



Individual Professional Development Plan Management Suite

Educator's Guide

Access

Web Address: <http://ipdp.tccsa.net>

Username & Password: Use your TCCSA username and password.

- The format is typically XXX_<name>
- This account is used for other applications such as ProgressBook.

Please enter your username & password

Username:

Password:

[Log In](#)

Session: Your session will time out due to no activity in approximately 45 minutes.

- District settings may cause this time to be shorter.
- When timed out, the page appears to be active when it is not.
 - **Save often.** Information entered after being timed out will not be saved.

Once Logged in, this menu will appear.

[\[Home \]](#) [\[Profile \]](#) [\[Create Plan \]](#) [\[View Plan \]](#) [\[Submit Activity \]](#) [\[Activity Status \]](#) [\[Archived Plans \]](#) [\[Help \]](#) [\[Log Out \]](#)

Setting up your Profile

Navigate to the **Profile** link to verify your profile data. Select **Edit Personal Profile** to update information.

Personal Profile - View	
Name:	Demo Teacher
Email Address:	demo@tccsa.net
Building:	TCCSA
Title/Teaching Assignment:	Teacher
State Certification ID:	CI1020088
Edit Personal Profile	

Current Certificate Data:

Name: Demo Teacher	Status: Issued
Grade: 5 Year	Issue Date: 3/22/2021
Type: Special All Grades (K-12)	Effective Date: 7/1/2021
Class: Professional	Exp. Date: 6/30/2026

State Certification ID:

A valid State Certification ID must be entered.

If the ID is not known, click the link to search ODE

i.e. OHXXXXXXX If you cannot locate this ID [click here](#).



Handout distributed by TCCSA
Original Document credit to CONNECT



Creating a Plan

A plan should not be created until the certificate is available.
Navigate to the **Create Plan** link to create a new plan. (choose one)

Recommendation: After completing each section of the plan, choose the option at the bottom of the window to Save Plan to Work on Later.

[ODE Standard Teacher](#)

[ODE Standard Principal](#)

[ODE Treasurer](#)

[ODE Superintendent](#)

[ODE Guidance Counselor](#)

[ODE Alternative Administrative Specialist](#)

Save Plan to Work on Later

The screenshot shows a web form titled "Create Individual Professional Development Plan". The form contains several input fields and a list of certificates. Labels A through F are placed next to specific fields:

- A** points to the "Your Name:" field, which contains "Demo Teacher".
- B** points to the "Name of Plan:" field, which contains "Demo Teacher's 5 year plan". Below this field is a note: "* Example: Certificate Renewal 2010-2015".
- C** points to the "Building:" field, which contains "TCCSA".
- D** points to the "Teaching Assignment/Dept:" field, which contains "Teacher".
- E** points to the "Select Active Certificate(s):" field, which contains "Special All Grades (K-12) Expires: 6/30/2026".
- F** points to the "Select Mission:" dropdown menu, which is set to "Renewal of 5 Year License".

At the bottom of the form, there is a link labeled "Check Requirements".

- A. Name of Plan:** It is recommended that the plan include the years it will represent.
- B. Building:** Information from the personal profile will display; edit as needed.
- C. Teaching Assignment/Dept:** Information from the personal profile will display; edit as needed.
- D. Select Certificates:** Current certificates will display. Select those certificates that apply to the plan. To select multiple certificates, hold down the [Ctrl] key and click each one. Macs hold the Command key.
- E. Select Mission:** Choose from the options Transition to 5 year license; Renewal of 5 year license; Other (complete Other Mission field).
- F. Check Requirements:** Depending upon the district setup, either the ODE requirements for certificate renewals will display or a document specific to the district.

Focus and Goals

- Complete the Focus – Part 1 area. For any fields where text is entered, there is a 600-character limit (spaced and punctuation included). Depending on the web browser (Chrome, Firefox, Safari) a counter will appear that keeps track of the number of allowed characters remaining.

