

How to Complete an Individual Professional Development Plan (IPDP), Pre-Approval Activities, etc. Online

LPDC Individual Professional Development Plans (IPDP), Pre-Approval Activities and Evaluation of Pre-Approval Activities are completed **online**. To receive your username and password, please contact Tiffany Gatchel, LPDC Secretary at tgatchel@ncoesc.net. LPDC committee members are also listed on the NCOESC website to answer any questions.

- Go to www.ncoesc.org
- Professional Development
- NCOESC LPDC
- Access LPDC Online System.
*Seneca Co. DD use Seneca Co. DD Online System
- Enter Username
- Enter Password

The Local Professional Development Committee (LPDC) meets monthly *except* for July and December to review Individual Professional Development Plans (IPDP), pre-approval activities, and grant final approval of plans. Educators can expect to receive notification of approval, recommendations for revisions or rejection within thirty days after the LPDC meeting. **You must have an approved IPDP on file before any hours will count toward your next license renewal.**

With an **approved** IPDP in place, you should begin completing activities that are relevant to the identified goal areas of your plan. Be sure to document the time and collect necessary verification of completion.

Verification of Activities/College Credit Hours:

Activities that offer a certificate do not require pre-approval from the LPDC committee. You must turn a copy of the certificate into the committee to receive credit. **Certificates and verification of activities must have your name, date and number of contact hours, CEU's or credit hours listed.**

Pre-approval is not required if you are taking classes through an accredited university or college. A copy of the **“official transcript”** is required to receive credit. Grade reports are not accepted.

The LPDC **does require pre-approval *prior to*** an activity when a certificate will not be issued along with a 200-300-word review of the workshop or activity. This must be turned into the committee to receive credit.

The LPDC has final approval.

