2016-2017
LPDC COMMITTEE
CHERRY HILL:CINDY DORFMEYER
BELLE-AIRE: BRIAN CARTWRIGHT
MIDDLE SCHOOL: TRACY SEMLER & TAMI ROSE
HIGH SCHOOL: TRACY ROSE

1. LPDC Guidelines:

CREATE AN IPDP in the Employee Kiosk
Remember to include the 7 teaching standards into the goals. (In order for any PD activity to count you MUST have an IPDP on file) This needs to be top priority!!!!!!

2. When you make the decision to attend a PD activity go into the Employee Kiosk and add it to your activity list. Remember to upload your certificate and transcript. This is required by ODE to verify required hours of PD.

3. If you submitted activity in which there is no certificate issued please upload agendas, notes that include the date, begin and end time of the meeting. Include the person in charge of the meeting’s name (exp if it is a TBT meeting include the TBT leader’s name)

4. If the PD activity is for college credit and you would like to have it reimbursed by the board check the box when adding the PD activity submit for Board Reimbursement.
(As a reminder of our recent,8/2016, change in our contract, you will receive $150 per semester hour up to 6 semester hours per year. There is a $40,000 cap so as soon as you know you are taking a course get it submitted to your Employee Kiosk PD Activity request. Courses must be approved by July 31 to be reimbursed in the same year. Reimbursement will be made in late October. Reimbursement checks will not be issued until a grade sheet or transcript has been uploaded to your Employee Kiosk. COURSES APPROVED AUGUST 1 AND THEREAFTER WILL ACCUMULATE FOR THE ENSUING SCHOOL YEAR AND WILL NOT BE REIMBURSED UNTIL THE FOLLOWING OCTOBER.

5. Reminder:

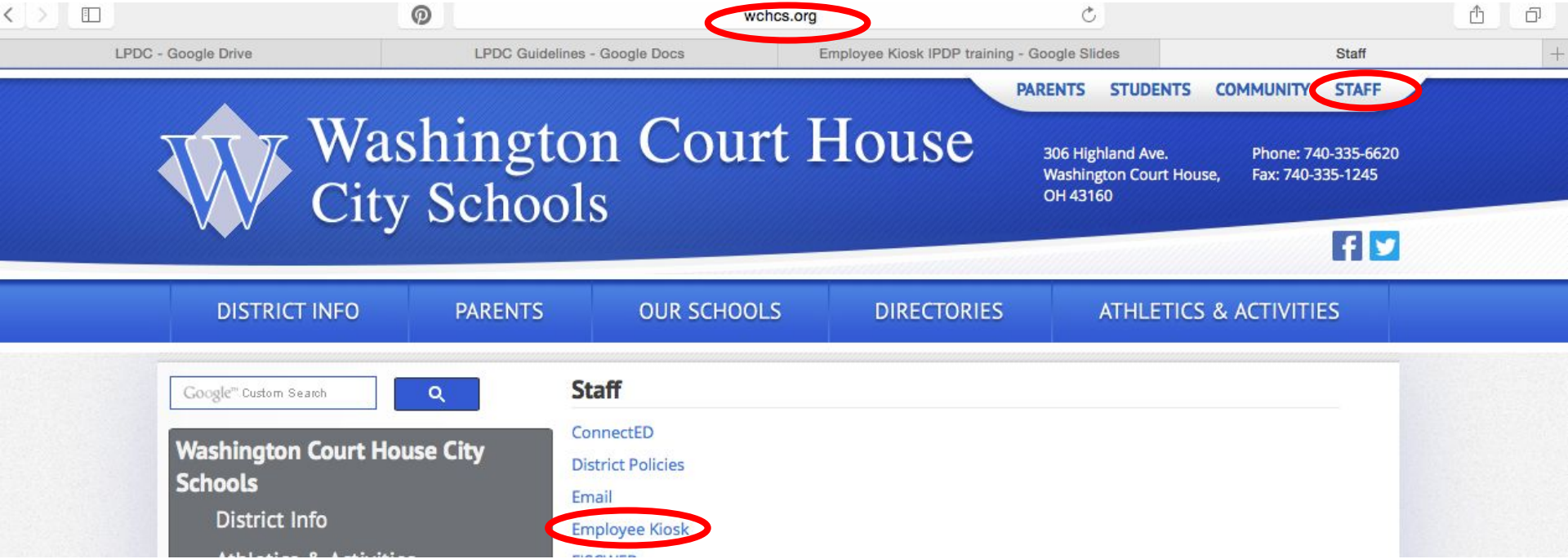
You must have for license renewal every 5 years the following:

