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**If you have a 5-year professional license, renewal coursework (CEUs, semester hours) only count if you have a current Individual Professional Development Plan (IPDP).**

(Please review requirements on the Ohio Department of Education site if you are not sure whether or not an IPDP is required for your license)

## What is an IPDP?

An **IPDP** is a written **plan** outlining your career goals and the steps you need to take to meet those goals. An **IPDP** helps you focus your **professional development** by creating a career “action plan” for skill **development** and career management. For more than twenty years, the Ohio Department of Education has required that 5-year professional license holders have an approved IPDP before CEU’s/semester hours are eligible to count for your renewal. **Once your IPDP has been approved by the Local Professional Development Committee, you can begin earning hours.**

## Do I Have a Current IPDP?

Take time [now](#) to make sure you have a current IPDP and that your hours will count! Use the worksheet below:

**Step 1:** Find the issue date of your current license. You can do this by logging into your [Ohio Department of Education account](#) or using their [Educator Search tool](#).

Write your license issue date: \_\_\_\_\_

**Step 2:** Find your IPDP approval date. You can search for the approval email you would have received or scroll to the bottom of your IPDP [page in the new system](#) to view the IPDP approval date from the old system (see below for further instructions).

Write the date that the IPDP for this license was approved: \_\_\_\_\_



If the IPDP approval date comes AFTER the license issue date, your IPDP is current and CEUs earned since the approval date count towards your renewal.



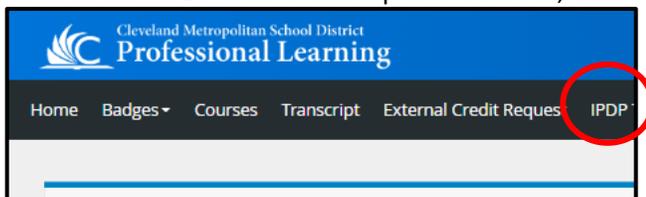
If the IPDP approval date comes BEFORE the license issue date, that means **you do not have a current IPDP** and **none of the PD you have completed is counting towards renewal**. You should write your new IPDP today! Note, you must allow 30 days for the LPDC to review your IPDP. Once approved, hours earned after the approval date count for renewal.

## Reviewing Historic IPDP

If you had an IPDP approved in the previous system, you would have received an email confirming the approval, or you may have downloaded a copy from the previous system. Either of those documents can be used to find your approval date for the exercise on the previous page.

We have also worked to import your most recent IPDP into the new system. You can view by visiting <https://clevelandmetroschools.pl.powerschool.com/> If prompted, enter your full email address and password. The system can also be accessed through the Office 365 waffle; click on the PowerSchool Professional Learning icon.

Click on the “**IPDP**” tab at the top of the screen, then click “start plan.”



Scroll all the way to the bottom of the page to see the historic IPDP

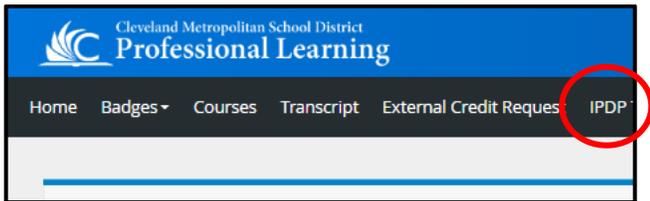
Status	Goal	Goal 1 Assessment	Goal 2	Goal 2 Assessment	Goal 3	Goal 3 Assessment	Approved/Denied Date-Time
Approved	1. Assessment and Evaluation (Instruction and Professional Responsibilities) d. To apply assessment data to instruction	Students will achieve on standardized testing as well as the SLO assessment. We will see increase and gains for success in meeting CMSD goals.	3. Communication Skills (Professional Responsibilities and Instruction) b. To present to various audiences	Students Conditions for Learning survey and the Ohio State Tests will be used to increase social emotional and academic achievement. We will see increase and gains for success in meeting CMSD goals.	5. Interpersonal Skills (Professional Responsibilities, Classroom Environment, Planning and Preparation) d. To facilitate groups to accomplish established goals.	Students Conditions for Learning survey and the Ohio State Tests will be used to increase social emotional and academic achievement. We will see increase and gains for success in meeting CMSD goals.	23-05-2017 13:47

