<h1 style="text-align:center">How to RENEW or REVISE an existing IPDP Using the Employee Kiosk</h1>

<mark>REVISE YOUR CURRENT IPDP</mark>   *(Directions for creating a new plan are on the 2nd page)*

1. Go to www.lancaster.k12.oh.us and select "Employee Kiosk" from the "Staff" menu.
2. Log in to "Employee Kiosk"
3. Select IPDP from the Apps drop down at the top of the page
4. Open your existing IPDP by clicking on the magnifying glass icon next to your plan name then
5. Select "Revise Approved" (it is one of the blue buttons under the effective date and above the plan focus box)
6. After the template loads you will complete the following:
    a. In the first section, titled "Development Plan – Header":
        i. Complete the areas marked with a red corner
            1. "Name of Plan" – type in your name (ex. "John Doe")
            2. Click the box next to "applies to certificates" – a check mark (✔)should appear
            3. "Mission" – select the appropriate entry from the drop-down menu
            4. If desired, edit the "Describe your long term educational goals" section – Type a brief statement about your long term goals *(ex. To improve my content, classroom management and technology-based skills to provide the best opportunity for my students to succeed in my class and beyond.)*
        ii. Leave anything in this section that is not marked with red as it originally appears.
    b. **Temporarily** skip over the second section, titled "Professional Development **Plan Goals**;" you will come back to this shortly
    c. In the third section, titled "Development Plan – Focus Area," <mark>select **three (3)** "focus area" statements.</mark> The three (3) statements may all come from one focus area or may be spread across two or three different focus areas. Please do not select more than three (3) focus area statements.
    d. **Go back** to the second section, titled "Professional Development Goals." **You need to complete all three (3) "Goal" boxes**. In the box labeled "Goal One," copy and paste the first "focus area" statement that you selected AND provide a brief explanation of how you will achieve this goal. <mark>Make sure that you specifically mention some form of coursework or professional development for each of the goals.</mark> For example, if your first selected focus area statement was "Displaying knowledge of how students learn and of the developmental characteristics of age groups," then the box for goal one should look like this:

    <div style="border:1px solid black; padding:10px">
    Displaying knowledge of how students learn and of the developmental characteristics of age groups.

    In order to achieve this goal, I will participate in various workshops, in-services and/or classes on multiple intelligences, learning styles or other related concepts.
    </div>

    Be sure to complete all three goal boxes, one for each of your selected "focus area" statements!
    a. The fourth section, titled "Plan Attachments," does not necessarily need to be completed. **You will need to complete this section if:**
        1. You are transferring an existing IPDP from another district
        2. You wish to provide additional information to clarify the intent of your IPDP
    If you are attaching documents, click on "Browse…" select the file (word document, PDF file, etc.) you wish to attach then click "open." After the file name appears in the "Attachment" box click on "Add Selected File as an Attachment."
    b. The fifth section, titled "Save Development Plan," is the last part that needs to be completed.
        i. Leave the box labeled "User Comment:" blank.
        ii. If your IPDP is **not finished**, click on "Save Plan." You will then be able to go back, open and finish the IPDP at a later date.
        iii. If your IPDP is finished:
            1. Take a few minutes to look it over for mistakes – you cannot make changes after you submit your IPDP until an LPDC member either approves or rejects your plan.

2. **AFTER** you have checked your plan for errors and have made any needed adjustments click on "Create, Save and Submit Plan for Approval." You will receive an email confirming that your plan has been submitted and is awaiting approval from the LPDC.
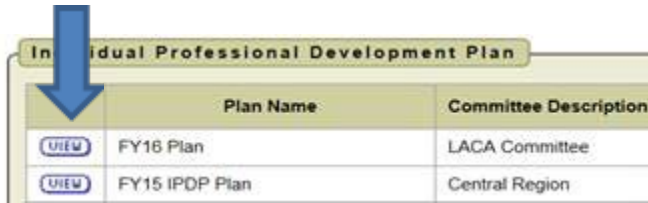
CREATE A NEW IPDP

1. Go to www.lancaster.k12.oh.us and select "Employee Kiosk" from the "Staff" menu.
2. Log in (If you have not registered you will need to do this first)
3. Select IPDP from the Apps drop down at the top of the page
4. Select "Create Plan" from the menu on the left side of the page
5. Select the correct plan template (either teacher or administrator)
6. After the template loads you will complete the following:
   a. In the first section, titled "Development Plan – Header":
      i. Complete the areas marked with a red corner
         1. "Name of Plan" – type in your name *(ex. "John Doe")*
         2. Click the box next to "applies to certificates" – a check mark (✔)should appear
         3. "Mission" – select the appropriate entry from the drop-down menu
         4. "Describe your long term educational goals" – Type a brief statement about your long term goals *(ex. To improve my content, classroom management and technology-based skills to provide the best opportunity for my students to succeed in my class and beyond.)*
      ii. Leave anything in this section that is not marked with red as it originally appears.
   b. **Temporarily** skip over the second section, titled "Professional Development **Plan Goals**;" you will come back to this shortly
   c. In the third section, titled "Development Plan – Focus Area," select **three (3)** "focus area" statements. The three (3) statements may all come from one focus area or may be spread across two or three different focus areas. Please do not select more than three (3) focus area statements.
   d. **Go back** to the second section, titled "Professional Development Goals." **You need to complete all three (3) "Goal" boxes**. In the box labeled "Goal One," copy and paste the first "focus area" statement that you selected AND provide a brief explanation of how you will achieve this goal. Make sure that you specifically mention some form of coursework or professional development for each of the goals. For example, if your first selected focus area statement was "Displaying knowledge of how students learn and of the developmental characteristics of age groups," then the box for goal one should look like this:

