



SUMMIT COUNTY ESC Using the LPDC Online Form Management System

<http://cybersummit.org/LPDC>

Getting Started

The first time you use the system, you must use the link for “**New User Registration.**” This will allow you to enter your name, email address, job title, as well as establish a password. From then on, you will use your email address (your FULL email address, e.g. tomj@neonetda.org) and your chosen password to access your account.

User Login
Email: tomj@neonetda.org
Password: *****
Login Now
New User Registration
First time Users

Completing a Form

On the My LPDC Forms page, you have the ability to fill out your LPDC forms such as your IPDP, or approval for CEU activities. Simply choose the type of form you wish to fill out from the list provided.

► Complete a New Form

- [IPDP](#)
- [IPDP Waiver](#) (for those who hold Permanent Certificates only)
- [Approval of CEU Activities](#)

On the forms themselves, you will find a few links containing information that may help you when filling out those forms. The information will pop up in a new window, so it will not interfere with your writing process

plan should include the needs of the educator, d in the [Professional Development Standards](#).
[development goal? \(Hints on writing goals\)](#)

When you finish filling out your form, click the Save button

Save Your Proposal

at the bottom of the form to save your work.

Note: At this point, you have only SAVED your form; it has not yet been SUBMITTED to the LPDC committee for review!

Submitting a Form

The My LPDC Forms page keeps track of all of the forms that you have saved and allows you to make changes to your saved forms or submit them to the committee. When you are ready to send your form in to the committee, simply click the **Submit** link for that form. All of these controls are under the **Status** heading.

About Form Status

Unsubmitted This form has been saved, but has not yet been submitted to the LPDC. You may submit it by clicking Submit, or click Edit to make further changes.

Pending This saved form has been sent to the LPDC, and is awaiting their approval. You may not make any changes to it, but you may View it.

Approved This form has been submitted and approved by the committee.

Rejected This form was submitted to the LPDC but was NOT approved. Clicking the Edit button will allow you to view the reasons why this form was not approved, and allow you to make changes to it, if you wish to resubmit it.

Status
Rejected Edit Delete
Unsubmitted Submit Edit Delete
Pending View Delete

Tracking CEUs

CEUs Awarded
1
5
3

The My LPDC Forms page also keeps a running count of all the CEUs that you have earned through activities you have submitted *through this site*. It may or may not be an accurate representation of how many credits you have actually earned. This number is provided just to help you keep track of what you have earned to date, but DOES NOT include any forms that you turned in on paper.

All of the numbers in this column have been converted into CEUs, therefore a 3 semester hour graduate class will be listed as 9 CEUs. For your reference, a chart describing how many CEUs a given activity may be worth is located on the LPDC homepage (<http://cybersummit.org/LPDC>).

Automatic Feedback

Whenever one of your forms has been reviewed by the committee, you will receive instant feedback via email to notify you whether your form has been accepted or rejected. If your form was rejected, then you can log into the system to view comments from the LPDC committee describing why it was not approved.

For More Help

If you have any further questions about one of your submissions, or about any of the LPDC requirements, please contact:

Bill Holko,
LPDC Secretary
(330) 945-5600 x1241
billh@neonetda.org

If you are having any questions about the online system itself, or have lost/forgotten your password, please contact:

Tom Jansen
(330) 945-5600 x1283
tomj@neonetda.org