IPDP from previous system was approved 5/23/2017

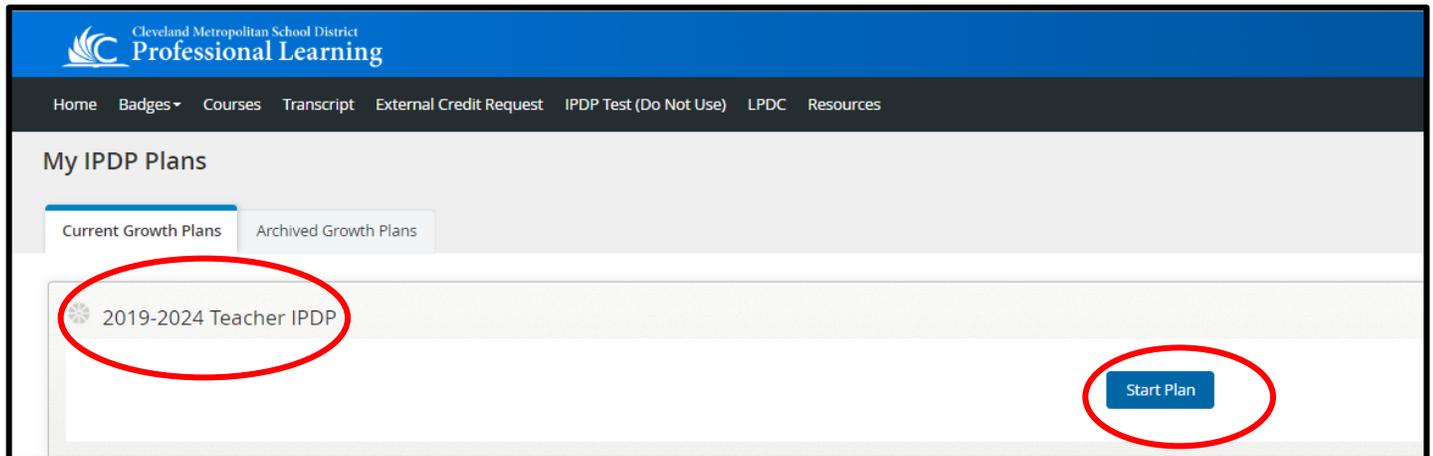
If you believe that the information contained in the historical IPDP section is not up to date for you, [please complete this form](#), and we will work with the IT team to pull records from the legacy system.

## Using the New IPDP System - Creating a New IPDP

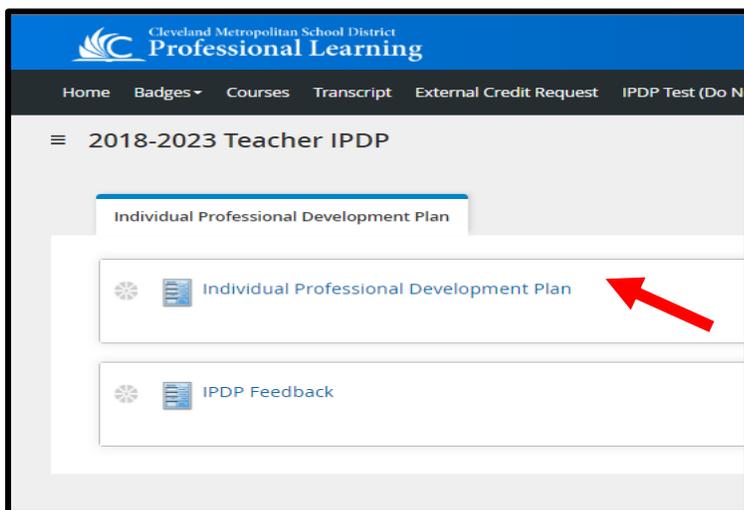
1. Please plan to complete your IPDP in one sitting. Log in at <https://clevelandmetroschools.pl.powerschool.com/> If prompted, enter your full email address and password. The system can also be accessed through the Office 365 waffle; click on the PowerSchool Professional Learning icon.
2. Click on the **IPDP** tab at the top of the screen.



