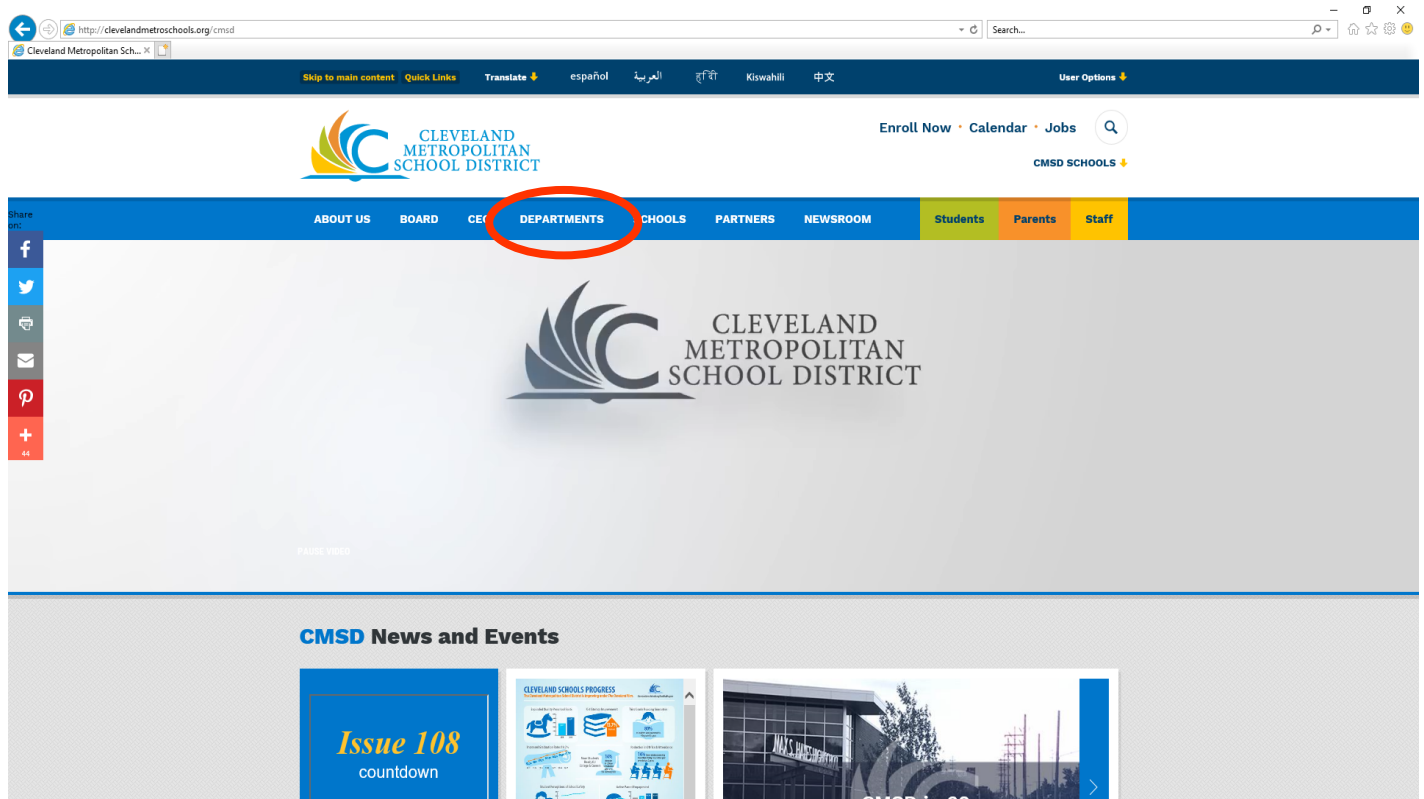**Your IPDP username and password is your CMSD email username and password.**

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.
- Please make sure you save the progress of your IPDP every 20 minutes.
- 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 email with further instructions.

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.

Screenshot 1 — Departments Directory (Internet Explorer)

Departments Directory - Windows Internet Explorer

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

social security

File   Edit   View   Favorites   Tools   Help

Favorites | Coleman, Melissa A - Outlook... | Find Employee - Employee Se... | https://coreprodint.ode.stat... | Departments Directory

Page ▾   Safety ▾   Tools ▾

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

CLEVELAND
METROPOLITAN
SCHOOL DISTRICT

CALENDAR   DIRECTORY   INTRANET: EMPLOYEES ONLY   RACE TO THE TOP

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

Internet   100%

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

Screenshot 2 — Human Resources / Domain 41

clevelandmetroschools.org/Domain/41

Bb Human Resources / Hom   CMSD - eIPDP   Bb Cleveland Metropolitan

Share on:

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 (eIPDP) -new
  eIPDP site - new site will be available on January 8th, 2018
- Licensure (Certification)
- Professional Development
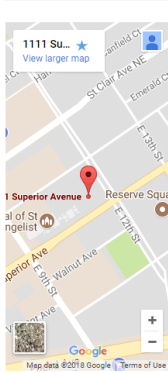- Non- CTU Classified Union Employees Evaluation Form
- Substitute Handbook 2017-18

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.