6 semester hours or 180 contact hours or 18 CEU

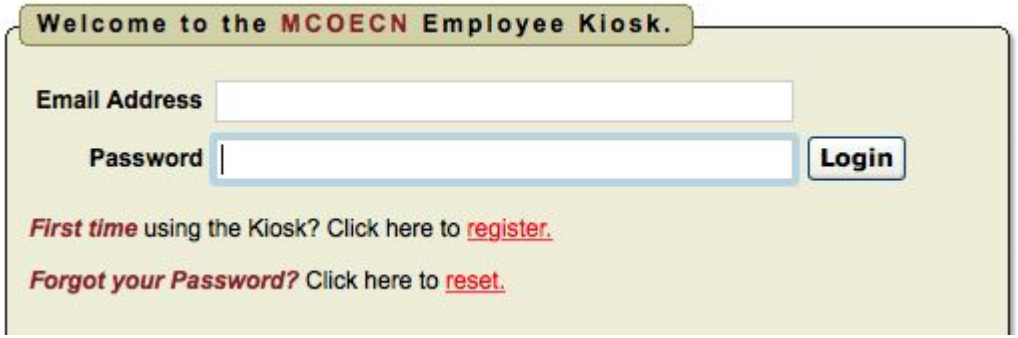
1 semester hour=30 contact hours

1 CEU=10 contact hours

6. Go to wchcs.org
   Staff
   Employee Kiosk



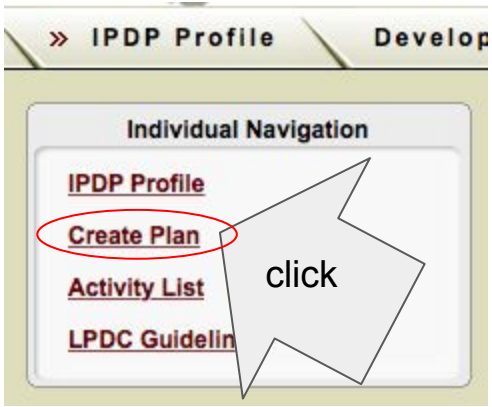
7.



An e-mail was sent to you on 9/9/16 informing you to make sure you had your password for the Employee Kiosk the waiver day training.

8.

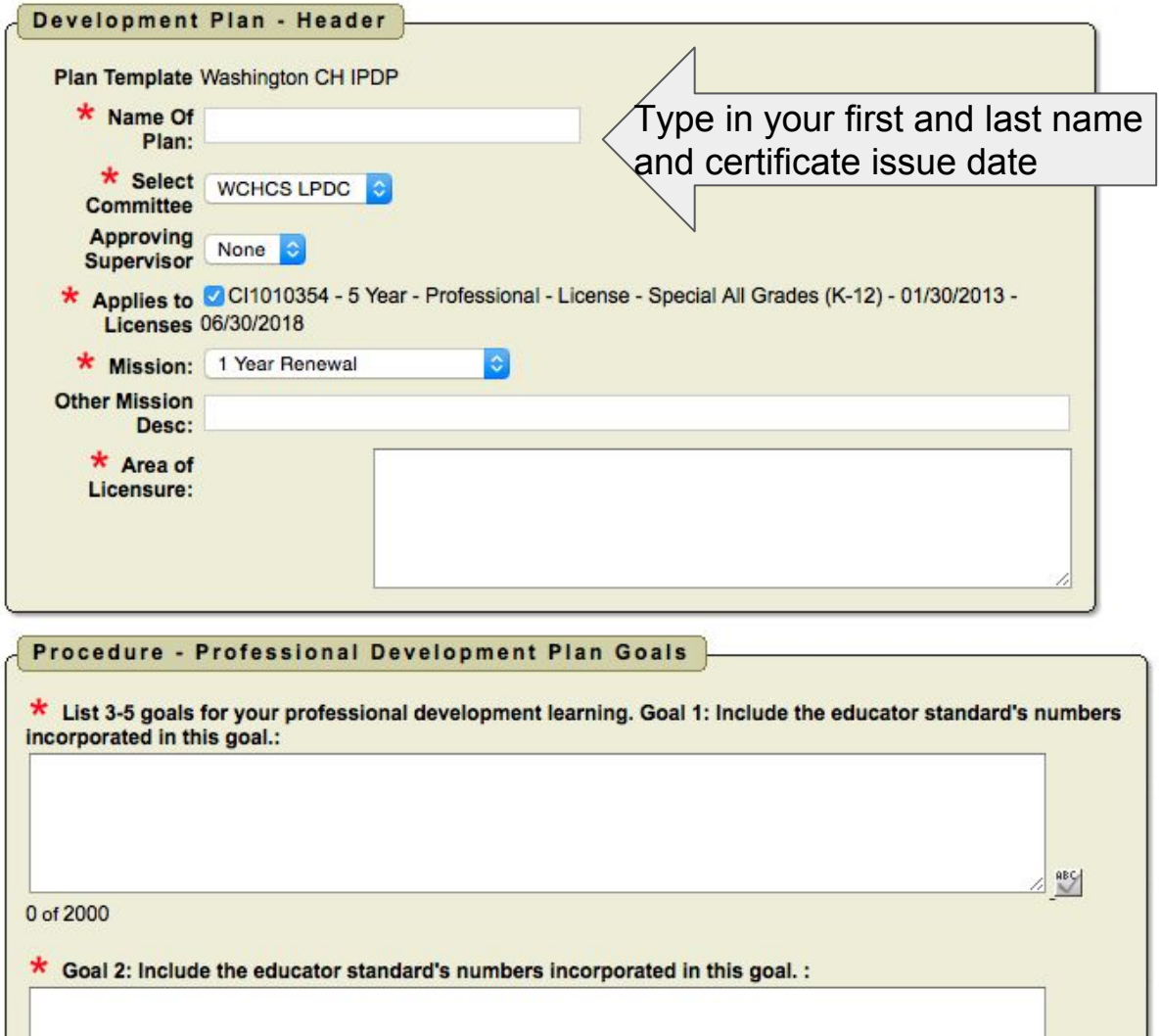
9.


» IPDP Profile
Develop
Individual Navigation
IPDP Profile
Create Plan
Activity List
LPDC Guidelin
click

10.