Displaying knowledge of how students learn and of the developmental characteristics of age groups.   In order to achieve this goal, I will participate in various workshops, in-services and/or classes on multiple intelligences, learning styles or other related concepts.

   Be sure to complete all three goal boxes, one for each of your selected "focus area" statements!
   e. The fourth section, titled "Plan Attachments," does not necessarily need to be completed. **You will need to complete this section if:**
      1. You are transferring an existing IPDP from another district
      2. You wish to provide additional information to clarify the intent of your IPDP
   If you are attaching documents, click on "Browse…" select the file (word document, PDF file, etc.) you wish to attach then click "open." After the file name appears in the "Attachment" box click on "Add Selected File as an Attachment."
   f. The fifth section, titled "Save Development Plan," is the last part that needs to be completed.
      i. Leave the box labeled "User Comment:" blank.
      ii. If your IPDP is **not finished**, click on "Save Plan." You will then be able to go back, open and finish the IPDP at a later date.
      iii. If your IPDP is finished:
         1. Take a few minutes to look it over for mistakes – you cannot make changes after you submit your IPDP until an LPDC member either approves or rejects your plan.
         2. **AFTER** you have checked your plan for errors and have made any needed adjustments click on "Create, Save and Submit Plan for Approval." You will receive an email confirming that your plan has been submitted and is awaiting approval from the LPDC.
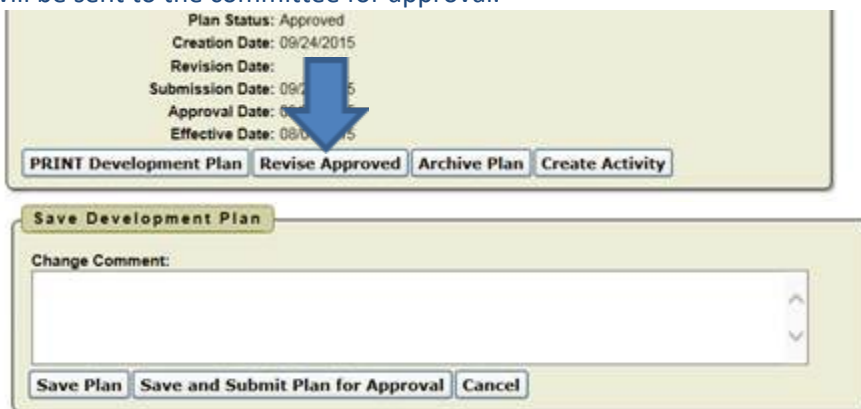
Employees can only have one IPDP plan at a time. To create a new one, they need to archive their current plan. They will not have the "Create Plan" option if they already have a plan.

If they want to revise an approved plan, they need to view their plan. Scroll down to the screen to the Individual Professional Development Plan box and click View next to their current plan.
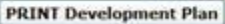

In idual Professional Development Plan	Plan Name	Committee Description
VIEW	FY16 Plan	LACA Committee
VIEW	FY15 IPDP Plan	Central Region

Their current plan will appear. At the bottom of the top box, View Individual Professional Development Plan, they should click Revise Approved. They can then make their revisions and the click Save and Submit Plan for Approval and it will be sent to the committee for approval.


Plan Status: Approved
Creation Date: 09/24/2015
Revision Date:
Submission Date: 09/2   5
Approval Date: 0
Effective Date: 08/0   5

PRINT Development Plan | Revise Approved | Archive Plan | Create Activity

Save Development Plan

Change Comment:

Save Plan | Save and Submit Plan for Approval | Cancel

The Kiosk gets a nightly license load from ODE. If someone is seeing old information, I would have them check their State Certificate ID. It is listed on their Employee Profile Screen in the Kiosk.

Employee Profile   Request Profile Data Change(s)

Employee ID: HEWI00050   State Certification ID: ZH4301017

If this is wrong, they will need to talk to the payroll person in your board office and have it corrected in payroll. The State Certificate ID is what the load from ODE is matching to.

If the number is correct in payroll, you would need to check and see what ODE has. The employee can go out to ODE's web page/Teachers page/Educator's Profile and verify what ODE has. If it is wrong you will need to contact ODE.