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.

1111 Su...   View larger map

1 Superior Avenue

Google   Map data ©2018 Google   Terms of Use

STEP 1

SELECT THE LICENSES THAT YOU INTEND TO WRITE THE IPDP FOR. 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.)

Course Work
You must complete 6 semester hours, 18 CEUs (180 Professional Development hours) or a combination to equal 6 semester hours.
10 PDU Hours = 1 CEU; 3 CEUs = 1 Semester Hour Equivalent.

Semester Credit Hours: ⬅

CEUs: ⬅

In the box below provide detailed description of Coursework or CEU hours to be completed prior to the license renewal. Include the accredited institution's name, course name, and course description. Coursework must relate to the teaching discipline of the license being renewed.

> Enter this for course description: I anticipate taking 6 semester hours at an accredited university or through approved professional development.

Anticipated Outcomes
In the box below state and/or describe anticipated outcomes of completing coursework or CEUs as they relate to the District's mission for student achievement. (Mission statement is found in the IPDP help guide which is available on the Human Resources, Office of Professional Development and Cleveland Teachers Union websites.)

> My CMSD students will be successful because _____. NOTE: Please look at Mission Statement below. Mission Statement must be incorporated into the Anticipated Outcomes.

Additional Comments

Coursework: 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 mission for student achievement.

CMSD MISSION STATEMENT

The Cleveland Metropolitan School District envisions 21st Century Schools of Choice where students will be challenged with a rigorous curriculum that considers the individual learning styles, program preferences and academic capabilities of each student, while utilizing the highest quality professional educators, administrators and support staff available.

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.

LICENSE RENEWAL CHECKLIST

As early as possible in the calendar year that your certificate expires, please renew your license via the Ohio Department of Education's (ODE) website. Detailed guidance is available on the ODE website found at:

http://education.ohio.gov/Topics/Teaching/Educator-Licensure/Renew-Certificate-License
or
Click the **"How Do I?"** tab at the top of the ODE webpage and select "Renew My Teaching License?"

Beginning January 2014 – all licensure renewal applications must be completed online, per ODE requirements.

To Apply Online – An ODE SAFE account is required for the online application process. If you do not already have a SAFE account, you can create one via the link above. You will not be able to access the online application until you have created a SAFE account. Once you have a SAFE account you can begin the online application through the *My Educator Profile* link, which will be available from the ODE CORE link on the SAFE account menu. Informational videos and the *My Educator Profile User Guide* are available on the ODE website if you need more information, or you can contact ODE directly at 877-644-6338.

Please be advised: Online payment is now required by the ODE. Payment is made by credit card only. If you do not have a credit card, contact ODE for payment options at 877-644-6338.

Upon completion of the online application process, take the following documents to your licensure specialist at:

Cleveland Metropolitan School District
1111 Superior Avenue E
Human Resources Department
Employee and Family Services Center – 1st Floor, Attn: Terresa Franklin

_____   Payment Confirmation for ODE application submission. (Payment Confirmation page is available only
             after **successful completion** of your online application.)
_____   IPDP approval email;
_____   A copy of your expiring license;
_____   Official, unopened transcripts or converted CEUs indicating 6 semester hours of education related
             coursework taken after the issuance of the license to be renewed . Transcripts should be mailed
             to your home, **NOT** to the District.
             (Please Note: Submission of supporting documentation does not apply to Paraprofessionals.)

Applicant: _____   CMSD Representative: _____   Date: _____

The ODE requires proof of completed BCII. Fingerprints must be taken and **sent electronically** to the ODE through WebCheck. We recommend that fingerprints be done at the CMSD Office of Safety & Security. Currently, fingerprinting is done Monday and Wednesday from 9:00 a.m.-11:00a.m. and 2:00 p.m. - 4:00 p.m. at East Professional Center, 1349 East 79th Street, Room 110, Cleveland, Ohio 44103. Contact the Safety & Security Office at (216) 838-0420 to make sure times and dates have not changed.

For information about WebCheck and a listing of locations across the state, visit www.webcheck.ag.state.oh.us. CMSD is an official WebCheck approved fingerprinting location.

The State of Ohio Office of Certification/Licensure   To check on the status of the BCI/FBI check call:
(877) 644-6338 toll free   (704) 845-2375

IPDP APPROVAL AND INFORMATION (Please contact): Jim Wagner (jwagner@ctu279.org), Bonnie Hedges (bhedges@ctu279.org), Tracy Radich (tradich@ctu279.org), or Terresa Franklin (terresa.franklin@clevelandmetroschools.org)
          This checklist is also available on the Human Resources page of the district's website at www.clevelandmetroschools.org