

LPDC Handbook

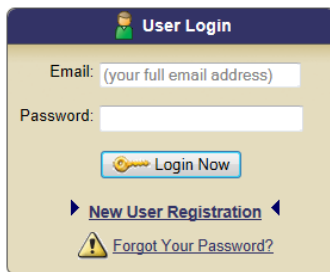
Tips & Directions

*AS ALWAYS, DON'T FORGET TO TALK TO YOUR BUILDING
LPDC MEMBER IF YOU HAVE ANY QUESTIONS.*

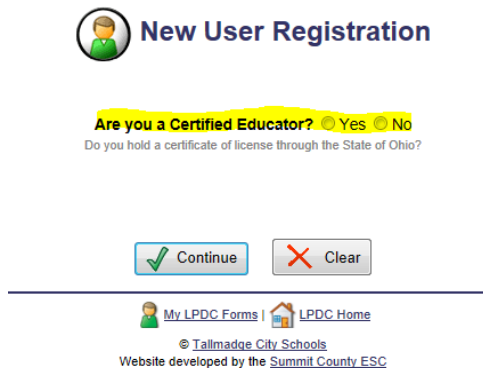
New Users and the LPDC Website

For new users to get on the LPDC website and register

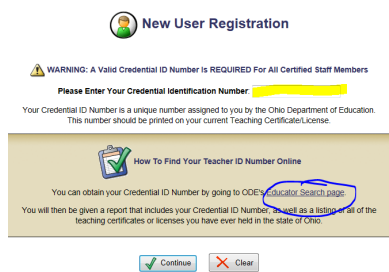
- Go to the Tallmadge website
- Click on the Staff tab
- Click on Staff Resources
- Scroll down to LPDC and click

A screenshot of the 'User Login' form. It has a title bar with a user icon and the text 'User Login'. Below the title bar, there are two input fields: 'Email: (your full email address)' and 'Password:'. Below the password field is a 'Login Now' button with a key icon. Below the button are two links: 'New User Registration' and 'Forgot Your Password?'. The 'New User Registration' link is highlighted with a blue circle.

Click on New User Registration

A screenshot of the 'New User Registration' form. It has a title bar with a user icon and the text 'New User Registration'. Below the title bar, there is a question: 'Are you a Certified Educator?' with radio buttons for 'Yes' and 'No'. The 'Yes' radio button is highlighted with a yellow box. Below the question is a small text: 'Do you hold a certificate of license through the State of Ohio?'. Below the question are two buttons: 'Continue' and 'Clear'. Below the buttons are links for 'My LPDC Forms' and 'LPDC Home'. At the bottom, there is a copyright notice for 'Tallmadge City Schools' and a note that the website was developed by 'Summit County ESC'.

Click yes on the highlighted question and hit continue

A screenshot of the 'New User Registration' form. It has a title bar with a user icon and the text 'New User Registration'. Below the title bar, there is a warning message: 'WARNING: A Valid Credential ID Number is REQUIRED For All Certified Staff Members'. Below the warning is a text field for 'Please Enter Your Credential Identification Number:'. Below the text field is a small text: 'Your Credential ID Number is a unique number assigned to you by the Ohio Department of Education. This number should be printed on your current Teaching Certificate/License.' Below the text field is a section titled 'How To Find Your Teacher ID Number Online'. It contains a link: 'You can obtain your Credential ID Number by going to ODE's Educator Search page.' The link is circled with a blue circle. Below the link are two buttons: 'Continue' and 'Clear'.

In the highlighted box put your teaching license number. If you do not know it, click on the link that is circled and you will go to the ODE website. You will need your social security number and birthday.

 **New User Registration**

Teacher Identification Number: CL1009731

First Name:

Last Name:

Email Address:

Password:

Confirm Password:

Building:

Job Title:

Phone Extension: x

In the event that you forget your password,
we ask that you choose a Security Question
that we can ask you in order to verify your identity.

Security Question:

Answer:

Sign up on this page. Make sure that you put in your building, if you are at more than one building use the first building you report to in the morning. .

When you are finished click on "Sign Me Up"

Your next step is going to be creating an IPDP. Talk with your LPDC rep for more information. Also, if you have an IPDP from another district and you have hours towards that one, it can be transferred.

Dates and your IPDP

- ✓ Unless your IPDP is current and **APPROVED** the credits and/or contact hours **WILL NOT** count towards renewing your license.
- ✓ Your IPDP is only good for **five years**.



go to the LPDC link located in staff resources and log in.

My Credentials Credential Information Current as of: 7/12/2012			
Certification/License Area	Term	Issue Date	Expiration Date
Elementary (1-8)	5 Year Professional License	06/04/2009	06/30/2014

Once you have logged in to your IPDP look under the credentials to see when your license is due to expire. This is your responsibility. **DO NOT WAIT UNTIL THE LAST MINUTE TO GET YOUR CREDITS TO RENEW.**



IPDP Forms You Have Completed			
Date Submitted	Title	Form Type	Status
11/17/2009	★ My Individual Professional Development Plan	IPDP	Approved View Modify

Under IPDP Forms You Have Completed make sure that your status says **Approved**.

