

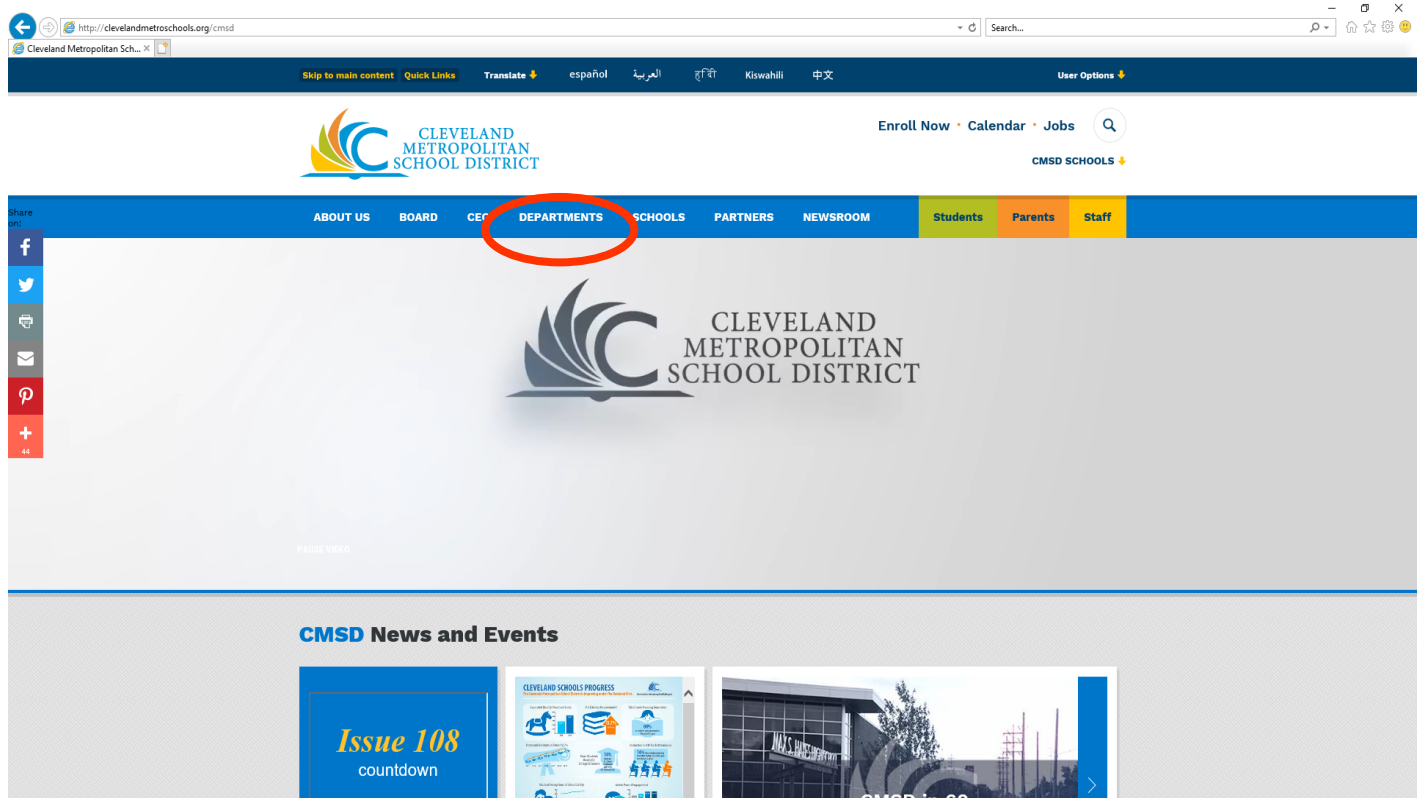
**Your IPDP username and password is your CMSD email username and password.**

To access **eIPDP**, go to the District's website at [www.clevelandmetroschools.org](http://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.**



The screenshot shows the website <http://clevelandmetroschools.org/cmsd>. The navigation menu includes: ABOUT US, BOARD, CE, **DEPARTMENTS** (circled in red), SCHOOLS, PARTNERS, NEWSROOM, Students, Parents, Staff. Below the menu is the CMSD logo and the text "CLEVELAND METROPOLITAN SCHOOL DISTRICT". The main content area features "CMSD News and Events" with a "Issue 108 countdown" banner and a "CLEVELAND SCHOOLS' PROGRESS" infographic.

Departments Directory - Windows Internet Explorer


http://www.clevelandmetroschools.org/site/Default.aspx?PageType=1&SiteID=4&ChannelID=10&DirectoryType=6

File Edit View Favorites Tools Help

Departments Directory

District Home | Enroll Now | Site Manager | My Account | My PassKeys | Translate this page... | Search This Site...

