

## LPDC/IPDP SUMMARY OF REQUIREMENTS

**Hours needed to renew a 5 year license:** 6 semester hours (9 quarter hrs) or 18 CEUs or 180 PDU (attendance hours), or a combination of the three.

### **IPDP (Individual Professional Development Plan)**

1. A new IPDP must be written every time you renew your license. (Check the NEW box at the top of the form.) Any coursework or workshops done before dated IPDP will not be counted. You do not need an IPDP if you are on a 2 year temporary license.
2. You can add a goal to your IPDP at any time- check the REVISION box at the top of the paper.

#### **Acceptable goals start with something like:**

I will develop strategies ...  
I will acquire further knowledge...  
I will advance my understanding...

#### **Goals NOT accepted:**

I will obtain my masters in ...  
I will take classes to...

### **Required paperwork for a CONFERENCE/WORKSHOP:**

- Approval form (before conference if you can) with one of the following: copy of the description of workshop; agenda or program from workshop
- Evaluation form (after conference) with copy of the certificate of attendance with hours

### **Required paperwork for COURSE:**

- Coursework Approval Form (before the end of the class) with a copy of the course description or syllabus
- Copy of Transcript (also turn one in to Board Office)
- Can also do an "Equivalent Activity" for hours (see LPDC handbook)
- The LPDC Handbook and other forms can be found on the staff page at [www.vermilionschools.org](http://www.vermilionschools.org)
- Your requests do not need to be wordy- just precise, for example:
  - \* All forms need to state *how the conference or course supports your IPDP*
    - State the goal number, the written goal and a brief statement of why it applies
    - Example: This conference supports goal #3 on my IPDP: "I will acquire further knowledge of the specific disabilities and special needs of my students in order to meet their individual needs" because I have many children with communication disorders.
- ***Never turn in any LPDC form without documentation attached!!***
- Attach your current license or certificate (central office can help)
- Approval forms need a course agenda or description attached
- Evaluation forms need a participation certificate with number of hours, CEU's or PDU's attached

### **Recommendations:**

Copy everything for your own file before you send to LPDC. Forms will not be returned, but you will get an email notifying you of approval or the need to re-submit.

**LPDC meetings are usually held the 3<sup>rd</sup> Thursday of each month, August through June.**

**Turn your paperwork in to the LPDC building rep or  
send to the Superintendent's secretary prior to the meeting date.**

**Read the LPDC Handbook for more information!**

**IT IS YOUR RESPONSIBILITY TO MAKE SURE DOCUMENTS ARE TURNED IN,  
KEEP TRACK OF THE NUMBER OF HOURS YOU HAVE OR NEED,  
AND KNOW WHEN TO RENEW YOUR LICENSE!!**