

The Mayfield Local Professional Development Committee



Hello, The following information will help you on your journey through you licensure cycle.

Step 1: On the district page, go to “Staff Links”

Step 2: Click on “LPDC”

Step 3: USER LOGIN <http://cybersummit.org/lpdc/Manage/index.asp?DistrictID=34>

Email: Your school email address

Password: password

For the first time you login, the password is the word **password**. You should customize your password after you login.

Your goals for professional development should be relevant to your job duty, and need to include the steps below.

Complete your IPDP :

How many goals?

Remember- you need **three** goals. There is room for five, but you need three. Feel free to make more if you'd like.

What's required?

Under the “Anticipated Outcome” category, you have the option of briefly stating how the following areas will benefit from your professional development plan. This is an optional section. You may choose to elaborate on your goals and rationale for those goals. However, **it is not a requirement** for your IPDP to be approved. If you have well-written goals (follow directions below), you can have your goals approved without answer the bottom three fields on the IPDP.

If you have any questions, please contact your building representative. We are here to help you through the process of developing and approving your professional development goals and helping you review professional development activities. Please let us know if you need anything!



Developing Your Learning Goals

► Step 1: A learning goal should contain a verb that relates to learning:

- I will **explore**...
- I will **write** about...
- I will **study**...
- I will **become familiar** with...

► Step 2: Learning goals should cite an area of knowledge:

- I will explore **alternative assessment**
- I will write about **the use of service learning in social studies**
- I will study **problem-based learning**
- I will become familiar with **the Internet as a research tool**

► Step 3: Learning goals should cite a rationale:

- I will explore alternative assessment **to help improve math achievement.**
- I will write about the use of service learning **to share knowledge with colleagues.**
- I will study problem-based learning **to deepen understanding in science.**

I will become familiar with Internet research **to help improve language arts instruction.**

DIRECTIONS FOR SUBMITTING EVIDENCE

You have **TWO** options for submitting your evidence.

OPTION #1-

Save all of your evidence and submit when you are up for renewal along with a completed copy of your *Equivalent Activities Chart* to Diana Rowe in Central Office.

Or

OPTION #2-

Submit and get your evidence approved as you go electronically by completing the following steps.

Step 1: On the district page, go to “Staff Links”

Step 2: Click on “LPDC”

Step 3: USER LOGIN

Email: Your school email address

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Password: your password—you should have already created your unique password when you filed your IPDP online.

Now that you have your IPDP online you can submit your “Approval for Professional Development” online by clicking on the hyperlink:

Mayfield City Schools
Local Professional Development Committee

My LPDC Forms

Science Teacher
Mayfield Middle School

Complete a New Form

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

Once you click on this link you will fill in the appropriate boxes for your Professional Development and click save.

You will now see this Evidence in your Professional Development Section.

When you are ready to submit, make a copy of your documentation and then click on the SUBMIT button. See example below

Professional Development Activity Forms that Apply to Your Current Certificate/License			
Date Submitted	Title	Activity Type	Status
Never	Connecting Teacher Based Teams with OTES/TDES	Professional Educational Organization A	Submitted [View] [Submit] [Edit] [Delete]
Never	BUILDING LEADERSHIP TEAM(TEACHER LEADER)	District/Building Committee	Unsubmitted [View] [Submit] [Edit] [Delete]

Send your **HARD COPY OF EVIDENCE** attention to Diana Rowe at Central Office.

Your electronic submission will be viewed by the LPDC committee once we receive the hardcopy of your evidence.

Once approved you will see a running tally of your CEU's.

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Step 1: On the district page, go to “Staff Links”

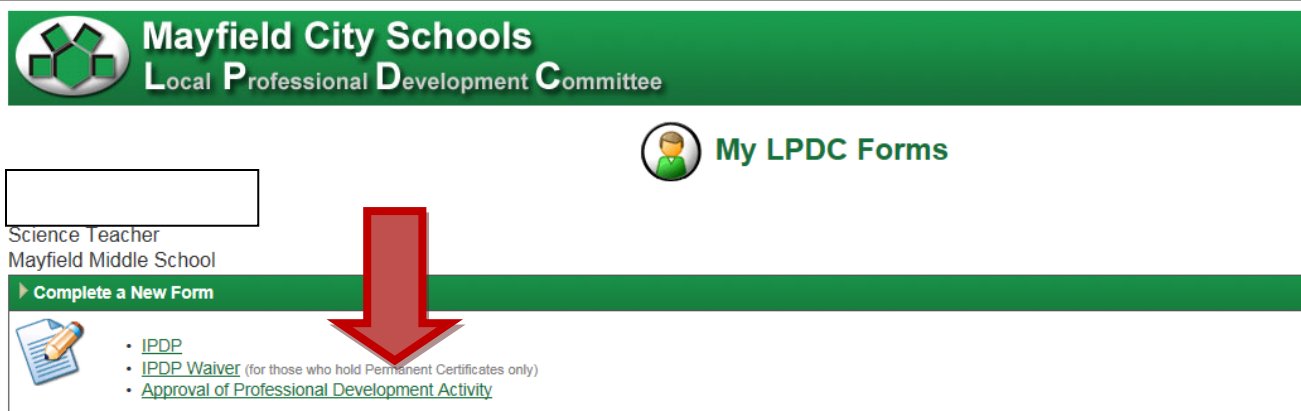
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DIRECTIONS FOR APPLY FOR YOUR LICENSE

STEP 1: Sign into your [SAFE account](#), OR if you do not have one, [create a SAFE account](#). Once you receive confirmation that it is set up, sign into your account.

Step 2: Click on ODE.CORE.

Step 3: Select the UPDATE button to enter or correct your contact information including email address on the My Information page.

Step 4: Use the drop-down menu at top right to return to the CORE dashboard.

Step 5: Select APPLY to enter My Applications.

Step 6: Click on Apply.

Step 7: Submit payment

If you wish to apply for more than one credential, repeat the steps above for each credential.

After you submit your application, it will be reviewed. You will receive an email acknowledgement of your submission. While you are waiting for your application to be processed, you may login and click on the STATUS button on the CORE dashboard for information about your application. You also will receive an email when your application request is approved or denied.

Get your Fingerprint/Background check :

You may complete this at Central Office or any local police department. Background checks are good for five years.

Congratulations your license cycle is now complete you must repeat the process over for the next licensure period. Remember, you must have an approved IPDP in place BEFORE you take classes and or PDU's in order for those credits to count towards renewal.