

How to Fill Out the IPDP Form in Microsoft Word

In your web browser, go to: <http://www.mercercountyesc.org/our-services/licensurelpdc/> and scroll down to “LPDC Forms and Guidance” and select “IPDP Word Format (Word Doc)”. The document will download to your computer and you will need to open it up.

New to Mercer County with CEU activities from your previous position? Have the following form completed by your previous LPDC and submit to the Mercer County LPDC: [Approval Verification Form for Educators](#)
[Leaving an Ohio LPDC](#)

LPDC Forms & Guidance

[LPDC Meeting Dates & Members](#)

[Flowchart of Renewal Process](#)

[Educator License Renewal Instructions](#)

[Individual Professional Development Form \(IPDP\)](#)

~~[IPDP Google Format \(Google Sheet\)](#)~~

[IPDP Word Format \(Word Doc\)](#)

[CEU Activity Guidelines](#)

[MCLPDC Activity Verification Form](#)

[Activity Log](#)

[Educational Project Proposal Form](#)

[SLO Certification of Completion](#)

[FAQ's: License Renewal](#)

Helpful ODE Links

[FAQ's about the Online License System](#)

[Background Check FAQ](#)

[Fees for License Applications](#)

[Sign in to SAFE Account](#)

[How & Why Do I Align My Professional License](#)

[Ohio Standards for the Teaching Profession](#)

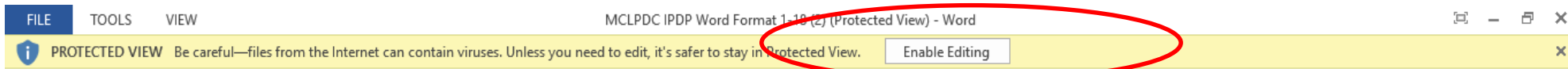
[Ohio Standards for the School Counselors](#)

[Ohio Standards for Principals](#)

[Ohio Standards for Superintendents](#)

[Ohio Standards for School Treasurers](#)

At the top of the document you will need to click “Enable Editing” in order to make changes to the form.



Mercer County LPDC Individual Professional Development Plan (IPDP)			
Name: <input type="text"/>	SUBMISSION DATE:		
Building: <input type="text"/>	District: (select from drop down)		
Assignment: <input type="text"/>	Educator State ID#: <input type="text"/>		
License Type	Teaching Field	Issue Date	Expiration Date
<input type="text"/>	<input type="text"/>		
<input type="text"/>	<input type="text"/>		
<input type="text"/>	<input type="text"/>		
<input type="text"/>	<input type="text"/>		
<input type="text"/>	<input type="text"/>		
Indicate type of IPDP (drop down): (select from drop down)			
Goals			
List 2-3 Goals for your professional development learning. Within each Goal, include three distinct aspects: 1) Intention to engage in learning; 2) focus for learning; 3) rationale for & application of learning. Indicate which Ohio Educator Standard(s) each Goal reflects.			
<u>Sample Goal</u>			
I will increase my knowledge of strategies to manage groups of students in order to improve classroom discipline.			
<i>Standard:</i> Teacher Standard #1: Teachers understand student learning & development and respect the diversity of the student they teach.			

<u>Goal 1</u>	
Select Standard from relevant educator position/ or type:	Teacher (select from drop down): School Counselor (drop down): Principal (drop down): Superintendent (drop down): School Treasurer (drop down): Other (fill in): <input type="text"/>
<u>Goal 2</u>	

Begin filling out the form. Click on the shaded boxes to type in text. If it says "Select from drop down", click once and a drop down box of options will appear. Select the option you need.

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Submission Date is the date you send your IPDP to Rachel Glass.

Type in the shaded section.

Click and select your option.

