

## CVCA LPDC instructions

- 1) You must have an approved IPDP on file in order to receive credit for activities. The entire committee must approve the IPDP, so this should be submitted prior to a committee meeting. The dates for the meetings are on the front page of the LPDC website.

Once you have logged on to your page, you will see the IPDP link on the left near the top (under "Complete a New Form"). There are further instructions available in the "Using the LPDC Online Management Form System."

- 2) Once your IPDP is approved, you may begin submitting activities for pre-approval. This should be done prior to the completion of the activity. In rare cases, you may do this after the activity. For example, you may decide one day to go to a workshop the following day. Then the pre-approval could follow the activity.

Activities are submitted by using the Professional Development Activity link under "Complete a New Form." The "Equivalent Activities Option Chart" can help you with hours, type of activity, etc. Complete the form and "Save My Proposal." This activity will appear at the bottom of your forms list. **You MUST click the SUBMIT button.**

- 3) Important dates for submitting documentation (after an activity has been pre-approved) along with a printed copy of the approved activity form:

**Summer Approval forms and documentation** for activities from May through August should be submitted to the LPDC by November 15.

**Fall Approval forms and documentation** for activities from September through December should be submitted to the LPDC by February 15.

**Spring Approval forms and documentation** for activities from January through April should be submitted to the LPDC by May 15.

- 4) Ways to submit forms and documentation -
  - a) Hard copy - print out a copy of the approval form and attach a copy of the appropriate documentation after the activity is completed. Place the paperwork in the LPDC mailbox in the main office.
  - b) Digitally - submit documentation to [lpdc@cvcaroyals.org](mailto:lpdc@cvcaroyals.org). Since you will not be able to attach this to the approval form, be sure that the documentation clearly indicates the activity to which it pertains.