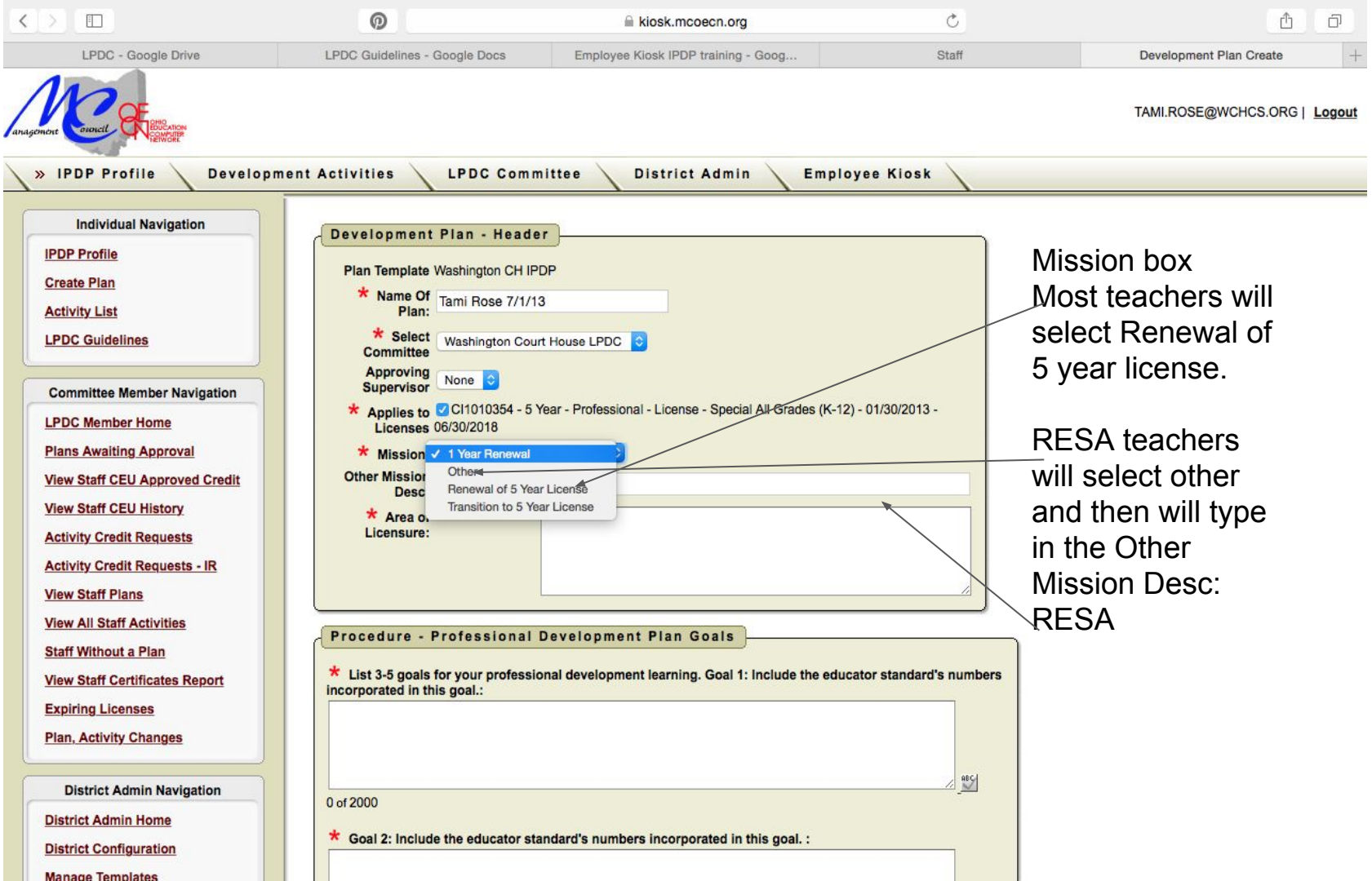
Select Template for Plan
Select
Template
Owning Committee
Select
Washington CH IPDP
Districtwide
1 - 1
click

11.



Your certificate issue date can be found in your employee kiosk When you click on IPDP.

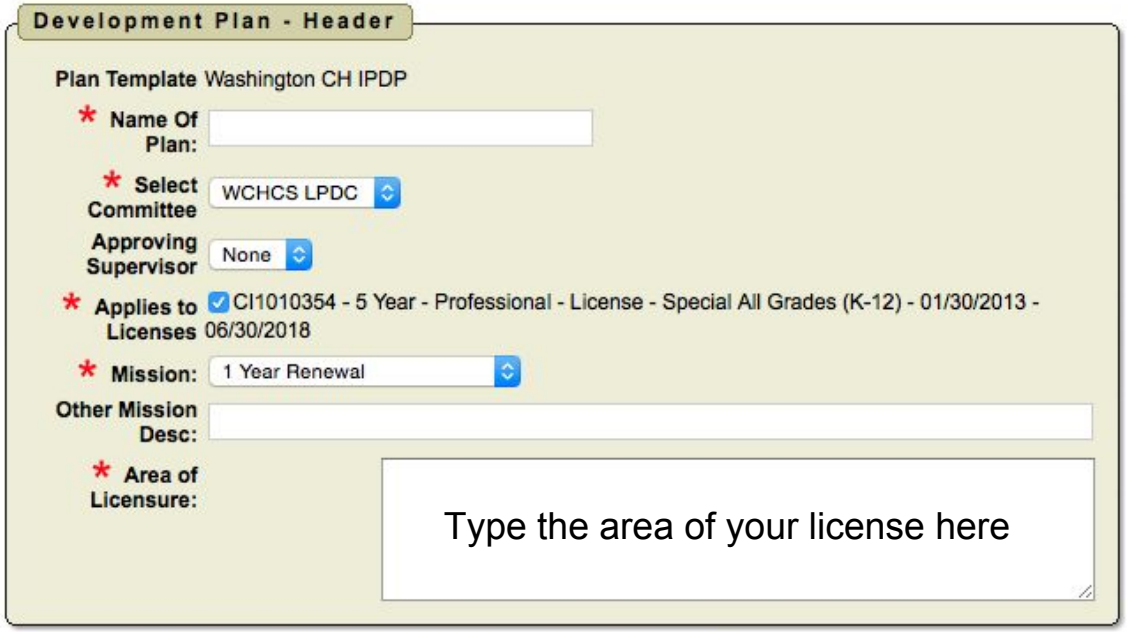
12.

