Directions for Creating Your IPDP & Professional Development File

1. Download the IPDP form as a word document to your desk top and complete the form.
2. Type the information onto the IPDP form.
3. Identify your license data exactly as it appears.
4. Before you complete the Goal Statements, check the IPDP Goal Development Guide section of this handbook for suggestions.
5. Identify the Goal Standard and write three goal statements.
6. Identify the proposed activities that you believe you will complete to help you accomplish your goals.
7. Cite the evidence you will show that you met your goal.
8. Complete the Goals Alignment sections.
9. Sign and date your IPDP and attach a copy of your new license.
10. Send one of the LPDC members your IPDP for approval.
11. If you are working toward completion of a goal through professional development that is "delivered" by a provider, such as a university, workshop, professional organization, etc., you need original university credit transcripts (not photocopies), original CEU records, and any other documentation that will help the LPDC review your IPDP file and approve your submission for license renewal.
12. If you used EOA's for goal evidence, you must bring the required EOA documentation to your records review to help the LPDC review your IPDP file and approve your submission for license renewal.
13. After you complete your goal(s) you need to download the *Goals' Reflection* document. On this document you will reflect how your professional development experience (a) Improved your practice as an educator. (b) Improved your students achievement. (c) Help meet the building or district level Continuous Improvement Plan goals. **The Goals Reflection document is brought to your records review and used to help the LPDC review how you met your proposed goals.**

If you are in doubt at any point in any of these steps, please contact one of the members of the LPDC for clarification.

Once the LPDC section of the Employee Kiosk has been officially launched we will discontinue the use of the document listed above.