Professional Development	
Date Submitted	
5/18/2012	

The Dates Submitted under the Professional Development Activity

Forms That Apply to your Current Certificate/License must be dated **AFTER** the date that your IPDP was approved.

Any workshops, in-services, or college courses taken before your IPDP approval date **WILL NOT COUNT OR BE APPROVED.**

YOU CAN ONLY SUBMIT EITHER CONTACT HOURS OR GRADUATE HOURS FOR THE SAME PROFESSIONAL DEVELOPMENT ACTIVITY. YOU CANNOT EARN CREDIT FOR BOTH.

Pre-Approving Your Coursework

To be **safe** with activities that you want to count towards your IPDP, it is always a good idea to get them **preapproved**.

Munroe Elementary

► Complete a New Form



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

Remember your coursework needs to be related to your goals of your IPDP. If they are not, your coursework **will not** be approved.

Your coursework must come from an approved vendor of Tallmadge LPDC. If it does not come from an approved vendor it **will not** be approved.

Be Safe → Get Your Coursework PREAPPROVED!

POSSIBLE OTHER EQUIVALENT ACTIVITY OPTIONS:

From that page you will come to a page where you can put in your activities. If you need more information

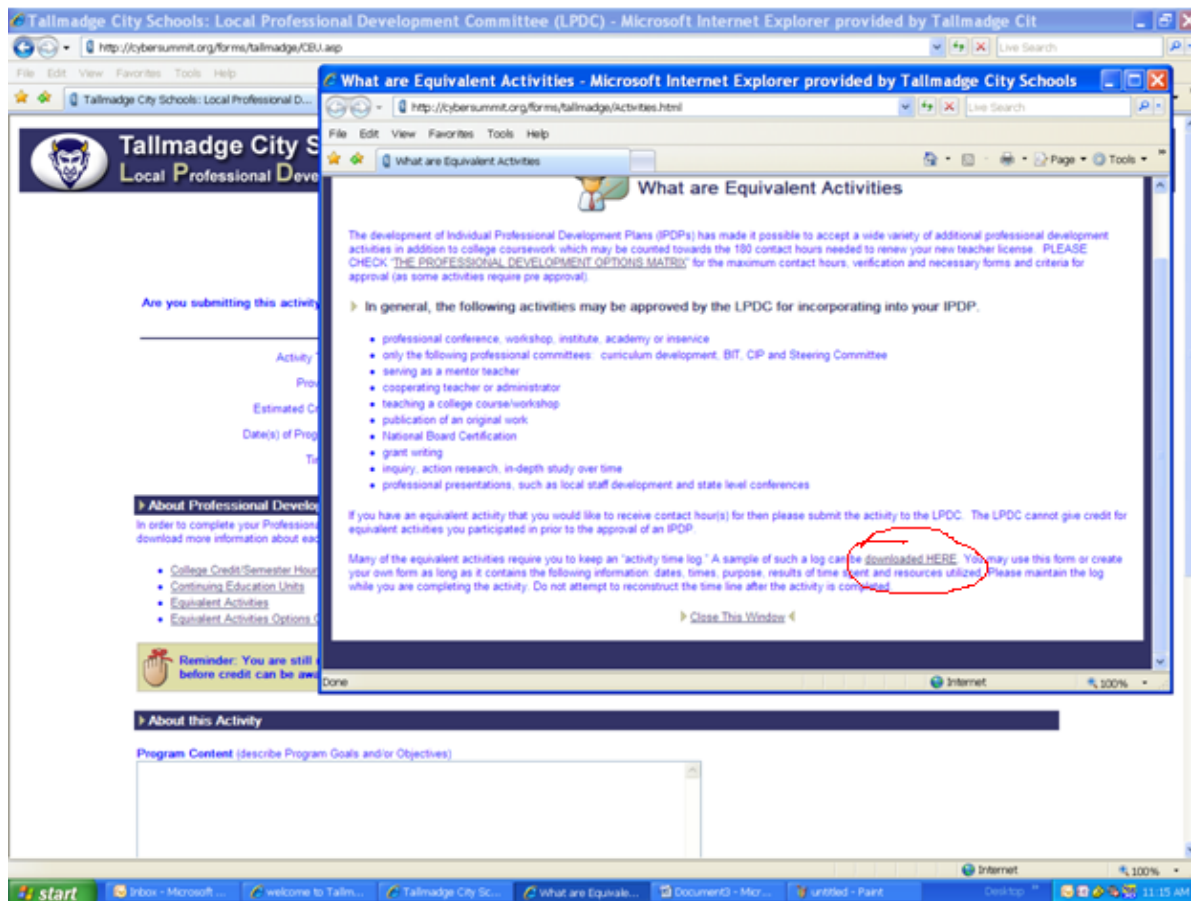
About Professional Development Activities

In order to complete your Professional Development requirements, you must complete some combination of college coursework, CEUs, or equivalent activities, all of which must focus on at least one of the [Professional Development Domains](#) and meets the requirements set by the LPDC. Click on the links below to download more information about each of these requirements.