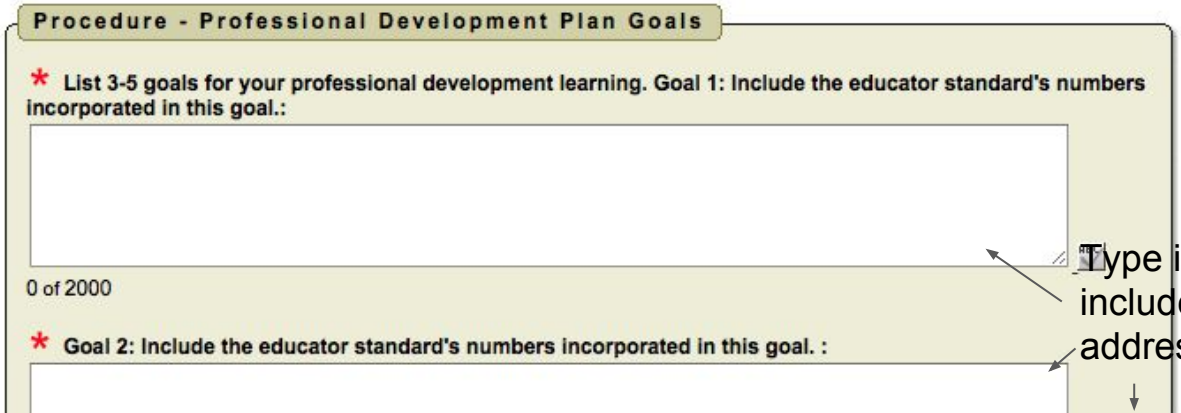


Mission box
Most teachers will select Renewal of 5 year license.

RESA teachers will select other and then will type in the Other Mission Desc: RESA

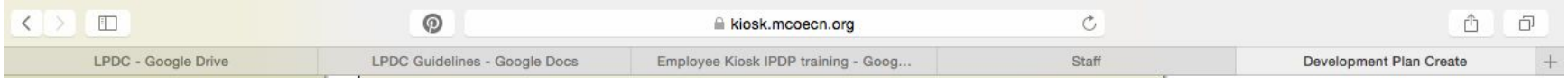
13.





Type in your goals here. Be sure to include the teaching standards addressed in each goal.

14.



Development Plan - Focus Areas

Teachers understand student learning and development, and respect the diversity of the students they teach.

Select	Focus Area
☐	Displaying knowledge of how students learn and of the develpmental characteristics of age groups.
☐	Understanding what students know and are able to do and use knowledge to meet needs of all students.
☐	Expecting that all students will achieve to their full potential.
☐	Modeling respect for students' diverse cultures, language skills and experiences.
☐	Recognizing characteristics of gifted students, students with disabilities and at-risk students in order to assist in appropriate identification, instruction and intervention.

Teachers know and understand the content area for which they have instructional responsibility.

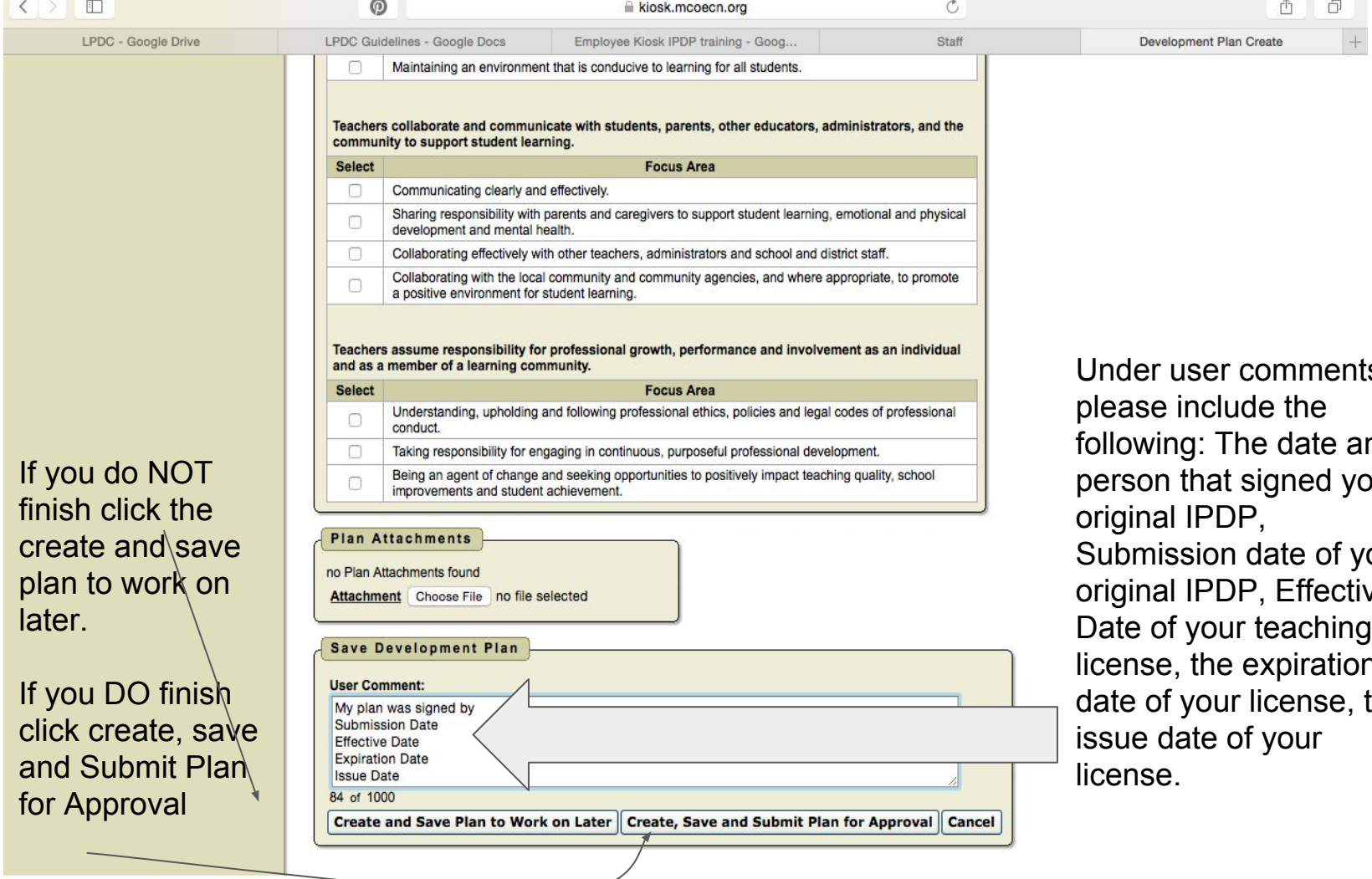
Select	Focus Area
☐	Knowing the content I teach and use my knowledge of content-area concepts, assumptions and skills to plan instruction.
☐	Understanding and using content-specific instructional strategies to effectively teach the central concepts and skills of the discipline.
☐	Understanding school and district curriculum priorities and the Ohio academic content standards.
☐	Understanding the relationship of knowledge within the discipline to other content areas.
☐	Connecting content to relevant life experiences and career opportunities.

