

# **Edgewood Local Professional Development Committee**

## **IPDP FORMS**



**Edgewood City School District  
Local Professional Development Committee**

**DOCUMENTS TO BE COMPLETED**  
**FOR LICENSURE**

**Cover Sheet** (ELPDC-1): The “Cover Sheet” is to be completed by all applicants at the beginning of the process and submitted with the initial IPDP.

**Individual Professional Development Plan** (ELPDC-2): The “IPDP” serves as the controlling document that guides professional development activities for the individual staff member. The ELPDC approval of this document confirms that the activities outlined in the plan, when completed, will lead to Licensure and/or Licensure renewal. Submit ELPDC 2 - which is the rubric to grade the typed copy of your plan you type on a separate sheet listing the goals and activities. Follow the model’s format.

**Verification / Reflection Guideline Sheet** (ELPDC-3): This form is to guide the educator in the process of earning EDGE points and the final steps in completing the IPDP. Part II explains how to approve your activities and Part III explains the final reflection that is submitted after the 18 edge points are earned.

**Activities Log** (ELPDC-4) (optional): The “Activity Log” is optional and is offered to each applicant as a checklist for tracking his/her progress through the IPDP process.

Edgewood City School District  
**Edgewood Local Professional Development Committee**

**Educator Information Sheet**

(This sheet is submitted to the ELPDC to obtain EDGE points)

**Please complete the first two sections thoroughly:**

ELPDC-1

Name \_\_\_\_\_ Building \_\_\_\_\_

Job Assignment \_\_\_\_\_ (grade level, subjects)

**License Information**

Certificate/license number:	
Areas listed on certificate/license:	
Issue Date:	
Expiration Date:	

*For ELPDC use only:*

Date IPDP Submitted \_\_\_\_\_

Date IPDP Approved \_\_\_\_\_

<b>EDGE Points Summary Tally</b>			
<i>Activity</i>	<i>Verification Provided</i>	<i>Summary Complete</i>	<i>EDGE Points awarded</i>

Category Summaries:

- College Credits \_\_\_\_\_
- Teacher Provider \_\_\_\_\_
- Conference/Workshop \_\_\_\_\_
- Educational Project \_\_\_\_\_
- Edgewood Training \_\_\_\_\_
- Professional Reading \_\_\_\_\_
- Study Groups \_\_\_\_\_
- Curriculum \_\_\_\_\_
- Committee Work \_\_\_\_\_
- Other \_\_\_\_\_

Final Review Date \_\_\_\_\_

Final Approval Date \_\_\_\_\_

Signature of ELPDC Chair \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

# INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN

## Edgewood City School District Local Professional Development Committee

ELPDC-2

Name: \_\_\_\_\_ Building: \_\_\_\_\_

Job Assignment: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Please attach your typed responses to **this cover sheet**. Please be as complete and concise as possible. Your IPDP should be no more than 2 pages.

**I. Goals and Activities**

- |  |                   |                     |
|--|-------------------|---------------------|
| 1. List at least two professional goals for your plan. All goals must relate to <u>district/building/student/educator</u> goals, and must be new learning. | <b>Acceptable</b> | <b>Unacceptable</b> |
| 2. List activities which you plan to complete in order to achieve your goals (refer to Edgewood Development/Growth Equivalent (EDGE) Points chart).        | <b>Acceptable</b> | <b>Unacceptable</b> |
| 3. Upon completion of your IPDP, how will you assess your overall development as an educator?  | <b>Acceptable</b> | <b>Unacceptable</b> |
| 4. How do you hope to apply your new learning to your job assignment?  | <b>Acceptable</b> | <b>Unacceptable</b> |
| 5. Is your IPDP of professional quality?   | <b>Acceptable</b> | <b>Unacceptable</b> |

**IPDP approval requires that all five responses are acceptable as measured by the rubric. IPDP will be returned for revision if any responses are unacceptable as measured by the rubric below.**

	<b>Acceptable</b>	<b>Unacceptable</b>
<b>Goals</b>	The IPDP has a minimum of two goals. All goals relate to district/building/student/educator goals. All goals reflect new learning.	The IPDP has less than two goals, and/or the goals do not relate to district/building/student/educator goals, and/or the goals do not reflect new learning.
<b>Activities</b>	The IPDP's activities reflect a variety of learning experiences. The activities relate to stated IPDP goals.	The IPDP's activities do not reflect a variety of learning experiences, and/or the activities do not relate to stated IPDP goals.
<b>Assessment</b>	The IPDP's assessment strategies will allow the educator to reflect on his or her overall professional growth.	The IPDP's assessment strategies will not allow the educator to reflect on his or her overall professional growth.
<b>Application</b>	The IPDP states ideas for application to classroom teaching and/or area of licensure. The application ideas align with stated IPDP goals and activities.	The IPDP does not state ideas for application to classroom teaching and/or area of licensure, and/or the applications do not align with stated IPDP goals and activities.
<b>Quality</b>	The IPDP is written in a clear and concise manner. The format, spelling, and grammar are of professional quality.	The IPDP is not written in a clear and concise manner. The format, spelling, and/or grammar are not of professional quality.

ELPDC Action:  Approved  Revision Needed

Revised IPDP must be resubmitted by \_\_\_\_\_

ELPDC Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN**  
**Procedures for Completing and Verifying Activities**

**Edgewood City School District**  
**Local Professional Development Committee**

ELPDC-3

**II. Verification & Short Summary – Completed Professional Development Activities**

(submit verification after activities are completed for ELPDC approval to earn EDGE points).

A. **Verification** - For each completed professional development activity defined in your IPDP, produce a tangible product as listed under Verification on the **EDGE Points Chart**.

B. **Summary** – After completing professional development activities requiring a short summary, reflect on that activity and attach it to your IPDP. Submit

These should be submitted to the ELPDC as each activity is completed and by the due date listed on the timeline. You do not necessarily have to turn something in every year, but it is to your advantage to follow the suggested outline to help guide you through the process. Each time that you submit your IPDP, you will submit the original copy attached to ELPDC-2. It will be returned to you each time. The ELPDC will not keep a copy of any paperwork until the Final Review. All IPDP paperwork should be turned in to your ELPDC building representative to take to the meetings.

**III. Final IPDP Reflection** (submitted prior to final review)

After completing your IPDP and earning your 18 EDGE Points, completely, but briefly write a final reflection answering the following questions. *(The reflection should be no more than 2 pages).*

1. How will student learning be affected by your activities?
2. How has your professional growth been affected by your activities?
3. What professional development activities were the most beneficial for you?  
Why?

**IV. Final Review** (when you are ready to apply for new certificate/license)

After Section I, II, and III have been completed and approved by the ELPDC, submit the original IPDP portfolio. Once approved, go to [www.ode.state.oh.us](http://www.ode.state.oh.us) and complete application online. It will be submitted to the ELPDC for an electronic signature.