3. You will see cohort(s) listed for your license(s). The cohort represents the issue and expiration years of your license(s). Click on the **Start Plan** button. Please plan to complete your IPDP in one sitting to ensure that all changes are saved.



4. Click on Individual Professional Development Plan





- You will see a summary of your license information displayed on the page. There is nothing you need to complete in this section.

Type of Certificate
Certification
ADMINISTRATIVE SPECIALIST - AS ELEMENTARY - 1-8 - EL SUPERINTENDENT - ST
OH   ID
OH Teaching License
Issue Date
Certification Issue Dates
05/19/2022 05/24/2022 05/19/2022
Effective Date
Certification Expiration Date
06/30/2027 06/30/2027 06/30/2027

*Continued on next page*

You will need to write three goals and identify three assessments for those goals.

- Under **Goal 1** you can select your goal in the drop down or you can write your own goal. If writing your own goal, use the Goal #1 text box. You should also add details to the goal text box if you choose a goal that has a blank for you to fill in. For example, if you choose the goal that says “To acquire further knowledge and skills in a specific content area \_\_\_\_\_” then you will use the text box to indicate what that content area is.

**Professional Goals**

Write three professional goals. For each goal Identify the assessments you will use to determine your progress/success of the goal as it relates to student achievement.

**Goal 1**

2c. To acquire further knowledge and skills in a specific content area: \_\_\_\_\_

**Goal #1**

(Type Goal #1 if Other)

Physics

**Goal Example:**  
Drop down item has a blank that needs to be completed in the text box.

**Professional Goals**

Write three professional goals. For each goal Identify the assessments you will use to determine your progress/success of the goal as it relates to student achievement.

**Goal 1**

1a. To apply technology as an effective assessment tool.

**Goal #1**

(Type Goal #1 if Other)

**Goal Example:**  
Drop down item chosen; no additional details needed in text box

**Professional Goals**

Write three professional goals. For each goal identify the assessments you will use to determine your progress/success of the goal as it relates to student achievement.

Goal 1

Other

Goal #1

(Type Goal #1 if Other)

Write your own goal here

Goal Example:  
No goal selected from drop down, write own goal in text box

- In the **Assessment** textbox, for each goal, identify the assessments you will use to determine your progress/success of the goal as it relates to student achievement. You **must** have an assessment listed **for each goal**.

Assessment 1

Write your own goal here

8. In the **Anticipated Outcomes** text box state and/or describe anticipated outcomes of completing coursework or CEUs as they relate to the District's vision for student achievement. Please **incorporate key terms and concepts from the vision statement** into this section of the IPDP. (CMSD Vision: In our pursuit of a more fair, just and good system of education, we want each of our learners, both each of our scholars and each of their educators, to be individually and collectively presented with academically/intellectually complex tasks that are worthy of their productive struggle and allow them authentic opportunities to demonstrate their work and their learning of academic content and transferable skills in a joyful and adventurous environment.)

9. Repeat these steps for Goals 2 & 3
10. Under **Course Work** select the box to indicate that you acknowledge you must have 6 semester hours or 18 CEU's, select **Teacher Acknowledgement** and then select **Submit for Review**. **NOTE:** If you have an IPDP for a previous district, you can contact an LPDC member for the Educator Leaving an Ohio Local Professional Development Committee (LPDC) Verification Form. Once the form is completed, attach it under the **Out of District LPDC Form** section pictured below. You can write "See attached Verification Form" in the goals section of the IPDP.

**When IPDP is complete, please be sure to close the tab. Keeping the IPDP open will prevent the committee from being able to review.**

Please allow 30 days from the day you submit your plan for the committee to review. Once your IPDP has been approved, you will receive an email. If it was rejected, you will receive an email that your IPDP was returned for revisions.

## Reviewing IPDP Feedback

To review IPDP feedback, select IPDP, then click on your IPDP cohort. then select IPDP Feedback. Scroll down to the bottom of the page to the **Reviewer Feedback** section.

Name	Archived	Date Created	IPDP Gridview
Teacher4, Test	false	10/03/2022 @ 01:36 PM	Approver 1 Approver 2 Approver 3

If your IPDP was returned for feedback, select **IPDP Feedback** to see what the committee has shared to help you make revisions. Scroll down to the bottom of the page to the **Reviewer Feedback** section.