Teachers understand and use varied assessments to inform instruction, evaluate and ensure student learning.

Select	Focus Area
☐	Becoming knowledgeable about assessment types, their purposes and the data they generate.
☐	Selecting, developing and using a variety of diagnostic, formative and summative assessments.
☐	Analyzing data to monitor student progress and learning, and to plan, differentiate and modify instruction.
☐	Collaborating and communicating student progress with students, parents and colleagues.
☐	Involving learners in self-assessment and goal setting to address gaps between performance and potential.

Select your area of focus for each Teaching Standard.

15.



If you do NOT finish click the create and save plan to work on later.

If you DO finish click create, save and Submit Plan for Approval

Under user comments please include the following: The date and person that signed your original IPDP, Submission date of your original IPDP, Effective Date of your teaching license, the expiration date of your license, the issue date of your license.

16.

You will keep your LPDC file. This contains the paper trail prior to our Employee Kiosk conversion. You are responsible for keeping this file safe as it contains all of the paperwork verification of your PD activities and IPDP approval should you need it as evidence in the future.

ONCE YOU HAVE YOU IPDP APPROVED

ADD PD ACTIVITY

THIS IS THE PRE-APPROVAL PROCESS

Once you have submitted your IPDP and it has been approved you will need to input all PD activity.

Upload all PD activity that has occurred after the issue date of your license.

User Information

Name: TAMI BEERS ROSE
Email Address: TAMI.ROSE@WCHCS.ORG
State Certificate ID: CI1010354
District: Washington Court House City SD

Positions

District	Employee ID	Job Title	Job Status	Supervisor Email	Building IRN
45013	ROSE00003	TEACHER	Active		039628

Certificates

Certificate	Term	Classification	Category	Type	Issue Date
CI1010354 - 5 Year - Professional - License - Special All Grades (K-12) - 01/30/2013 - 06/30/2018	5 Year	Professional	License	Special All Grades (K-12)	01/30/2013

Individual Professional Development Plan

	Plan Name	Committee Description	Status	Submitted Date	Creation Date	Revision Date	Approved Date	Archived Date	Delete / Un-Delete	Un-Archive / Re-Archive
VIEW	Tami Rose 7/1/13	Washington Court House LPDC	Approved	09/10/2016	09/10/2016	-	09/12/2016	-	Delete	-

