIALS**. You should see all your current teaching licenses. Click the **BACK** button to return to the plan page.)

7. Select the **JACKSON STANDARD** Teaching Plan by clicking on the circle next to it, then click **NEXT** at top right of screen.
8. Notice that the plan status says NEW. Click on **PLAN GOALS**. You need to **select 2 goals** from the drop down list that you feel you will be focusing on the most in your professional development this license cycle. Scroll down and select in the boxes.
9. Click the **SAVE** button to save the plan. After saving, **change the NEW button to SUBMITTED** and click **SAVE** again. Your plan will now be submitted to the LPDC for approval. You can **PRINT** a copy of your plan for your records.

10. You should see next to APPROVAL HISTORY, Level 1: Awaiting Approval. That means you have submitted successfully and you will receive an e-mail in the future saying your plan was approved.

## Activity Options

Once you have a plan online, you can now submit activities for pre-approval. Remember you should be entering activities BEFORE you begin them, to secure pre-approval from the LPDC.

There are many activities you can complete for license renewal besides just college coursework. The following is a list of possibilities and the amount of hours you are permitted to count per license cycle for that particular activity. Every time you renew, you need the equivalent of **6** semester hours. Keep in mind, *30 clock hours is equal to 1 semester hour*. Credit will be granted if the activity supports your IPDP. You cannot receive any credit for what is part of your job expectation during the contracted school day.

ACTIVITY	MAXIMUM CREDIT PER CYCLE
• College Coursework	Unlimited
• Professional Committee (District, County, State, University sponsored)	30 clock hours
• Conference	Unlimited
• Cooperating Teacher	60 clock hours
• Curriculum Development	Unlimited

- EYT Teacher Mentor 30 clock hours
  
- Grant Writing 60 clock hours  
(Hours of planning and preparing)
  
- In-service Unlimited  
(Only those outside of the contracted school day)
  
- Mentoring 30 clock hours
  
- National Board Certification Unlimited  
(Must be in subject area you are teaching)
  
- Professional Development Presenter Unlimited
  
- Peer Coaching 30 clock hours
  
- Publication 120 clock hours  
(Published articles, books, journals, relating to  
education or your subject area)
  
- Related Work Experience 60 clock hours  
(Part time employment in related field,  
contributing to your specialization)

- Research 120 clock hours  
(Individual or group research project)
- Seminar Unlimited
- Staff Development Unlimited
- Staff Training Unlimited
- Technology Unlimited
- Workshop Unlimited

If you have any questions about acceptable activities, please see your LPDC rep.

## Entering Activities

1. Log into your PExpress account. Click on the **HOME** button at the top left of page and click on **PROPOSE AN ACTIVITY** at right of screen.
2. Select the school year you will be completing the activity. (If the activity is already completed, select that year.)
3. Select the activity type from the pull down list, then click **NEXT**. Make sure the activity type matches closely with what the activity actually is.

4. Type the description for the activity in the box. Follow the example given and include all necessary information. If you are missing any of the following, your request will not be approved, and you will need to submit another request.
  - WHAT the activity is
  - WHEN the activity will be taking place
  - WHERE you will be completing it
  - HOW it aligns with one or both of your goals
  - HOW it will benefit you or your students in the classroom
5. Enter the credit hours you will be receiving for this activity in the correct box. It is important that you enter the hours you anticipate receiving or completing, and be sure to choose the right TYPE of hours that correspond to that activity.
6. Click **SAVE**. After saving, your activity request will automatically be submitted for LPDC approval. You may want to **PRINT** a copy for your own records.
7. You will now see a page that shows you have requested activities awaiting approval. You can LOG OFF now or continue adding more activities.

## Documentation Required for Activities

Documentation of completed activities can include: transcripts, workshop certificates, or logs of hours, depending on the type of activity. Hard copies of these should be turned in to your LPDC rep. for your IPDP file. Photocopies of the transcripts are fine for your file, an official transcript will be needed by Central Office. For clock hours, you will need logs indicating the dates and times you worked on the activity.

***\*Only hours outside of the regular school day can be counted for your IPDP, regardless of the activity.*** You should also keep copies of all your activities and documentation as well. The more organized you are, the easier this whole process is!

For those of you who are technologically savvy, you can upload a copy of your documentation onto the PExpress program. You can store 2 documents for each activity. To do this, you need to scan the documents into your computer and save them in your DOCUMENTS folder. Then, on the PExpress program, on the ACTIVITIES page, click on the PAPERCLIP icon next to the activity. Browse to find your scanned document and upload it to your plan.

## The Approval Process

There are 3 levels in the approval process for an activity.

**Level 1:** Building level

**Level 2:** LPDC level

**Level 3:** Final approval

You will not receive final approval until the activity is completed and you have submitted documentation. This is usually granted just prior to your license renewal at the end of your cycle. When you view your activities online, they will continue to say REQUESTED until that time.

To view all your activities and their levels of approval so far, when logged into PDEpress, you can click on the **MY PAGES** tab at the top of the screen and scroll down to select **ACTIVITIES**.

Here you will find all the activities you have submitted to the LPDC on this plan. To see the approval status, click on the activity and scroll down the screen.

## Applying for your License

At the beginning of the school year in which your license expires, you should schedule a meeting with your LPDC rep. to go over your file. Upon completion of all activities, you will need to submit your documentation if you have not done so already.

After your LPDC rep. verifies you have completed the required hours, you will be ready to apply for your license renewal. The earliest you can apply is February of your expiration year. Your rep. will provide you with an application. It is up to you to fill it out completely and return it with a check for all fees to your rep. You will also need to call Central Office to schedule a time to be fingerprinted for your BCI check. The state will not process your application until they have received the BCI results. Fees change from year to year; your rep. will tell you how much everything costs at the time of your application.

Once you have submitted the application, you can track the status of your application online by setting up a Safe Account.

To set up a Safe Account, go to the State of Ohio's webpage at [www.ode.state.oh.us](http://www.ode.state.oh.us)

- Click on **SAFE SIGN IN** in the upper left of the page.
- Click on "I am a new SAFE user".
- Follow the prompts to verify your identity, and to create an account name and password.
- Once you have created your account, you can click on **ODE CORE EDUCATOR PROFILE**.
- Enter your name and date of birth in boxes on the **EDUCATOR SEARCH** screen. Click on **SEARCH**.
- Click on appropriate **SELECT** icon on the right.
- Click on **APPLICATION STATUS** at the top.
- Click on **CREDENTIALS** to get status of all your licenses.

It is your responsibility to track the status of your license. One tiny glitch on your application can hold up your renewal.

Once you receive your new license, it will be time to start this process all over again, beginning with a new plan!

If you have any questions, please contact your LPDC rep. They will be happy to help.