

## How to Create an IPDP on the KIOSK

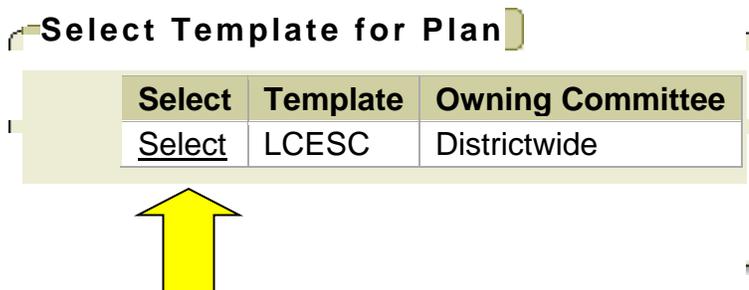
1. After logging in to the KIOSK, click on the “**IPDP**” menu at the top of the page.



2. On the left, click on “**Create Plan**”



3. Under “Select Template for Plan”, click on the underlined “**Select**”



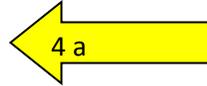
4. In the “Development Plan – Header”, complete the following: *(photos on page 2)*
  - a. “**Name of Plan**” – for example *2010 IPDP* or *IPDP for 2015 Renewal*
  - b. Select “**Approving Supervisor**” from the drop-down menu
  - c. Select all licenses beside “**Applies to Licenses**” if not already selected
  - d. Select the purpose for your plan from the drop-down menu beside “**Mission**” – most will select “Renewal of 5-year License” or “Transition to 5-year License”
  - e. Briefly describe your current position beside “**Job Description**”

See next page for screen shots of the template

## Development Plan – Header

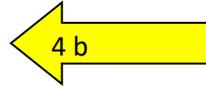
Plan Template LCESC

\* Name Of Plan:

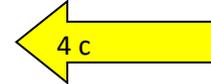


\* Select Committee: ESC LPDC

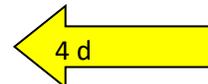
Approving Supervisor: None



\* Applies to Licenses  5 Year - Professional - License Supervisor - 04/13/2010 - 6/30/2015  
 5 Year - Professional - License - Special All Grades (K-12) - 4/13/2010 - 06/30/2015

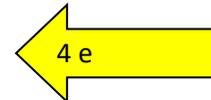


\* Mission: 1 Year Renewal



Other Mission Desc:

\* Job Description



  
0 of 1000

### 5. Write 2 or 3 Goals in the “Procedure – Professional Development Plan Goals” section

\* Goal One:

0 of 2000

\* Goal Two:

0 of 2000

**There are 2 areas to complete in the final section “Development Plan – Focus Areas”**

6. **“What strategies will you use to attain your goals?” – Select all that apply**

What strategies will you use to attain your goals?	
Select	Focus Area
<input type="checkbox"/>	College Coursework
<input type="checkbox"/>	Professional Conferences/Workshops/In-Services
<input type="checkbox"/>	School Improvement Initiatives
<input type="checkbox"/>	Professional Presentations
<input type="checkbox"/>	Program Development
<input type="checkbox"/>	Curriculum Writing
<input type="checkbox"/>	Teacher Portfolio
<input type="checkbox"/>	Professional Organization Committee Work
<input type="checkbox"/>	District/Building Committee Work
<input type="checkbox"/>	Teaching College/Adult Education Course
<input type="checkbox"/>	Action Research
<input type="checkbox"/>	Internship/Externship

7. **“What Accountability Method(s) will you use for documenting professional learning?” – Select all that apply**

What Accountability Method(s) will you use for documenting professional learning?	
Select	Focus Area
<input type="checkbox"/>	Transcripts
<input type="checkbox"/>	Certificates of Attendance/Contact Hours
<input type="checkbox"/>	Documentation of Presentations
<input type="checkbox"/>	Copies of Committee Work
<input type="checkbox"/>	Reflective Journal or Log
<input type="checkbox"/>	Portfolio
<input type="checkbox"/>	Samples of Student Work

8. The final step is to **SAVE** your plan. An optional box is available if you wish to make comments. You have 2 options for saving:

- a. **Create and Save Plan to Work on Later**
- b. **Create, Save and Submit Plan for Approval** – this will send the plan to your supervisor for approval and then on to the LPDC. Please contact your supervisor to request they review your plan.