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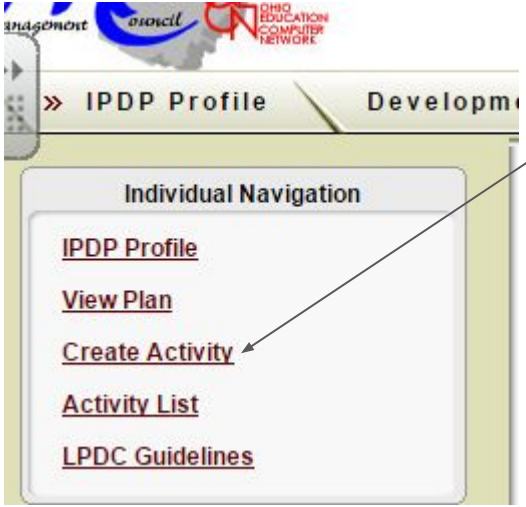
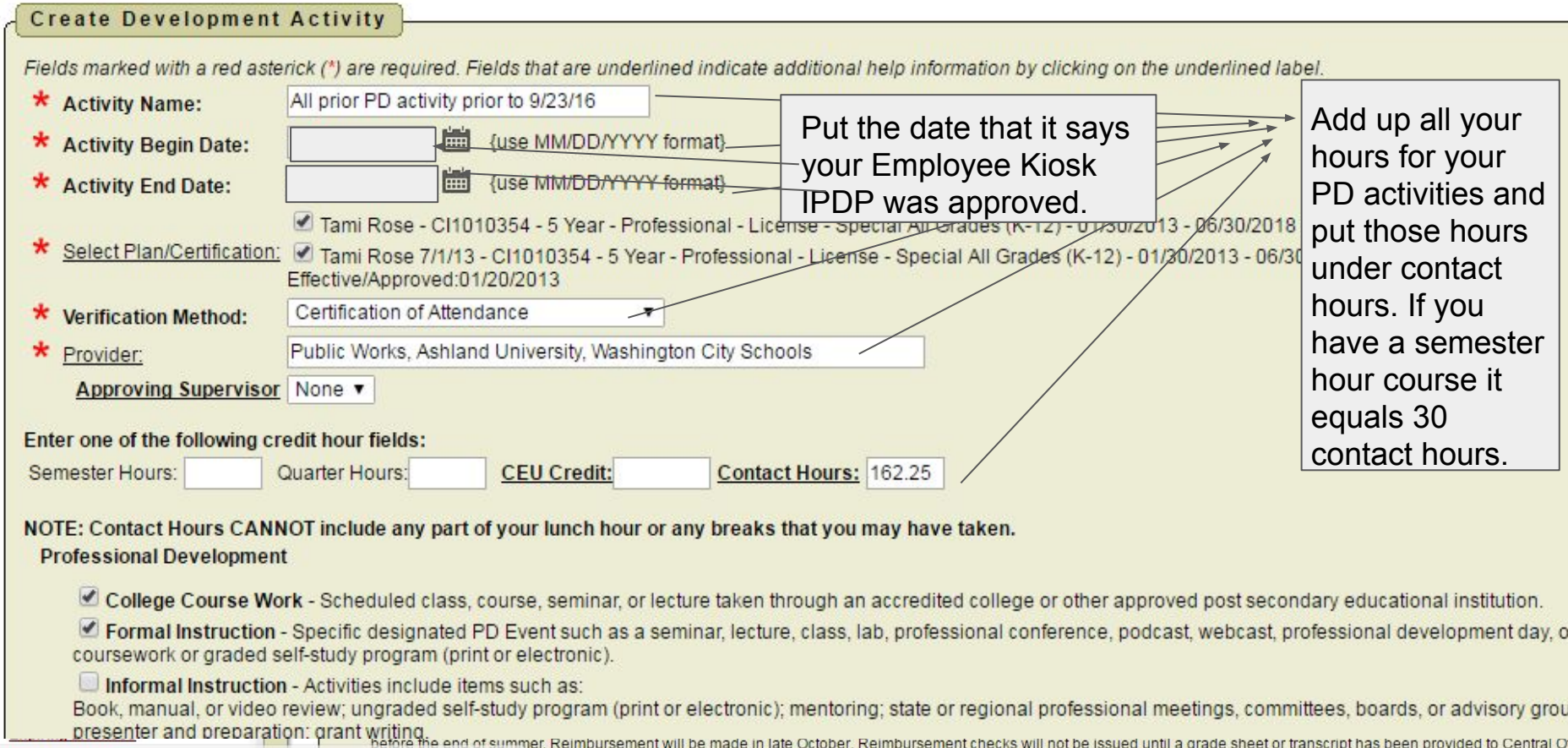
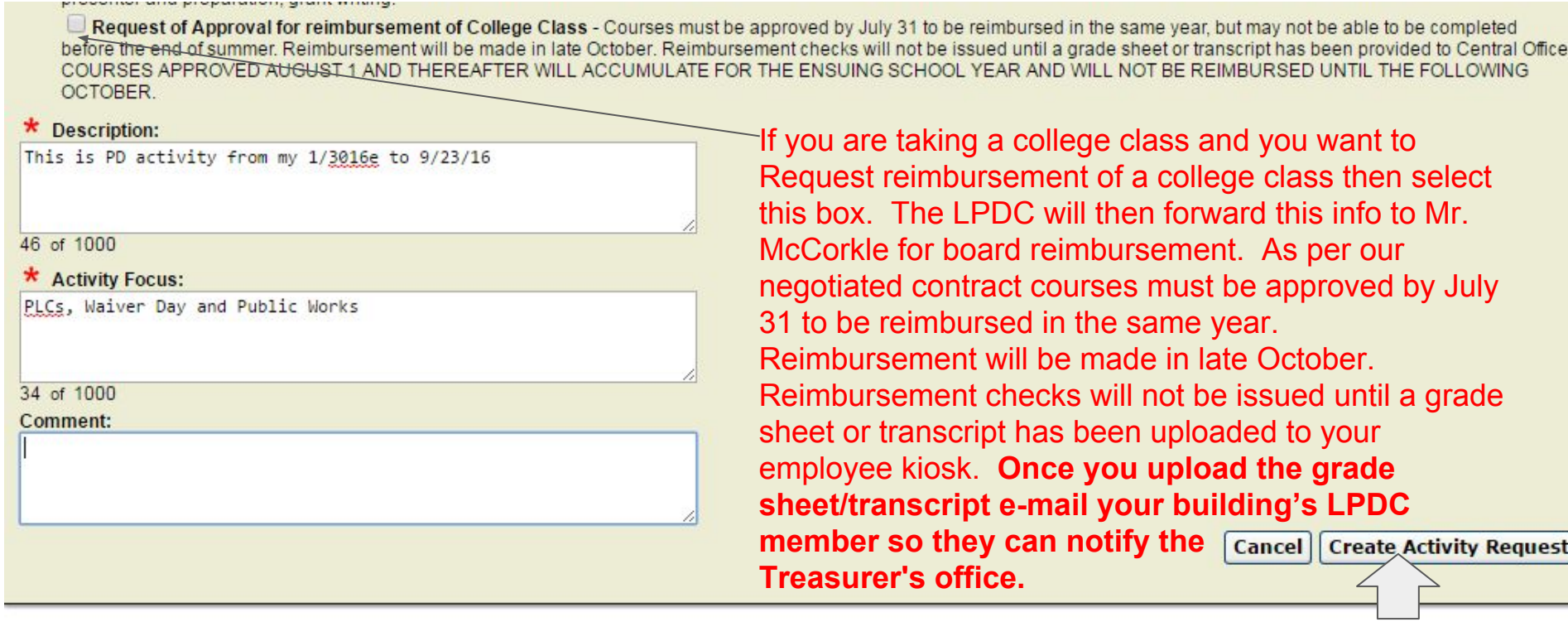


Click on Create Activity
Remember this can only be done after your IPDP has been approved by the LPDC committee.

