



Tips for Writing an IPDP

Courtesy of your Local Professional Development Committee

<http://cybersummit.org/forms/cuyahogafalls>

Committee Members

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PROFESSIONAL DEVELOPMENT GOALS

What are my goals for learning?

- Explain your professional development plans thoroughly, but keep it as concise as possible.
- Number your goals.
- Look at the hints and examples provided on the website.
- Combine two or three professional strands into one goal.
- Be careful not to limit yourself to PD that only pertains to one topic like RTI or English.

Goals need to reflect areas of licensure and/or district assignment! Some suggestions:

Area of Licensure	Student Achievement	Professional Aspirations
Classroom Management	Personal Wellness	RTI
Technology	Student Needs	Curriculum
Staying Current with Educational Trends	District or Building Improvement Plans	District/State Mandated Updates
Leadership/Mentoring	Child Development	

SELF

- Focus on your personal growth as both an educator and a person.
- Develop the “entire” teacher.

STUDENT

- Focus on your students.
- How will your goals impact student achievement?
- How will your goal develop your students as contributing members of society?

DISTRICT/BUILDING

- How does this align to the current OIP Goals for the district and/or building?
- Look at your building plan for help.

Two or three sentences for sections on Self, Student and District/Building is sufficient.

EVALUATION

- How do you plan to accomplish these goals?
- How will you demonstrate completion of your professional development?
- List possible activities to create an action plan such as university course work, in and out of district workshops, waiver day training, etc....

COMMON QUESTIONS

Who needs to submit an IPDP?

EVERYONE: with the exception of permanent certificate holders who have completed a waiver and 4 year Resident Educator licensure holders.

When should you submit an IPDP?

As soon as you receive your new 5 year license.

How many hours of Professional Development do you need?

180 contact hours (1 semester hour = 30 contact hours). Once you turn in 180 contact hours to the committee, please stop submitting to LPDC.

When should you submit Professional Development Activities?

Submit each activity once it is completed. DO NOT turn them all in at once!

How do you submit items to the LPDC?

Use our website posted above to submit an IPDP and/or PD activity. Send a copy of your certificate of attendance or official transcripts to the Office of Human Resources for verification.

Where do I find the LPDC Website?

You must register yourself. Go to www.cfalls.org and click on Staff Links. Then click on the LPDC link. You will want to select the New User Registration link and create an LPDC account. You are responsible for your own LPDC submittals and account. See included flyer for more information.