MRESC LPDC

YOUR K12 PD TRACKER PORTFOLIO

ENTER / UPDATE YOUR PROFILE

1. Login to your K12 PD Tracker account.

2. You should now see the "K-12 PD Tracker" Home page.

- **Note any reminder that your profile might be incomplete.**
- **Note the "Completed Hours" and the "Status Bar".**

3. Update your profile: Click "Profile"... found in the menu bar at the top of your screen... Then click "Update Profile".

- **Enter/update all the information.**

- **Note: Please check the method(s) by which you would like to receive status updates and notifications regarding your IPDP and PD Requests! We require that you select "Email" notifications but selecting "mobile" or text notifications is optional. Both methods require you to enter accurate contact information in your "Profile".**

4. Once you complete your profile click "Save".

ENTER / UPDATE YOUR LICENSE

1. Login to your K12 PD Tracker account.

2. You should now see the "K-12 PD Tracker" Home page.

3. Updating Current Certificate (License) information... To edit or make corrections to current license info on PD Tracker… Click "Certifications" found in the menu bar on the left side of your screen. Then click "My Certificates". Choose the certificate you want to update and click "Action" found to the right of your listed license. Then click "Edit". *Remember to SAVE any changes you make.*

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4. Entering NEW Certificate (License) information... If you have recently been issued a new 5-year professional license from ODE, your old license information on K12 PD Tracker is no longer valid and will not be connected to your new IPDP. Click **"Certifications"** found in the menu bar on the left side of your screen. Then click **"Add Certifications"** and enter the information from your new license. *Remember to SAVE any changes you make.*

<mark>Note: Your old license information will be archived by the LPDC.</mark>

<mark>Note: For IPDP and K12 PD Tracker purposes… when asked for the "effective" date, please enter the "issue" date found on your ODE license.</mark>

5. Once you have entered/updated all License information... click **"Save".**

6. To verify that your license information was entered accurately ... Click **"Certifications"** found in the menu bar on the left side of your screen... Then click **"My Certificates".**

7. To view your license information... Click **"Action"** found to the right of your listed license... Then click **"Print Certificate".**

ENTER / UPDATE YOUR IPDP

1. Login to your K12 PD Tracker account.

2. You should now see the "K-12 PD Tracker" Home page.

3. Updating Current IPDP information... To edit or make corrections to current IPDP info on PD Tracker… Click **"IPDP"** found in the menu bar on the left side of your screen. Then click **"My IPDPs".** Choose the IPDP you want to update and click **"Action"** found to the right of your listed IPDP. Then click **"Edit".** <mark style="background-color:#00ff00">*Remember to SAVE any changes you make. Remember that any updates or modifications to an IPDP which has already been approved by the LPDC, will be resubmitted for review and approval.*</mark>

4. Entering information for a NEW IPDP... If you have recently been issued a new 5-year professional license from ODE then your old IPDP on K12 PD Tracker is no longer valid. Click **"IPDP"** found in the menu bar on the left side of your screen. Then click **"Add IPDP"** and enter the information for your new IPDP.

<mark>Note: Your old IPDP will be archived by the LPDC.</mark>

<mark>Note: For IPDP and K12 PD Tracker purposes… when asked for the "effective" date, please enter the "issue" date found on your ODE license.</mark>

<mark>An IPDP cannot be in effect prior to the "Issue Date" which appears on your ODE license.</mark>

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5. **Enter all appropriate information... some boxes may have drop-down menus.**

6. **Enter "Plan Type" as <u>Initial Proposal</u> by selecting from the drop-down menu.**

7. **Choose a goal statement by selecting a State Standard (minimum of 2 goal statements required but 3 are preferred).**

- **Using the drop-down menu found above the "Goal" box, select a State Standard for either a Teacher, Administrator/Principal, Superintendent, Counselor or Treasurer which will best represent the focus of the professional development activities you will participate in, between the issue date and the expiration date of the license(s) in question. (National Standards will appear first in the drop-down menu... scroll down to find the State Standards)**

8. **Enter additional goals for your IPDP... Click "Add more professional development goals" and repeat step 7.**

NOTE: In the IPDP section,"K-12 PD Tracker" defaults to 6 semester hours... for consistency... On your IPDP, <u>*PLEASE*</u> change this to 180 contact hours.

To renew a current license, educators must complete any combination of PD activities to achieve the equivalent of either of the following…

6 semester hours	9 quarter hours	18 CEUs	180 contact hours

1 Contact hour = 1 Clock hour   10 contact/clock hours = 1 CEU   1 Quarter hour = 2 CEUs   1 Semester hour = 3 CEUs

REMINDER: CONTACT/CLOCK HOURS are NOT DIRECTLY EQUIVALENT TO CEU's!

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9. **Once you have entered all IPDP information... click "Save".**

10. **To verify that your IPDP information was entered accurately ... Click "IPDP" found in the menu bar on the left side of your screen... Then click "My IPDPs".**

11. **To view your IPDP... Click "Action" found to the right of your listed IPDP... Then click "Print IPDP".**

NOTE: Once the LPDC has approved your IPDP, "K-12 PD Tracker" will notify you and update the status of your IPDP on the web site.

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ENTER / UPDATE YOUR PD REQUESTS

1. Login to your K12 PD Tracker account.

2. You should now see the "K-12 PD Tracker" Home page.

3. Entering information for a **NEW** PD Request... You will use this process for providing information on PD that you have participated in and have documentation which verifies the hours you have earned. Click **"PD Request"** found in the menu bar on the left side of your screen... Then click **"Add PD Request".**

4. Complete your PD Request by filling in all the relevant information.

- You may find drop-down menus, which were generated by your IPDP, to assist in completing this process.
- Enter the contact hours, CEUs or Course Credits you have earned.
- PLEASE REMEMBER TO Scan and Upload your documentation.

5. Once you have entered all information for PD Request ... click **"Save".**

6. To verify that your PD Request was entered accurately ... Click **"PD Request"** found in the menu bar on the left side of your screen... Then click **"My PD Requests".**

7. To view your PD Request... Click **"Action"** found to the right of your listed PD Request... Then click **"Print PD".**

8. Updating information on PD... To edit or make corrections to PD which has already been submitted to the LPDC… Click **"PD Requests"** found in the menu bar on the left side of your screen. Then click **"My PD Requests".** Choose the PD Request you want to edit or update and click **"Action"** found to the right of your listed PD Request. Then click **"Edit".** *Remember to SAVE any changes you make. Remember that any updates or modifications to a PD Request which has already been approved by the LPDC, will be resubmitted for review and approval.*

Note: PD cannot be accepted if it occurs prior to the "Issue Date" which appears on your ODE license and old PD, which has already been used to renew an ODE 5-year professional license, will be archived by the LPDC.

NOTE: Once the LPDC has approved your PD Request, "K-12 PD Tracker" will notify you and update the status of your PD Request on the web site.

NOTE: As you submit PD Requests and as they are approved by the LPDC... your hours and the Status Bar on your Home page will update accordingly.