For all PD activity prior to today we will be entering it grouped together. For all PD activity after today you will enter it for LPDC approval.





Click once you are done.

Your activity has been saved but is NOT YET SUBMITTED for approval. You can attach documents by going to the edit screen before submitting the activity for approval.

Activity Detail

< Return to Previous Page

Activity Name: All prior PD activity prior to 9/23/16
Begin Date: 02/01/2013
End Date: 09/01/2013
Creation Date: 09/16/2016
Last Edited Date: 09/16/2016
Deleted Date:

Applies to Certificates:

License Information

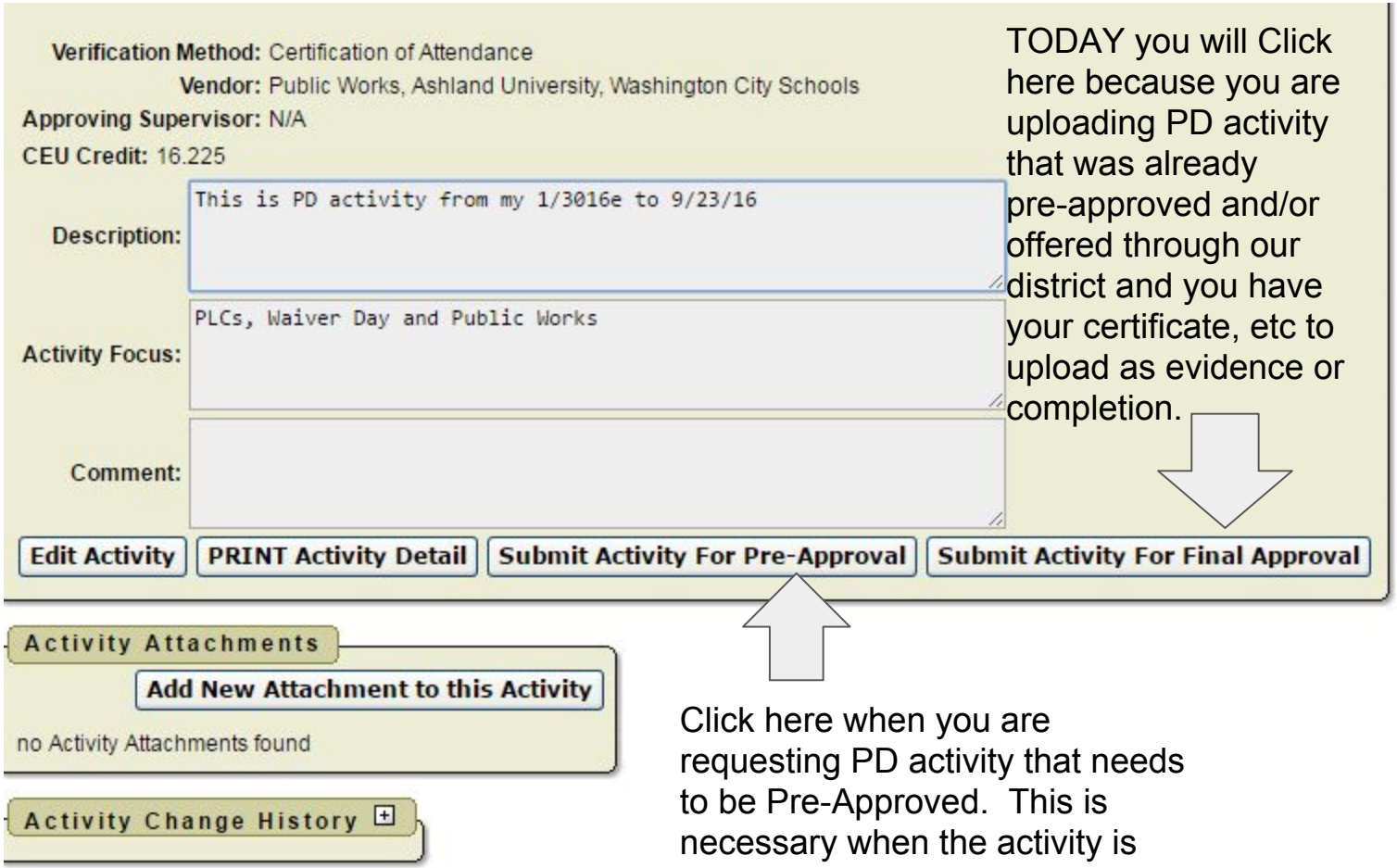
Plan Name: Tami Rose 7/1/13 **Plan Status:** Approved **Committee Name:** Washington Court House LPDC

State Certificate ID: CI1010354
Name: Tami B Rose
Grade: 5 Year
Type: Special All Grades (K-12)
Class: Professional
Teaching Fields: Visual Art
Endorsement Fields:

License Status: Renew
Issue Date: 01/30/2013
Effective Year: 2013
Exp. Date: 06/30/2018

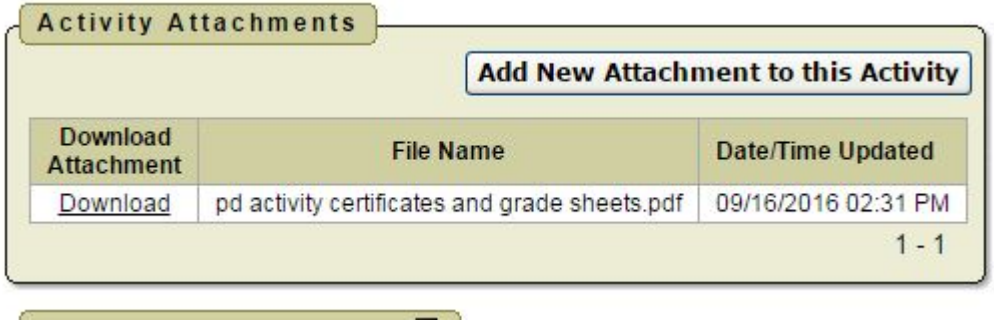
Activity/License Current Status is: Not Submitted.

