

IPDP Handbook

Tips & Directions

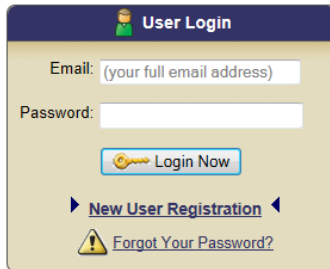
Please review annually

*AS ALWAYS, DON'T FORGET TO TALK TO YOUR BUILDING
LPDC MEMBER IF YOU HAVE ANY QUESTIONS.*

New Users and the LPDC Website

For new users to get on the LPDC website and register

- Go to the Tallmadge website
- Click on the Staff tab
- Click on Staff Resources
- Scroll down to LPDC and click



The image shows a 'User Login' form with a dark blue header. Below the header, there are two input fields: 'Email: (your full email address)' and 'Password:'. A 'Login Now' button is positioned below the password field. Underneath the button, there are two links: 'New User Registration' with a right-pointing arrow and 'Forgot Your Password?' with a warning icon.

Click on New User Registration

New User Registration

Are you a Certified Educator? Yes No
Do you hold a certificate of license through the State of Ohio?

[My LPDC Forms](#) | [LPDC Home](#)
© Tallmadge City Schools
Website developed by the [Summit County ESC](#)

Click yes on the highlighted question and hit continue

New User Registration

WARNING: A Valid Credential ID Number is REQUIRED For All Certified Staff Members
Please Enter Your Credential Identification Number:

Your Credential ID Number is a unique number assigned to you by the Ohio Department of Education. This number should be printed on your current Teaching Certificate/License.

How To Find Your Teacher ID Number Online

You can obtain your Credential ID Number by going to ODE's [Educator Selects Page](#). You will then be given a report that includes your Credential ID Number, as well as a listing of all of the teaching certificates or licenses you have ever held in the state of Ohio.

In the highlighted box put your teaching license number. If you do not know it, click on the link that is circled and you will go to the ODE website. You will need your social security number and birthday.

 **New User Registration**

Teacher Identification Number: CL1009731

First Name:

Last Name:

Email Address:

Password:

Confirm Password:

Building:

Job Title:

Phone Extension: x

In the event that you forget your password, we ask that you choose a Security Question that we can ask you in order to verify your identity.

Security Question:

Answer:

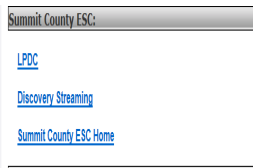
Sign up on this page. Make sure that you put in your building, if you are at more than one building use the first building you report to in the morning. .

When you are finished click on "Sign Me Up"

Your next step is going to be creating an IPDP. Talk with your LPDC rep for more information. Also, if you have an IPDP from another district and you have hours towards that one, it can be transferred.

Dates and your IPDP

- ✓ Unless your IPDP is current and **APPROVED** the credits and/or contact hours **WILL NOT** count towards renewing your license.
- ✓ Your IPDP is only good for **five years**.



go to the LPDC link located in staff resources and log in.

Certification/License Area	Term	Issue Date	Expiration Date
Elementary (1-8)	5 Year Professional License	06/04/2009	06/30/2014

Once you have logged in to your IPDP look under the credentials to see when your license is due to expire. This is your responsibility. **DO NOT WAIT UNTIL THE LAST MINUTE TO GET YOUR CREDITS TO RENEW.**



Date Submitted	Title	Form Type	Status
11/17/2009	★ My Individual Professional Development Plan	IPDP	Approved View Modify

Under IPDP Forms You Have Completed make sure that your status says **Approved**.

Date Submitted
5/18/2012

The Dates Submitted under the Professional Development Activity Forms That Apply to your Current Certificate/License must be dated **AFTER** the date that your IPDP was approved.

Any workshops, in-services, or college courses taken before your IPDP is approved **WILL NOT COUNT**

YOU CAN ONLY SUBMIT EITHER CONTACT HOURS OR GRADUATE HOURS FOR THE SAME PROFESSIONAL DEVELOPMENT

Pre-Approving Your Coursework

To be **safe** with activities that you want to count towards your IPDP, it is always a good idea to get them **preapproved**.

Munroe Elementary

▶ Complete a New Form



- [IPDP](#)
- [IPDP Waiver](#) (for those who hold Permanent Certificates only)
- [Approval of Professional Development Activity](#)

Remember your coursework needs to be related to your goals of your IPDP. If they are not, your coursework **will not** be approved.

