Your IPDP username and password is your CMSD email username and password.

To access eIPDP, go to the District’s website at www.clevelandmetroschools.org

- Click on Departments, then click Human Resources to reach the Human Resources front page
- On the HR Front Page, click on eIPDP Individual Professional Development Plans.
- To sign on, use your CMSD email username and password.
- Once your IPDP has been approved, print a copy of approval date to retain for your records.

You may track the status of your IPDP by signing on to the eIPDP system at any time.
Once your IPDP has been reviewed by the Local Professional Development Committee, you will receive an approval email.

AS A REMINDER, YOU MUST HOLD A VALID LICENSE ON THE FIRST DAY OF SCHOOL. FAILURE TO DO SO WILL RESULT IN YOUR BEING RELEASED FROM THE DISTRICT.
STEP 1

SELECT THE LICENSE(S) THAT YOU INTEND TO WRITE THE IPDP FOR UNDER THE “SELECT” COLUMN TO THE RIGHT OF YOUR LICENSE (FOUND UNDER THE BANNER “LICENSES AND TITLES WITHOUT IPDPS”). YOU CAN WRITE ONE IPDP FOR ALL LICENSES. IF YOU HAVE MORE THAN ONE LICENSE, SELECT ALL LICENSES AND WRITE ONE IPDP. AFTER SELECTING LICENSES, THEN CLICK CREATE NEW IPDP.
STEP 2

**Goals**: For each goal, select one from the Professional Goals Pop-up screen by clicking on the button with the question mark to the right of each goal’s text box or you may enter your own. At least one must relate to student achievement.

**Assessments**: State how the measurements will determine your progress/success of each goal as it relates to student achievement (i.e. charts, graphs, pre-tests, post-test, etc.)

At least 1 of the 3 goals must be related to student achievement. Use the question mark to the right to see a list of pre-approved goals.

Assessments must be related to student achievement. How will you measure that the students have been successful? Examples: Test scores, grades, ZPD levels, etc.

What will increase for the students? Examples: Test scores, grades, ZPD levels, etc.
Check this box in Course Work Section. Hours must be completed prior to license renewal. IPDP’s must be approved prior to completing coursework. Changes in coursework do not require a revised IPDP.

Anticipated Outcomes: State and/or describe the anticipated outcomes and benefits of completing coursework or CEUs as they relate to the District’s Vision for student achievement (starting this section out with what is highlighted in blue in the text box).

**CMSD VISION STATEMENT**

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.

**STEP 3**

After you complete your plan, go back to the top of the screen to Submit your IPDP. Click Submit for Approval.

At any time, you may check the status of your IPDP on your Personal Info screen under Pending IPDPs.

**IPDP APPROVAL AND INFORMATION (Please contact):** Jim Wagner (jwagner@ctu279.org), Bonnie Hedges (bhedges@ctu279.org), Tracy Radich (tradic@ctu279.org), Debbie Paden (dpaden@ctu279.org) or licensing@clevelandmetroschools.org

Please use [this link](#) to view the License Renewal Checklist