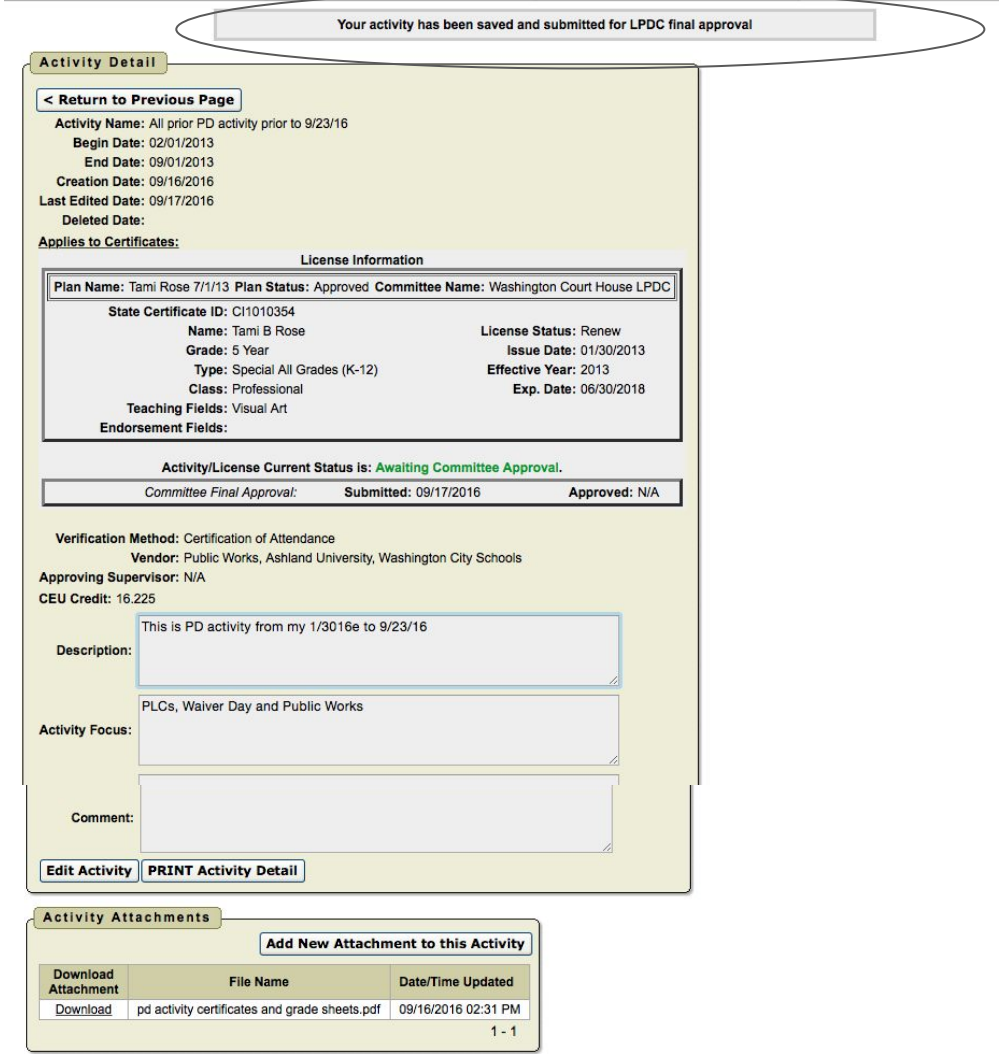
Committee Final Approval: **Submitted:** N/A **Approved:** N/A


Verification Method: Certification of Attendance
Vendor: Public Works, Ashland University, Washington City Schools
Approving Supervisor: N/A
CEU Credit: 16.225
Description:
This is PD activity from my 1/3016e to 9/23/16
Activity Focus:
PLCs, Waiver Day and Public Works
Comment:
Edit Activity
PRINT Activity Detail
Submit Activity For Pre-Approval
Submit Activity For Final Approval
Activity Attachments
Add New Attachment to this Activity
no Activity Attachments found
Activity Change History
TODAY you will Click here because you are uploading PD activity that was already pre-approved and/or offered through our district and you have your certificate, etc to upload as evidence or completion.
Click here when you are requesting PD activity that needs to be Pre-Approved. This is necessary when the activity is NOT through our district.

You will need to scan your certificate, transcript, grade sheet and save it as a PDF to your computer in order to upload. Then click choose file

Once you have chosen your file click Add Attachment.





This is what you will see when you are done.

Verification Method: Certification of Attendance

Vendor: Public Works, Ashland University, Washington City Schools

Approving Supervisor: N/A

CEU Credit: 16.225

Description: This is PD activity from my 1/3016e to 9/23/16

Activity Focus: PLCs, Waiver Day and Public Works

Comment:

Edit Activity **PRINT Activity Detail**

Activity Attachments

Add New Attachment to this Activity

Download Attachment	File Name	Date/Time Updated
Download	pd activity certificates and grade sheets.pdf	09/16/2016 02:31 PM

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LOONEY TUNES
That's all Folks.