- [College Credit/Semester Hours](#)
- [Continuing Education Units](#)
- [Equivalent Activities](#)
- [Equivalent Activities Options Chart](#)

These links will give you information about your activities.

The first link highlighted will get you to this page.



You can click the circled part to get the activity form.

If you click the Equivalent Activities Chart link, you will get a chart that shows all possibilities for professional development.

Please **access this chart via the LPDC website.**

You can now submit your documentation either electronically or hard copy.

To submit documentation electronically click on this tab:

9/23/2020	Sample	Workshop - Single	Pending  	
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It will take you to this screen:

 **Professional Development Activity**

Activity Title: **Sample**

Provider: Sample

Activity Type: Workshop - Single

Date(s) of Program: Sample

Add Documentation

If you have completed this activity, and have your documentation ready, you can add [Watch Video Demonstration](#) a link to it below

Note: This area is for transcripts, certificates of attendance, or other documentation that verifies that the activity has been completed

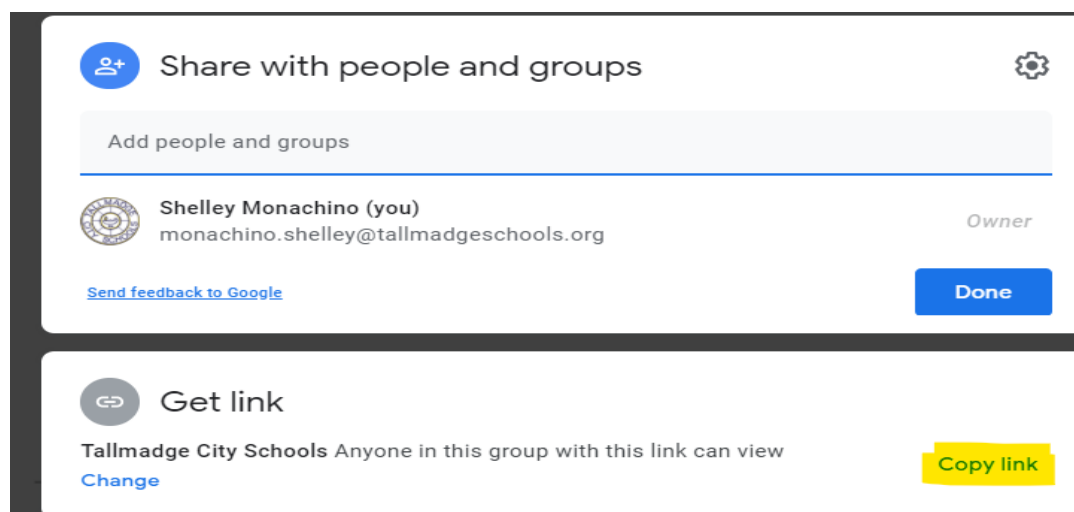
- Upload your documentation to your Google Drive
- Get a Shareable Link to your documentation (with View rights to anyone with the link)
- Paste the link into the box below

Paste Link Here:

 Save My Changes!

 Cancel

****You will need to upload your documentation from your Google Drive. After you upload it, click on the three dots and click share:**



Then paste where it says Paste Link Here: and then Save My Changes.

Here is a video to help https://youtu.be/f_sVckQoR_Y

Amount of Contact Hours to Renew

You need 180 CONTACT HOURS which equals 6 semester hours that you need to renew your license. Everything is converted into contact hours. Below is the conversion chart:

CONVERSION CHART	
10 Hours	=1 CEU
30 Hours	=1 Semester Hour
3 CEU's	=1 Semester Hour

Under the section

Professional Development Activity Forms that Apply to Your Current Certificate/License on your IPDP page, you will see how many contact hours you have received.

Total Contact Hours Awarded Towards Your Current Certificate/License (180 Contact Hours are needed): 78



Reminder: You are still required to submit hard copy documentation to the LPDC Committee which verifies that the activity has been successfully completed before credit can be awarded.

You can either upload your documentation or submit hard copies to your building LPDC rep for any classes, workshops, in-services that you have taken.

AS ALWAYS DON'T FORGET TO TALK TO YOUR BUILDING LPDC MEMBER IF YOU HAVE ANY QUESTIONS.

Important Facts to Remember

- It is your license and your responsibility to make sure that everything is up to date
- When you are renewing your license, you have to get an FBI background check. See the website for places to get this done. Tallmadge Police Department is an easy way.
- Don't assume about your license, check and double check all steps. Remember this is your career.
- All renewals need to be done online. (Look for these directions under the LPDC tab on the website)
- You can only submit either contact hours or graduate hours for the same professional development
- ALWAYS ASK YOUR LPDC MEMBER OR ANY LPDC MEMBER IF YOU HAVE QUESTIONS OR CONCERNS.