Your coursework must come from an approved vendor of Tallmadge LPDC. If it does not come from an approved vendor it **will not** be approved.

Be Safe → Get Your Coursework PREAPPROVED!

On your home page go to the section that is circled in red.

From that page you will come to a page where you can put in your activities. If you need more information

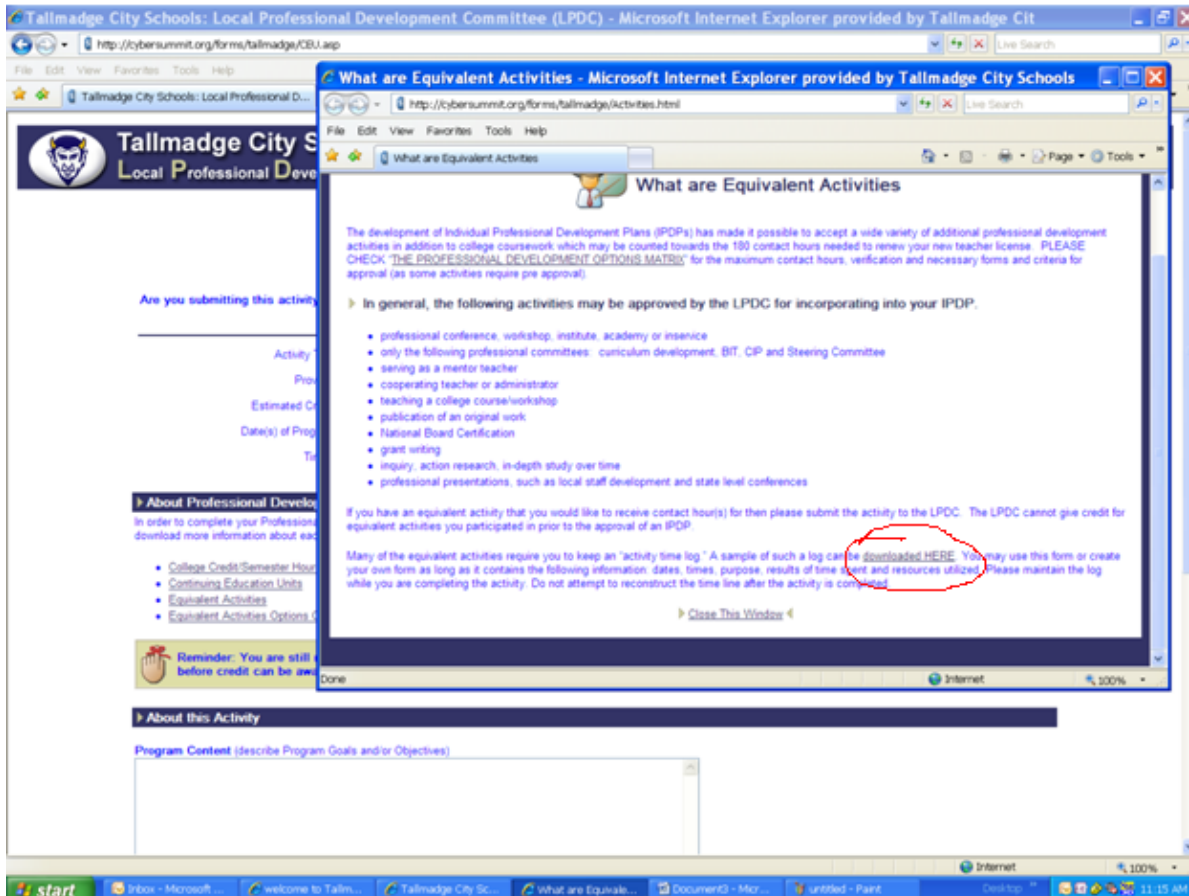
About Professional Development Activities

In order to complete your Professional Development requirements, you must complete some combination of college coursework, CEUs, or equivalent activities, all of which must focus on at least one of the [Professional Development Domains](#) and meets the requirements set by the LPDC. Click on the links below to download more information about each of these requirements.

- [College Credit/Semester Hours](#)
- [Continuing Education Units](#)
- [Equivalent Activities](#)
- [Equivalent Activities Options Chart](#)

These links will give you information about your activities.

The first link highlighted will get you to this page.



You can click the circled part to get the activity form.

If you click the Equivalent Activities Chart link, you will get a chart that shows all possibilities for professional development.

Please **access this chart via the LPDC website.**

You can now submit your documentation either electronically or hard copy.

