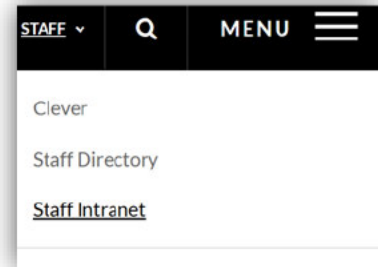


IPDP How To Quick Start

Committee [REDACTED]

1. Visit [REDACTED] hover over staff, select Staff Intranet.



2. Scroll down on the page and click **Document and Links**.
3. Under Quick Links, you're going to click IPDP, the Individualized Professional development Plan.
4. Log in with your information provided by [REDACTED]
5. If you're not sure of your password, use Forget password

Creating a new plan

1. Click on **my plans**.
2. Click **create**.
3. Click **Plan template** and everyone will choose [REDACTED], LPDC.

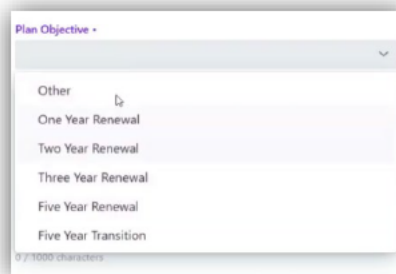
Fill out the basic info.

4. **IMPORTANT: Plan name**

<licence_dates>_<your name>_IPDP

Ex: 2022-2027_ImmaQueen_IPDP

5. **Choose plan objective**



6. Describe the area of focus that you plan on engaging in over the time of your licensure prior to renewal.

Hint: keep this as broad and general because whatever you attach in terms of CEUS or coursework, it needs to match what you described

7. Under focus areas, look through domain 1, 2, 3 and 4.

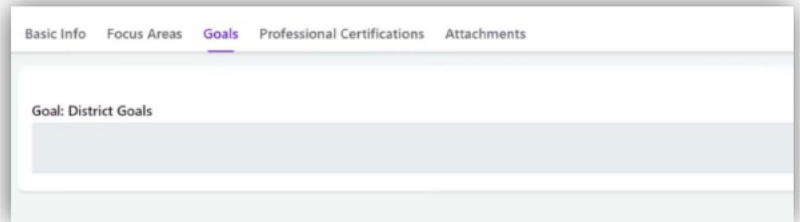
Check as many boxes as possible.

Tip: the more areas you click, then you know that you could possibly relate future professional development or coursework to your focus.

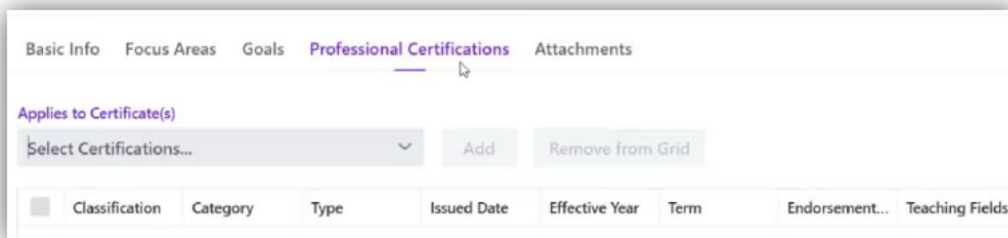
8. Goals: add your goals.

Your goal could be in direct relation to your PGP it could also be in relation to district goals.

Add Goal and write about it.



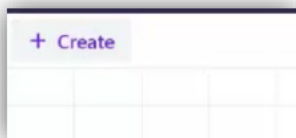
9. Professional certifications, drop-down menu > professional certification.



10. The attachment is only for our folks who are new to and have to attach some information from their prior district.

11. Hit Create.

Adding Activities



Choose My Activities from the side panel. Select the button that says create.

List what you did, basic info, name of activity, when was the start date, when was the end date, what's the description of it, how it relates to your focus.

YOU MUST ATTACH PROOF.

Attach a certificate you gained or something that shows you completed a course, transcripts, etc.