



Summit ESC

# LPDC Online

Professional Development Form Management System

## What Is It?

Developed at the Summit Educational Service Center, the LPDC Online system is a customized, web-based application that allows your teachers to fill out all of their LPDC forms directly online, store them, edit them, and then electronically submit them to your LPDC Committee. The Committee can then access the forms, review them, award credit and provide feedback on them back to the teacher.

By doing all of this electronically, you eliminate a lot of the tedious paperwork, and allow your teachers and committee members to focus on educational goals, rather than on menial tasks.



## How We Use It

Once the LPDC Online system was in place, we made it our policy that from then on, all LPDC submissions needed to be made online. (Obviously, we had staff members who had some previous paper submissions, so we still occasionally have to pull out some hard copy records, but that became less and less necessary each year.)

Our staff members then log into the site and complete a form. Their form is saved to an online database, so they can go back into that form and make any changes to it as needed, and submit that form to the committee with a click of a button.



Just prior to our LPDC's monthly meeting, our committee members log into the site themselves, and view the ADMIN PAGE. The Admin Page lists all of the newly submitted items that the committee will need to evaluate at the meeting (it is almost like having your meeting agenda completely generated for you). The committee members then read through the submissions, perhaps making note of any questions or concerns they might have about a particular submission.

During the meeting, we set up a computer and a projector, and project the individual forms up on the screen for all to see. Having already familiarized themselves with each submission, the committee can very quickly review each submission, or bring to the table any concerns they have. Once the committee has voted to accept or reject a submission, an email message is automatically submitted to the person who submitted the form, instantly providing them with feedback!

## Key Features

- Aligned with the **Ohio Educator Standards**
- Online access available anytime and from anywhere!
- Customizable form emails automatically inform teachers when their forms have been reviewed.
- Customizable IPDP and Professional Development Activity Forms
- **Individualized staff pages** track all submitted forms, approval status, credits awarded, and license renewal dates.
- Credential **data imported directly from ODE**
- District and building wide reports allow you to **track all of your staff's professional development** progress.
- We host and back-up the program and all of your data so there **is NO burden on your technology department.**
- Staff can upload their documentation to their **Google Drives** or **Office 365** OneDrives.
- Site Customized to Reflect Your School branding

## Benefits

- Staff Can Access and Submit Forms Online any place, any time!
- No more dog-eared or illegible forms.
- Encourages planning and reflection on the outcomes of Professional Development.
- No more submitting forms in triplicate (or having committee members making massive amounts of photocopies).
- Eliminates time spent sending out notices to teachers regarding the status of their submissions.
- Provides instant feedback, as well as a running tally of all the credits a staff member has received that apply for that license renewal period.
- Encourages staff members to be working on their professional development in a proactive and timely manner, rather than waiting until it is time to renew (and panicking!).
- Drastically reduces meeting times for committee members.
- Saves time, money and resources!

## School Districts Currently Using the LPDC Online System

- Avon Lake City Schools
- Cambridge City Schools
- Carrollton Exempted Village Schools
- Chapel Hill Christian School
- Chardon Local Schools
- Copley-Fairlawn City Schools
- Cuyahoga Falls City Schools
- Cuyahoga Valley Christian Academy
- Fairview Park City Schools
- Firelands Local Schools
- Fort Frye Local Schools
- Franklin Local Schools
- Grandview Heights City Schools
- Green Local Schools
- Hudson City Schools
- Imagine Leadership Academy
- Kenston Local Schools
- Madison Local Schools
- Marysville Exempted Village Schools
- Mayfield City Schools
- Mentor City Schools
- Mogadore Local Schools
- New Albany-Plain Local Schools
- Nardon Hills City Schools
- North Olmsted City Schools
- Northern Local Schools
- Norton City Schools
- Olmsted Falls City Schools
- Orange City Schools
- Parma City Schools
- Revere Local Schools
- River View Local Schools
- Sheffield-Sheffield Lake City Schools
- Steel Academy
- Stow-Munroe Falls City Schools
- Summit County ESC
- Tallmadge City Schools
- Vangaurd-Sentinel Career Center
- West Geauga Local Schools
- Wickliffe City Schools

## Costs

- **Initial Set-up & Implementation** (one-time fee covering: Database Setup, Customization, Training AND First school year of service): \$1980
- **Annual Service Fee** (for subsequent years covering maintenance, hosting, tech support & software updates): \$660

## For More Information

View Our Overview and Training Videos at:  
<http://SummitESC.org/LPDC>

### Contact:

Tom Jansen  
Technology / Webmaster  
Email: [TomJ@SummitESC.org](mailto:TomJ@SummitESC.org)  
Phone: (330) 945-5600 x511283



### Summit ESC

420 Washington Ave.  
Cuyahoga Falls, OH 44221  
Phone: (330) 945-5600  
Fax: (330) 945-6222