To submit documentation electronically click on this tab:

9/23/2020	Sample	Workshop - Single	Pending  
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It will take you to this screen:

 **Professional Development Activity**

Activity Title: **Sample**

Provider: Sample

Activity Type: Workshop - Single

Date(s) of Program: Sample


► Add Documentation

If you have completed this activity, and have your documentation ready, you can add [Watch Video Demonstration](#) a link to it below

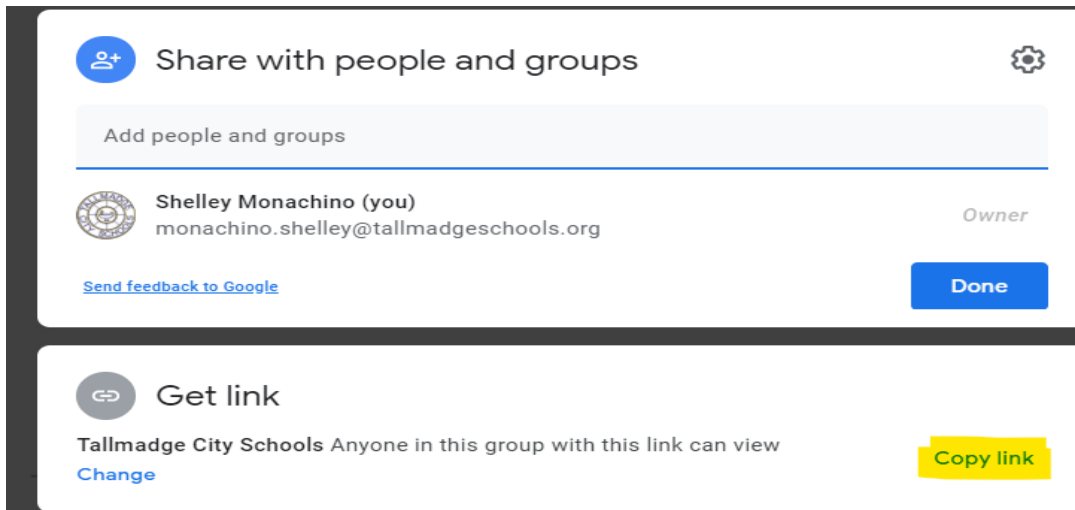
Note: This area is for transcripts, certificates of attendance, or other documentation that verifies that the activity has been completed

- Upload your documentation to your Google Drive
- Get a Shareable Link to your documentation (with View rights to anyone with the link)
- Paste the link into the box below

Paste Link Here:

 Save My Changes!  Cancel

****You will need to upload your documentation to your Google Drive. After you upload it, click on the three dots and click share:**



Then paste where it says Paste Link Here: and then Save My Changes.

Here is a video to help https://youtu.be/f_sVckQoR_Y

Amount of Contact Hours to Renew

You need **180 CONTACT HOURS** which equals 6 semester hours that you need to renew your license. Everything is converted into contact hours. Below is the conversion chart:

CONVERSION CHART	
10 Hours	=1 CEU
30 Hours	=1 Semester Hour
3 CEU's	=1 Semester Hour

Under the section

Professional Development Activity Forms that Apply to Your Current Certificate/License

on your IPDP page, you will see how many contact hours you have received.

Total Contact Hours Awarded Towards Your Current Certificate/License (180 Contact Hours are needed) 178



Reminder: You are still required to submit hard copy documentation to the LPDC Committee which verifies that the activity has been successfully completed before credit can be awarded.

And remember you still need to submit hard copy of your documentation for any classes, workshops, in-services that you have taken.

Also, please check the section

Professional Development Activity Forms that Apply to Your Current Certificate/License

For any classes that you may have taken that needs documentation give it your LPDC rep so you can get credit.

AS ALWAYS DON'T FORGET TO TALK TO YOUR BUILDING LPDC MEMBER IF YOU HAVE ANY QUESTIONS.

