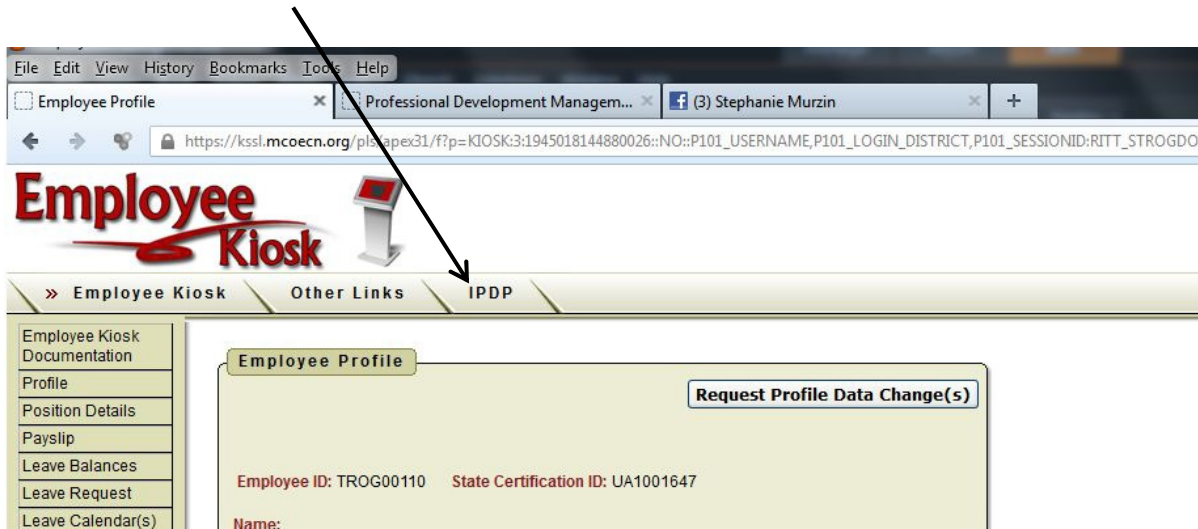
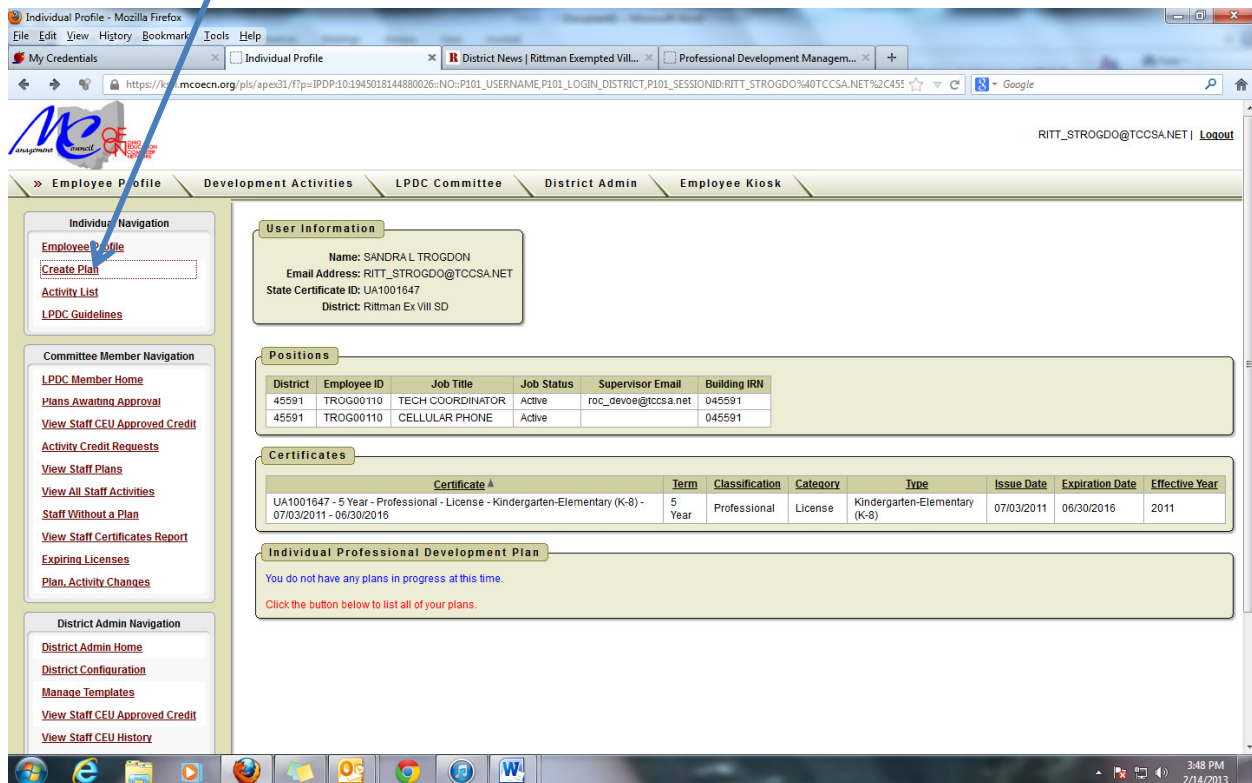


Creating an IPDP Plan in Kiosk

1. Go to Employee Kiosk link off of the TCCSA home page.
 - a. Be sure to use your full email address when logging in.
 - b. If you have forgotten your password, click the “forgot password” link and it will email you a new one. (this password is different than your email password)
2. Choose the IPDP link.



3. Click Create Plan



4. Select Template to use. Most of us will use “Rittman Teacher”.

5. Fill in the starred fields.

Name Plan (Suggested name = Licensure Cycle 20__ - 20__)

Development Plan - Header

Plan Template Rittman Teacher

* Name Of Plan:

* Select Committee: Rittman LPDC

Approving Supervisor: None

* Applies to Licenses: UA1001647 - 5 Year - Professional - License - Kindergarten-Elementary (K-8) - 07/03/2011 - 06/30/2016

* Mission: 1 Year Renewal

Other Mission Desc:

* Focus:

Leave Approving Supervisor at None

Choose your licenses that apply to this IPDP

Choose your mission

Type your focus (Suggested length = 3-5 sentences)

Procedure - Professional Development Plan Goals

* Goal One:

0 of 2000

* Goal Two:

0 of 2000

Goal Three:

0 of 2000

Create two goals. (The third goal is optional and not required.) (Suggested length = 1-2 sentences)

Under Plan Focus, check the boxes that correspond with your focus. (You must check at least one box.)

6. You may make comments about your plan if you choose (not required). Then choose "Create, Save, and Submit Plan for Approval".

Save Development Plan

User Comment:

0 of 1000

Create and Save Plan to Work on Later **Create, Save and Submit Plan for Approval** **Cancel**

Your plan has now been submitted and is awaiting action by the IPDP committee.

General Suggestions

- It is good practice to align your IPDP with the Professional Growth/Improvement Plan required under OTES even though your IPDP is a 5 year plan.
- Your plan should be broad so that it can encompass a variety of professional development activities (i.e. content, technology, classroom management, special education, classroom environment, etc...)