

## The Mayfield Local Professional Development Committee



The following information will help you on your journey through your 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. Feel free to write more if you'd like. –there is room for 5. But you only need three.

### **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 answering 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!

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# Developing Your Learning Goals

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

- 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 math assessments**
- I will write about **the use of service learning in social studies**
- I will study **problem-based learning in science**
- I will use **the Internet as a research tool**

### ▶ Step 3: Learning goals should cite a rationale:

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

Example: I will become familiar with online research and data in order to help improve language arts instruction.

## Directions for Submitting Evidence

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

Password: your password—you should have already created your unique password when you filed your IPDP online. (If you haven’t done this yet, your password is “password.”)

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

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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 Professional Development 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:

**\*\*MAKE SURE THE LINKS TO YOUR DOCUMENTATION ARE ACCESSIBLE TO US!\*\***

▶ 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 Activity	Unsubmitted <a href="#">View</a>   <a href="#">Submit</a>   <a href="#">Edit</a>   <a href="#">Delete</a>
Never	BUILDING LEADERSHIP TEAM(TEACHER LEADER)	District/Building Committee	Unsubmitted <a href="#">View</a>   <a href="#">Submit</a>   <a href="#">Edit</a>   <a href="#">Delete</a>

Once approved you will see a running tally of your hours achieved.

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!

## Directions for Applying for your License

1. Go to the Ohio safe account portal: <https://safe.ode.state.oh.us/portal>
2. Log in.
3. Under the MY Apps tab, (first on left side) select educator licensure CORE. (If you do not see the CORE app, you will have to download it.)
4. The My credentials page will appear. Select the license you want to renew.
5. Select the action button on the right side.
6. Select the license to renew.
7. Follow the page to the questionnaire.
8. Select **local LPDC** for who approves the information and search for the IRN by typing in Mayfield Schools (or 013700).
9. You will have to renew your licenses separately if you have more than one. – (new thing 2024)

### **The Mayfield Local Professional Development Committee**

10. Ensure the payment screen populates and the amount is correct for all licensures, the year should be 5 years from this year, ensuring expiration date is correct.
11. Enter credit information, pay, and complete
12. If renewing more than 1 license, click the + Orange sign to add another renewal

Once approved in the system (may take up to 2 weeks) you **MUST** write a **NEW IPDP** with at least 3 goals. Once the IPDP is approved, you may start taking coursework/hours for the next renewal cycle. The committee meets monthly, the new IPDP will be approved if you have the appropriate goals written and submitted. We are happy to assist in any way; friendly reminder, we do not recommend nor have lists of accredited institutions for renewal. The teacher **MUST** manage their own affairs regarding hours and coursework.

## **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.***