Mercer County LPDC Individual Professional Development Plan (IPDP)			
Name: [shaded]	SUBMISSION DATE:		
Building: [shaded]	District: [select from drop down]		
Assignment: [shaded]	(select from drop down)		
License Type		Issue Date	Expiration Date
[shaded]	Celina City		
[shaded]	Coldwater Exempted Village		
[shaded]	Fort Recovery Local		
[shaded]	Marion Local		
[shaded]	Mercer County ESC		
[shaded]	St. Henry Consolidated Local		
[shaded]	Parkway Local		
Indicate type of IPDP (drop down): [select from drop down]			
Goals List 2-3 Goals for your professional development learning. Within each Goal, include three distinct aspects: 1) Intention to engage in learning; 2) focus for learning; 3) rationale for & application of learning. Indicate which Ohio Educator Standard(s) each Goal reflects.			
<u>Sample Goal</u> I will increase my knowledge of strategies to manage groups of students in order to improve classroom discipline.			

In the License Type table, fill in each license separately, if you have more than one, including teaching field, issue date (the date the license was issued, **not** effective date), and expiration date. Use the drop down to indicate the type of IPDP (Initial or Renewal)

List each license type separately along with the teaching field, issue date (**not** effective date), and expiration date.

Click "Select from drop down" and select "Initial" or "Renewal".

Mercer County LPDC Individual Professional Development Plan (IPDP)			
Name: <input type="text"/>		SUBMISSION DATE:	
Building: <input type="text"/>		District: <input type="text" value="(select from drop down)"/>	
Assignment: <input type="text"/>		Educator State ID#: <input type="text"/>	
License Type	Teaching Field	Issue Date	Expiration Date
<input type="text"/>	<input type="text"/>		
<input type="text"/>	<input type="text"/>		
<input type="text"/>	<input type="text"/>		
<input type="text"/>	<input type="text"/>		
<input type="text"/>	<input type="text"/>		
Indicate type of IPDP (drop down): <input type="text" value="(select from drop down)"/>			
Goals			

Educator State ID# can be found on your license.

Issue Date – the date the license was issued, **not** effective date.

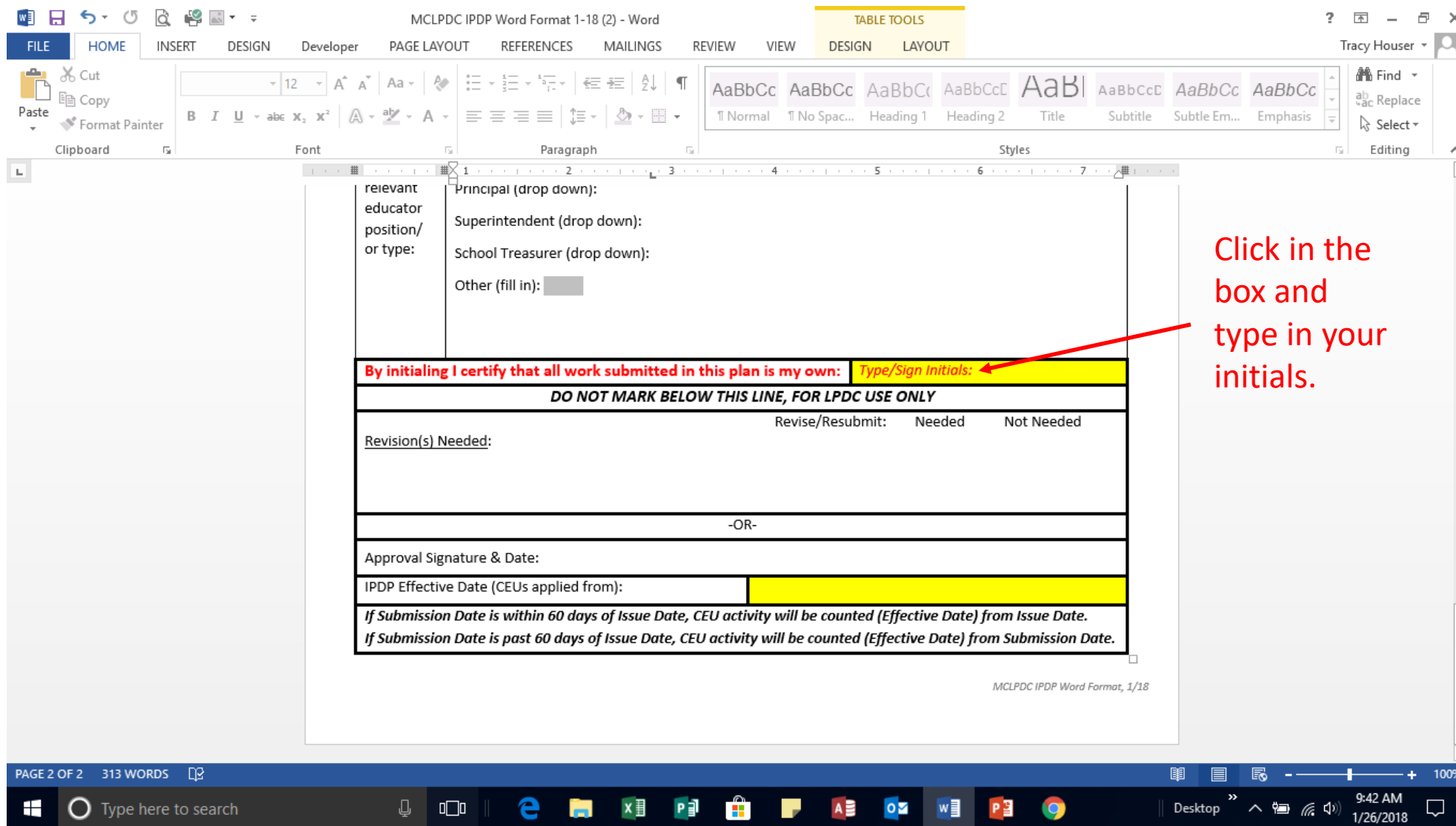
Teaching Field, if applicable, can be found on your license.

