**All things LPDC are found in KIOSK under LPDC App, directions on LPDC Tech page link**

**IPDP**

* Archive your IPDP as soon as you have renewed your license
* Write a new IPDP by September 1 of your renewal year
* Make sure your new license is listed on your IPDP (should be in the program) as you write the new one – contact Judy Krites if not
* Your IPDP should reflect the things you want to LEARN (not what you plan to do in the classroom). Start your statements with “I plan to learn… or I will investigate, etc”
* Your IPDP should include HOW you will do this learning. For example, include “…through attending workshops, conferences, webinars, book study, etc.”
* IPDP goals can/should be changed to reflect your changing job or responsibilities for new learning if this occurs during your license cycle.
* Always include the District Goal listed in the steps for creating an IPDP

**PD Requests**

* List everything you do in the KIOSK program as soon as you complete a PD activity
* Make sure to choose NONE as your supervisor
* Choose “For Final Approval” not ~~For Pre-approval~~ when submitting a request.
* You will receive an email that states whether an activity has been approved or not. If not, it will include the reason.
* Upload and include any documents for each activity (i.e. transcripts, certificates of completion, other verification, etc) to verify attendance.
* No documents needed for BLT/DLT and PD days
* Stop once 18 CEUs are approved in a license cycle

**New to the District (for those on a 5-year license)**

* Send your Leaving LPDC Form with verified CEUs/PD to [j\_krites@vwcs.net](mailto:j_krites@vwcs.net) or Judy Krites immediately
* Send your previous IPDP (if you have one) as well
* Create an IPDP by entering your previous IPDP goals and the VWCS District Goal into your new IPDP. If you don’t have an IPDP from previous district, write a new one immediately
* Once IPDP is approved begin submitting CEU requests