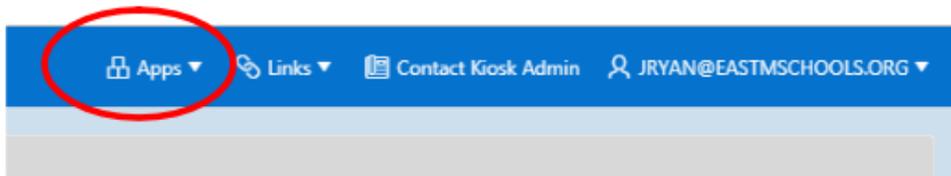


Directions for East Muskingum LPDC Submissions:

1. To access the LPDC site, login to the kiosk and choose “IPDP” under the “Apps” drop down menu.
 - Remember: You can quickly access the “Kiosk” under the EM schools website “Staff” tab.



2. To enter information for a professional development activity (*only after you have an approved 5 year plan on file*), choose the “Create Activity” tab under the “Individual Navigation” drop down menu:



3. If creating a new plan, choose: “Create Plan” and be sure to include the active dates for the new “Name of Plan.” For example: “*Individual 5 Year Plan for Aug.2019-June 2024.*”
4. When creating a new activity, always include a specific name AND date(s) of the proposed activity in the **activity name field**.
 - NOTE: For EM PD Days, you can submit multiple PD days **for the same year** as one activity. Please be sure to be specific with your dates and years in the activity name field as the committee has many EM PD days to track.



5. IMPORTANT NOTE: Always leave the “Approving Supervisor” as NONE!

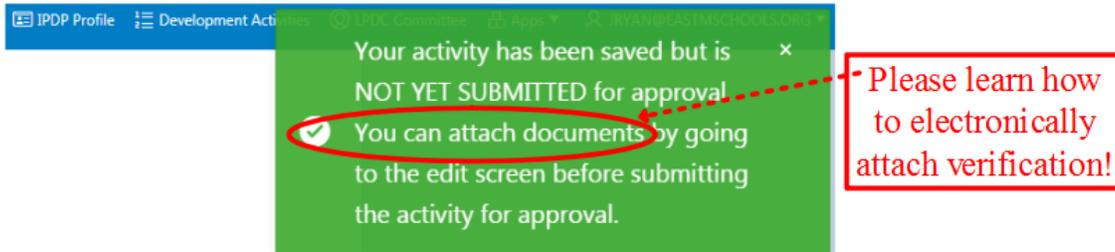


6. After filling in all of the required fields for the activity request, click “Create Activity Request.”



Continued on next page →

7. After clicking “Create Activity Request,” you should review the information you have entered and notice in the upper right hand corner the note about attaching documents. It is at this time that you should **electronically attach** your “proof of verification” to your activity request if you have it.
- If this is a request for Pre-Approval, you will attach documentation later.
 - If you have a paper copy of a transcript or certificate, it can be given to your building rep, but the **electronic attachment is what we would prefer.**

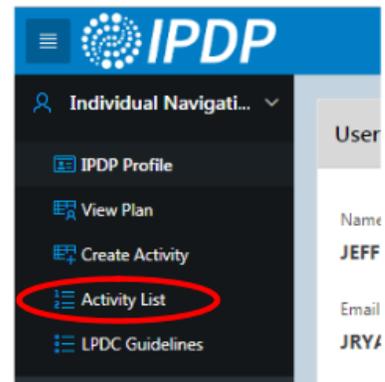


8. These are your submission choices:



- For any of the following: EM PD Days, MVESC, ODE or SST, always **Submit Activity For Final Approval** after you have electronically attached your proof of verification from your building principal to the activity request.
 - For all other activities, **Submit Activity For Pre-Approval**. Once the activity is pre-approved BE SURE YOU HAVE ATTACHED VERIFICATION DOCUMENTATION to the pre-approved activity **BEFORE** you **Submit Activity For Final Approval**.
9. The committee will evaluate all pre-approval and final approval requests each month. Once an activity is pre-approved it will be sent back to your “**Activity List**” under your individual navigation tab on the left side of your screen.

- Your “Activity List” choices include: **(NOTE: You may have to scroll UP to see all of these categories)**
 - Activities Not Yet Submitted
 - Pre-Approved Activities Not Yet Submitted
 - **YOU SHOULD NEVER HAVE** “Activities Awaiting Supervisor Approval” **(see #5)**
 - Activities Awaiting Committee Approval
 - Activities Returned For Modification
 - Activities Denied by Committee/Supervisor
 - Activities Already Approved



- For Example:

Activities Awaiting Committee Approval									
View	Activity Name	Status	Begin Date	End Date	Vendor	Verification Method	Semester Hours	Quarter Hours	CEU Credit
	EM PD Days for Aug.19 & 20 2019	Awaiting Committee Approval	08/19/2019	08/20/2019	East Muskingum	Certificate			1.2

10. Under your “**Activity List**” tab, you can scroll down to “**Activities Already Approved**” category to see a running total of CEU’s you have earned for this license cycle



11. Please don’t hesitate to contact your LPDC building representative with any questions you have.