In the Goal 1 section, begin typing in your goal in the shaded box. To select a standard, click “select from drop down” next to the relevant education position or type that you need. Click the down arrow and the standards for that position will appear. Select the one you need. Do this for each goal section.

The screenshot shows the Microsoft Word interface with the 'TABLE TOOLS' ribbon active. A table is open with a header row labeled 'Goal 1'. Below the header, there is a shaded box for entering the goal. To the right of the shaded box is a dropdown menu labeled 'Teacher (select from drop down):'. The dropdown menu is open, showing a list of standards for teachers. A red arrow points from the text 'Enter goal.' to the shaded box. Another red arrow points from the text 'Click “Select from drop down” then click the arrow and select the standard.' to the dropdown menu.

Goal 1	
Enter goal.	Teacher (select from drop down):
Select Standard from relevant educator position/ or type:	<p>Teacher (select from drop down):</p> <ul style="list-style-type: none">#1: Teachers understand student learning and development and respect the diversity of the students they teach.#2: Teachers know and understand the content area for which they have instructional responsibility.#3: Teachers understand and use varied assessments to inform instruction evaluate and ensure student learning.#4: Teachers plan and deliver effective instruction that advances the learning of each individual student.#5: Teachers create learning environments that promote high levels of learning and achievement for all students.#6: Teachers collaborate and communicate with students parents and other educators and administrators and the community to support student learning.#7: Teachers assume responsibility for professional growth and performance and involvement as an individual and as a member of a learning community.

At the bottom of the last page, click in the yellow highlighted box and type in your initials. Next, click on File and select Save As. Name and save the document where you will be able to find it on your computer or other storage device. Close the document and go into your email. Email Rachel Glass (Rachel.glass@mercercountyesc.org) and attach the document to the email to submit.



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relevant educator position/ or type:

Principal (drop down):
Superintendent (drop down):
School Treasurer (drop down):
Other (fill in):

By initialing I certify that all work submitted in this plan is my own: **Type/Sign Initials:**

DO NOT MARK BELOW THIS LINE, FOR LPDC USE ONLY

Revision(s) Needed:	Revise/Resubmit:	Needed	Not Needed
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

-OR-

Approval Signature & Date:

IPDP Effective Date (CEUs applied from):

*If Submission Date is within 60 days of Issue Date, CEU activity will be counted (Effective Date) from Issue Date.
If Submission Date is past 60 days of Issue Date, CEU activity will be counted (Effective Date) from Submission Date.*

MCLPDC IPDP Word Format, 1/18

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