Important Facts to Remember

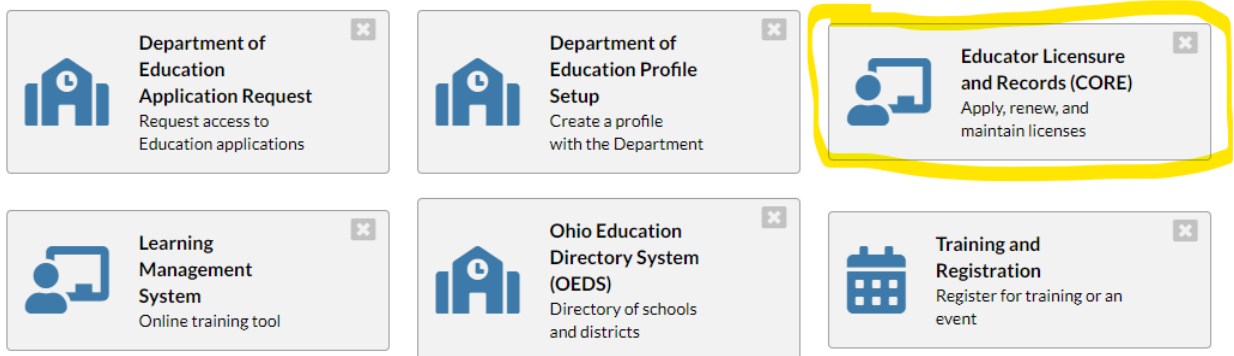
- It is your license and your responsibility to make sure that everything is up to date
- When you are renewing your license, you have to get an FBI background check. See the website for places to get this done.
- Don't assume about your license, check and double check all steps. Remember this is your career.
- All renewals need to be done on line. (see next section)
- You can only submit either contact hours or graduate hours for the same professional development
- ALWAYS ASK YOUR LPDC MEMBER OR ANY LPDC MEMBER IF YOU HAVE QUESTIONS OR CONCERNS.

How to Renew On-Line

1. Google ODE core login or <https://safe.ode.state.oh.us/portal>
2. If you haven't created a profile also called the OH | ID account, you need to do so. Keep in mind it **may** take a few WEEKS to get verified. If you already have a profile, log in.
 - a. There are options for "apps". If you don't see the one you need, search for it.

My Apps

You are currently subscribed to the apps below - clicking the "X" on the app tile will unsubscribe you from the app and reinstating your subscription may require additional ap



3. There are 2 options:
 - a. If you have never held an Ohio license or are applying to receive a new credential that you have not previously held, please click the **Apply for NEW Credential button** at the top..
 - b. If you are a license holder renewing or modifying a license that you currently hold or have held in the past, please find the credential in the list below and select the **Action button**.
 - i. When you select action you want to **"renew"** your current license.
 - ii. The effective date is always July 1st of the new school year.

If you have never held an Ohio license or are applying to receive a new credential that you have not previously held, please click the *Apply for NEW Credential* button. If you are a license holder renewing or modifying a license that you currently hold or have held in the past, please find the credential in the list below and select the *Action* button.

Credential	Status	Effective Year	Expiration Date	Credential Number	Action
5 Year Professional Adolescence to Young Adult (7-12) License	Issued	2018	06/30/2023	21529992	Action Print
2 Year Provisional Adolescence to Young Adult (7-12) License	Expired	2006	06/30/2008	9708238	Action

Total credentials: 2

4. **Pay and Submit Applications.** Click Include for the application(s) you wish to submit. You will see the total amount due for all applications selected.
- Click Continue. You will see a pop-up box verifying you are navigating to the external payment site to process your secure, online payment.
 - Click Continue again to make your payment or Cancel if you do not wish to make a payment yet. Do not click your browser's back button from this screen.

The screenshot shows a web application window titled "Pay and Submit Applications". It features a blue header bar with the title and a close button. Below the header, there is a section titled "\$ Credential Applications Payment". Under this section, it states "You have started the following Credential Applications:" followed by a table with two columns: "Initiated" and "Credential(s)". The table contains one row with the date "04/20/2018" and the credential description "4 Year Resident Educator Early Childhood (P-3) License / New Out of State". To the right of this row are two buttons: "Include" (highlighted in green) and "Do Not Include". Below the table is a section titled "Total Amount Due" with a blue header. It contains a text box explaining that the amount reflects the total due based on selections and account balances. To the right, it says "Total Amount Due:" followed by a text box containing "\$160.00". At the bottom right of the window are two buttons: "Continue" (highlighted in red) and "Close".

5. Choose Payment Method. You may pay for your application with a **credit card or electronic check** (Echeck). Select one of these choices in the Payment Method drop-down menu. Remember that the amounts to renew can vary. Click Next and pay.

The screenshot shows a dialog box titled "Choose Payment Method". It has a light blue background. On the left side, there is a "Payment Amount:" field with the value "\$160.00" and a "Payment Method:" field with a dropdown menu currently set to "--SELECT--". Below these fields are "Cancel" and "Next" buttons. On the right side, there is a "Payment Method" section with a blue header and two options: "Payment Entry" and "Payment Review".

Ask an LPDC Member if you have any questions or concerns.

Keeping your license & professional development up to date is your responsibility!!!