About Us | Board | Departments | Schools | Students | Parents | Staff | Partners | Newsroom



CALENDAR | DIRECTORY | INTRANET | RACE TO EMPLOYEES THE TOP ONLY

## Departments Directory

A C E F G H I L M N O P S T

- A**
  - Academic Resources
  - Academics
  - Alumni
- C**
  - Career and Technical Education
  - CEO
  - Communications, Media & Public Records
  - Curriculum and Instruction
- E**
  - Early Childhood Education
- F**
  - Family and Community Engagement
  - Finance Department
  - Food & Child Nutrition Services
- G**
  - Gifted Education
- H**
  - Human Resources**
  - Humanware
- I**
  - Interscholastic Athletics
- L**
  - Legal Services
- M**
  - Multilingual Multicultural Education
- N**
  - New and Innovative Schools
  - No Child Left Behind
  - Nursing & Health Services
- O**
  - Office of Professional Development
  - Ombudsman Office
  - Operations
- P**
  - Procurement / Purchasing
- S**
  - Safety and Security Department
  - Special Education
  - Student Services
- T**
  - Technology
  - Transportation

start | Department... | IPDP Instr... | Cleveland... | AS/400 - M... | Work Num... | Windows M... | Employmen... | IPDP Guide... | Search Res... | 3:39 PM

Bb Human Resources / Home | CMSD - ePDP | Bb Cleveland Metropolitan | clevelandmetroschools.org/Domain/41

**WHO TO CALL:**

**General Inquiries:**  
 Lucitta Cummings: 216-838-0040  
 Precious James: 216-838-0991  
 Chief Talent Officer - Lori Ward

[Click here to see Internal contacts-STAFF ONLY.](#)

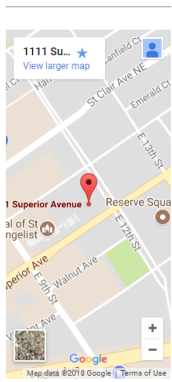
**WHERE CAN I FIND INFORMATION ON:**

- [Additional Compensation for Professional Staff](#)
- [Benefits](#)
- [Individual Professional Development Plan \(ePDP\) -new](#)
- [ePDP site - new site will be available on January 8th, 2018](#)
- [Licensure \(Certification\)](#)
- [Professional Development](#)
- [Non-CTU Classified Union Employees Evaluation Form](#)
- [Substitute Handbook 2017-18](#)

Human Resources is now located at:


**1111 Superior Avenue E  
 Human Resources  
 Suite 1800  
 Cleveland, OH 44114**

Upon entering the building please be prepared to present your identification at the security station on main floor.



**Did You Know...**

Effective Dec. 18, 2016, staff can log into [Workday](#) to review and update personal information, enter daily time and request time off.



Browser tabs: Bb Human Resources / Home, CMSD - eIPDP, Bb Cleveland Metropolitan

Address bar: https://webapp01.clevelandmetroschools.org/eIPDP/eIPDPFormList

**CMSD - eIPDP**

Refresh [ ] Sign Off

**Employee Information**

Name: [ ]  
 Employee ID: [ ]  
 Job Title: [ ]

**Licenses and Titles**

Expiration	License	Endorsements
6/30/2030	ELEM 1-8	

**Licenses and Titles without IPDPs**

Create New IPDP

Expiration	License	Endorsements	Select
6/30/2030	ELEM 1-8		<input type="checkbox"/>

**Incomplete and Rejected IPDPs**

Form ID	License	Endorsements	Date Submitted	Review Date	Status
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**Pending Approval**

Form ID	License	Endorsements	Date Submitted
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**Approved IPDPs**

Form ID	License	Endorsements	Approved Date
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**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.)

**CMSD - eIPDP**

Refresh Update Save as Draft Submit for Approval Return

eIPDP - Individual Professional Development Plan

**Employee Information**

Employee ID: [ ] Employee Name: [ ] Employee Job: [ ] Form ID: 9664 Version: 1

**Types of License/Year of Renewal**

License	Expiration Date	Endorsements
ELEM 1-3	6/30/2030	

**Professional Goals**

Select three professional Goals below or create your own. At least one must relate to student achievement: For each goal identify the assessments you will use to determine your progress/success of the goal as it relates to student achievement. (What will increase for the students? Examples: Test scores, grades, ZPD levels, etc.)

Goal 1: [ ] ?

Assessments: [ ]

Goal 2: [ ] ?

Assessments: [ ]

**Callout Box 1:** 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.

**Callout Box 2:** Assessments must be related to student achievement. How will you measure that the students have been successful?

**Callout Box 3:** 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.

**Course Work**

I understand that I must earn 6 semester hours or 18 continuing education units (CEUs) or a combination of the two to renew my current license.

**Anticipated Outcomes**

In the box below 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.)

**My CMSD students will be successful because...**

NOTE: Please look at Vision Statement below. Vision Statement must be incorporated into the Anticipated Outcomes.

**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](mailto:jwagner@ctu279.org)), Bonnie Hedges ([bhedges@ctu279.org](mailto:bhedges@ctu279.org)), Tracy Radich ([tradich@ctu279.org](mailto:tradich@ctu279.org)), Debbie Paden ([dpaden@ctu279.org](mailto:dpaden@ctu279.org)) or [licensing@clevelandmetroschools.org](mailto:licensing@clevelandmetroschools.org)

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