

Name _____

**INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN
CHARDON LOCAL SCHOOLS
Completion Form**

Submit this form when you have completed all proposed activities outlined in your IPDP.

Date Submitted _____ Original IPDP Approval Date _____

I certify that I have completed the requirements of my IPDP. All verification documents are attached.

Signature

Date

Steps for submitting after IPDP is complete:

- 1. Submit documentation along with this form verifying you have completed the proposed activities outlined in your IPDP (e.g., original transcript(s), CEU certificates, or see approved LPDC list).*
- 2. Sign and date this Completion Form and place it on top of all accompanying documents.*
- 3. Download the latest version of the licensure application from the [ODE Website](#). Please fill out all sections for the signature of the LPDC.*
- 4. Send the following documents to LPDC, % Chardon Board of Education no later than February 1st of the year you intend to renew.
 - 1. Documentation of activities (original transcript(s), CEU, log)*
 - 2. Application*
 - 3. Completion Form**
- 5. Plan to attend the LPDC meeting when your plan is being finalized. If you cannot attend, the LPDC will notify you as to whether or not you have successfully completed the process.*
- 6. After the LPDC meeting, applications, and documentation will be returned to the owner.*