

A GUIDELINE OF LPDC PROCEDURES

1. Submit an Individual Professional Development Plan (IPDP) onto the K12 PD Tracker. Make sure that it is broad enough to cover any possible combination of workshops, conferences, graduate classes, activities, etc. you might take over the life of your license.
2. Submit a proposal onto the K12 PD Tracker for any workshop, conference, graduate class, activity, etc. This must be done before the workshop, conference, graduate class, activity, etc. begins.
3. Take the class, attend the workshop or conference, complete the activity.
4. Submit the verification onto the K12 PD Tracker – CEU certificate, grade card, activity log, etc. ** Check the handbook for all the materials that need to be completed for activities or other projects.
5. REPEAT THIS PROCESS FOR ANY AND ALL WORK FOR WHICH YOU WANT CREDIT TO RENEW YOUR LICENSE.
6. THIS ENTIRE PROCESS, BEGINNING WITH SUBMISSION OF YOUR INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN, MUST BE FOLLOWED EACH TIME THAT YOU INTEND TO RENEW YOUR LICENSE.