- Complete the Focus – Part 2 area, checking off the appropriate boxes for those standards and subsets that correspond with the goals of the plan.
- Complete the IPDP Goals area. The number of goals required depends upon the district setup.

Saving and Submitting a Plan

Two options appear at the bottom of the plan:

- **Save Plan to Work on Later:** Save often to decrease the potential of losing data should the session time out.
- **Save and Submit Plan for LPDC Approval:** Once this option is selected, the plan will be submitted to the committee to review.

Save Plan to Work on Later

Save and Submit Plan for LPDC Approval

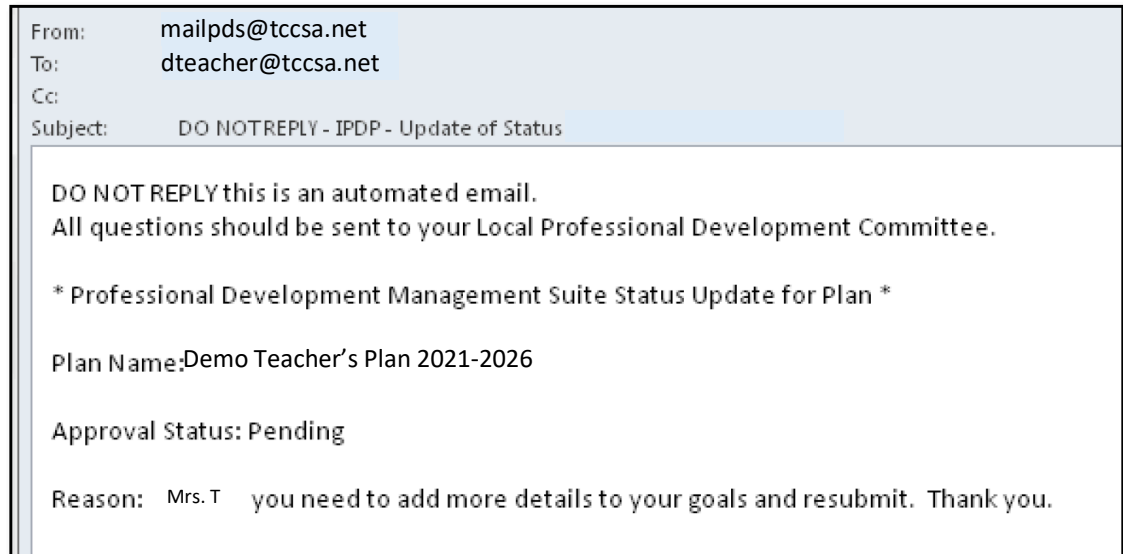
Editing a Plan that has not yet been submitted

To edit a plan that was saved to work on later, navigate to the **View Plan** link from the main toolbar and choose the option to **Edit Plan**.

What happens after the plan has been submitted?

While the plan has a status of **Not Reviewed**, the option remains for you to edit the plan. Once the committee reviews the plan, the status will change to either **Approved** or **Pending**. A notification will be sent to the email address included in the **Personal Profile**.

Email
Example



Editing a plan that has been returned for modification

If the plan was set to a status of **pending**, navigate to the **View Plan** link from the main toolbar, choose the option to **Edit Plan**, and then resubmit once complete.



Revising an Approved Plan

If a plan has been approved but needs to be modified at a later time, navigate to the **View Plan** link from the main toolbar and choose the option to **Revise Approved Plan**.



Submitting Activities

Activities can only be submitted while a plan has a status of **Approved**. In order for activities to display with the plan, the activity start and end date **must** fall between the certificate issue and expiration date.

