

# 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](#)

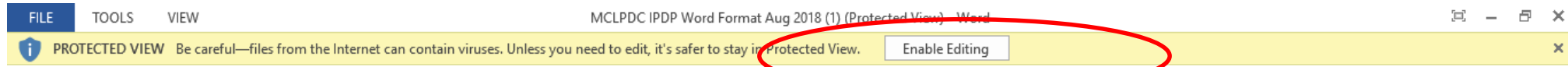
[Ohio Standards for the School Counselors](#)

[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 a district		
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"/>	<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 type			
<b>Goals</b> List 2-3 Goals for your professional development learning. Within each Goal, include three distinct aspects: 1) <b>HOW</b> will you engage in learning (i.e., attending workshops, webinars, local PD, etc.); 2) What/Who is the <b>FOCUS</b> of your learning (i.e., students, staff, compliance, etc.); 3) What is your <b>OUTCOME</b> for your learning (i.e., your rationale, what do you hope to see?) Indicate which Ohio Educator Standard(s) each Goal reflects.			
<u>Sample Goal</u> <i>I will incorporate more vocabulary words into my language arts lessons in order to increase students' oral vocabulary. I will do this through daily lessons, homework, and projects. Vocabulary will help students to improve and increase their knowledge in all subject areas. Students will demonstrate their understanding by improving test scores.</i>			

<b>Standard:</b> Teacher Standard #4: Teachers plan and deliver effective instruction that advances the learning of each individual student.	
<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.

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: <input type="text"/>	SUBMISSION DATE: <input type="text"/>		
Building: <input type="text"/>	District: <input type="text"/>		
Assignment: <input type="text"/>	Educator: <input type="text"/>		
License Type		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 type			
<b>Goals</b>			
List 2-3 Goals for your professional development learning. Within each Goal, include three distinct aspects:			
1) <b>HOW</b> will you engage in learning (i.e., attending workshops, webinars, local PD, etc.);			
2) What/Who is the <b>FOCUS</b> of your learning (i.e., students, staff, compliance, etc.);			
3) What is your <b>OUTCOME</b> for your learning (i.e., your rationale, what do you hope to see?)			
Indicate which Ohio Educator Standard(s) each Goal reflects.			

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)

**Mercer County LPDC**  
Individual Professional Development Plan (IPDP)

Name: <input type="text"/>	<b>SUBMISSION DATE:</b>		
Building: <input type="text"/>	District: Select a district		
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"/>	<input type="text"/>	<input type="text"/>
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Indicate type of IPDP (drop down): Select type			
<b>Goals</b>			
List 2-3 Goals for your professional development learning. Within each Goal, include three distinct aspects:			
1) <b>HOW</b> will you engage in learning (i.e., attending workshops, webinars, local PD, etc.);			
2) What/Who is the <b>FOCUS</b> of your learning (i.e., students, staff, compliance, etc.);			
3) What is your <b>OUTCOME</b> for your learning (i.e., your rationale, what do you hope to see?)			
Indicate which Ohio Educator Standard(s) each Goal reflects.			
<u>Sample Goal</u>			
<i>I will incorporate more vocabulary words into my language arts lessons in order to increase students' oral vocabulary. I will do this through daily lessons, homework, and projects. Vocabulary will help students to improve and increase their knowledge in all subject areas. Students will demonstrate their understanding by improving test scores.</i>			

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".

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 image shows a screenshot of a goal entry form. The form is divided into several sections. At the top, there is a section for a "Sample Goal" with a text area containing a sample goal about vocabulary. Below this is a "Standard" section with a dropdown menu currently showing "Teacher Standard #4: Teachers plan and deliver effective instruction that advances the learning of each individual student." The next section is "Goal 1", which has a shaded text area for entering the goal. Below that is a "Select Standard from relevant educator position/ or type:" section with a dropdown menu currently showing "Teacher (select from drop down)". A red arrow points from the text "Enter goal." to the shaded text area in the "Goal 1" section. Another red arrow points from the text "Click 'Select from drop down' then click the arrow and select the standard." to the dropdown menu in the "Select Standard..." section. The dropdown menu is open, showing a list of standards from #1 to #7. The first option, "Teacher (select from drop down):", is highlighted in blue. At the bottom right of the form, there is a footer that reads "MCLPDC IPDP Word Format, 8/18".

Enter goal.

Click “Select from drop down” then click the arrow and select the standard.

Sample Goal

*I will incorporate more vocabulary words into my language arts lessons in order to increase students’ oral vocabulary. I will do this through daily lessons, homework, and projects. Vocabulary will help students to improve and increase their knowledge in all subject areas. Students will demonstrate their understanding by improving test scores.*

Standard: Teacher Standard #4: Teachers plan and deliver effective instruction that advances the learning of each individual student.

Goal 1

Select Standard from relevant educator position/ or type: Teacher (select from drop down):

- Teacher (select from drop down):
- #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.

MCLPDC IPDP Word Format, 8/18

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](mailto:Rachel.glass@mercercountyesc.org)) and attach the document to the email to submit.

relevant educator position/ or type:	Principal (drop down): Superintendent (drop down): School Treasurer (drop down): Other (fill in): <input type="text"/>
<b>By initialing I certify that all work submitted in this plan is my own:</b>	
	<b>Type/Sign Initials:</b> <input type="text"/>
<b>DO NOT MARK BELOW THIS LINE, FOR LPDC USE ONLY</b>	
<u>Revision(s) Needed:</u>	Revise/Resubmit:    Needed    Not Needed
-OR-	
Approval Signature & Date:	
IPDP Effective Date (CEUs applied from):	<input type="text"/>
<i>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.</i>	

Click in the box and type in your initials.