The screenshot shows a web form titled "Submit Individual Activity". It contains the following fields and labels:

- A** Activity Name: BLT (You have 47 allowable characters remaining.)
- B** Activity Start Date: 09/14/2022 (Select Date button, *mm/dd/yyyy date format)
- Activity End Date: 09/14/2022 (Select Date button, *mm/dd/yyyy date format)
- C** Verification Method: Log (dropdown menu)
- D** Attachment: Choose File IMG_7544.jpg
- E** Calculate Seat Hours to CEU Credit (button)
- F** Credit Requesting: Semester Hours: [] Quarter Hours: [] CEU Credit: 2
- G** Vendor: in district (i.e. Ashland University)
- H** Description: Meet with the building leadership team. (You have 561 allowable characters remaining for your description.)
- I** Focus Alignment : How will/does this class/activity benefit student achievement and relate to your focus? (We will focus on improving education for our students. (You have 546 allowable characters remaining for your focus alignment.))
- J** Submit Activity (button)

- A. **Activity Name:** Enter the name of the workshop/class.
- B. **Dates:** To bring up a calendar, choose the **Select Date** button; or manually enter the date in the mm/dd/yyyy format.
 - a. Activity Start Date: Enter the date the activity began.
 - b. Activity End Date: Enter the date the activity ended.
- C. **Verification Method:** Select either **Certificate of Attendance**, **Log**, **Other** or **Transcript**.
- D. **Attachment:** Select the **Choose File** button and navigate to the location of the document to upload. Attachment filenames should not include any special characters (',%#@, etc) or you may receive an error when uploading.
- E. **Calculate Seat Hours:** This option allows you to enter the number of contact hours and have the **CEU Credit** field automatically populated with the appropriate amount of CEUs (e.g. 10 hours – 1.0 CEUs).
- F. **Credit Requesting:** Enter the credit amount in numeric format (e.g. 1.25, 0.8 etc).
- G. **Vendor:** Enter the name of the individual and/or organization that provided the workshop/class
- H. **Description:** Enter a description of the activity.

- I. **Focus Alignment:** Explain how the activity relates to the focus/goals of the plan.
- J. **Submit Activity:** Once the activity has been submitted, an individual can choose to edit the activity information by navigating to the **Activity Status** page and selecting the option to **Edit Activity for LPDC Approval**. Directly after submitting an activity, an individual should **not** select the browser back button and attempt to edit and resubmit. This will cause a **duplicate** activity to be created.

Activity Status

If the activity submission was successful, the **Activity Status** page will display and the activity will appear under the section for **Credit Awaiting Approval**. If you are instead directed to a screen for entering activity information, that indicates a problem with the submission, most likely due to the formatting in one of the fields (e.g. a date entered in the correct format).

Activity Status

***Activities I am currently scheduled to attend**

Event	Date of Event	Semester Hours	Quarter Hours	CEU's
-------	---------------	----------------	---------------	-------

You do not have any scheduled professional development activities you are currently registered for...

**Activities above do not factor into the total calculations below!*

Scheduled Professional Development Credit Awaiting Approval

Event	Date of Event	Semester Hours	Quarter Hours	CEU's
-------	---------------	----------------	---------------	-------

You do not have any scheduled professional development activities awaiting approval.

Collection of Individual Professional Development Credit Awaiting Approval

Activity Name	Status	Date of Event	Semester Hours	Quarter Hours	CEU's
<u>BLT</u>	Not Reviewed	9/14/2022	0	0	0.2

Total Credit Awaiting Approval as of 9/14/2022 2:17:09 PM

Semester Hours	Quarter Hours	CEU's
0.00	0.00	0.20

Note: In the above illustration, the sections titled **Activities I am currently scheduled to attend** and **Scheduled Professional Development Awaiting Approval** will only apply if the district is utilizing the **Professional Development Events Scheduler** module.

What happens after the activity has been submitted?

Once the committee reviews the activity, it will change the status either to **approved**, **denied** or **pending**. A notification will be sent to the email address included in the **Personal Profile**.

Editing an activity that has been returned for modification

If the activity was set to a status of **Pending**, navigate to the **Activity Status** link from the main toolbar, select the **Activity Name**, and choose the option to **Edit Activity for LPDC Approval**.

Activity Name	Status
BLT	Pending

Credit Requesting: Semester Hours:(0) Quarter Hours:(0) CEU Credit:(0.2)
Vendor: in district
Description: Meet with the building leadership team.
Focus Alignment: We will focus on improving education for our students.
Activity Status: Pending
Status Reason:
Edit Activity for LPDC Approval

Attachment

When revising an activity, there is an option to replace the original verification document that was uploaded.

Attachment: [Verification Document](#)
*If you wish to replace your current verification document with another document [click here](#)

Resubmit

When the edits are complete, **resubmit** the activity. Once the committee reviews the activity, an email notification will be sent. If the activity is approved, it will now display towards the bottom of the plan (navigate to View Plan).

Collection of activities for your Special All Grades (K-12) certificate				
Collection of Individual Professional Development Credit				
Activity Name	Date of Event	Semester Hours	Quarter Hours	CEU's
Activity	9/27/2021	0	0	1
Activity	9/27/2021	0	0	1
BLT	9/14/2022	0	0	0.2
Collection of Scheduled Professional Development Credit				
Event	Date of Event	Semester Hours	Quarter Hours	CEU's

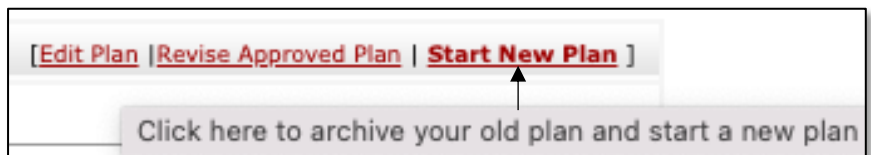
Note: In the above illustration, the section titled **Collection of Scheduled Professional Development Credit** will only apply if the district is utilizing the **Professional Development Events Scheduler**.

Archiving a plan

When a certificate cycle has ended and a new certificate is issued, the plan associated with the former certificate should be archived. **Do not revise the current plan, change the plan name to reflect the next certificate cycle, and resubmit.** Before archiving a plan, be sure to confirm the following.

- Navigate to the **View Plan** link and verify that the current plan has a status of **Approved**. If the status is **Pending** contact the LPDC before archiving.
- Navigate to the **Activity Status** link from the main toolbar and verify that there are **no** activities with a status of **Not Reviewed**, **Pending** or **Awaiting Approval**. If there are activities with a status **other than Approved** or **Denied**, contact the LPDC before archiving.

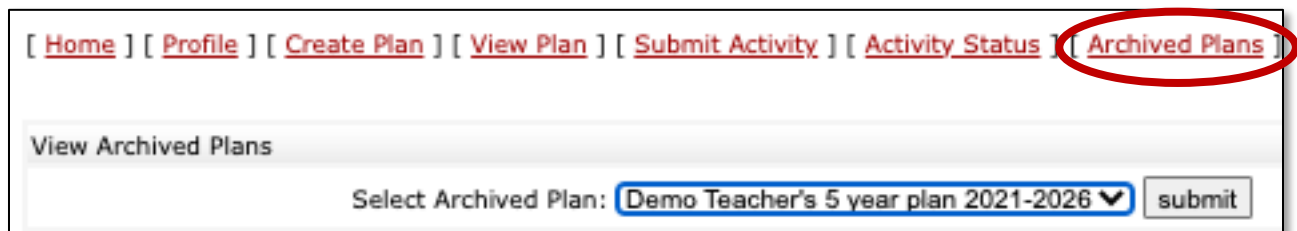
To archive a current plan, navigate to the **View Plan** link from the main toolbar and select the option **Start New Plan**.



If you have clicked **Start New Plan** in error. Contact TCCSA to unarchive your plan. support@tccsa.net

Viewing Archived Plans

Any archived plans can be viewed from the **Archived Plans** link from the main toolbar.



See the **Do's and Don'ts & Errors Guide** for more Help or email support@tccsa.net