

MRESC LPDC

K-12 PD TRACKER SELF-REGISTRATION

1. Click on the "[Self-Registration](#)" link contained in the welcome email you received. If you have not received a welcome email, please contact the MRESC LPDC Secretary at lpdcsecretary@mresc.org.
2. The self-registration window will open... Click "[Continue](#)".
3. Select "Midwest Regional Educational Service Center, Bellefontaine, Ohio 43311" as your District... and then select your Primary Building Assignment using the drop-down menu.
 - **Note: All Educators and Administrators employed by the MRESC should select "Midwest Regional ESC" as their Primary Building Assignment even if the majority of their duties are carried out in another facility.**
4. Select Primary Position using the drop-down menu.
 - Teacher or Administrator/Principal
5. Complete the self-registration process by filling in the rest of your personal information and then click "[Agree and Register](#)".

CREATING YOUR K-12 PD TRACKER PORTFOLIO

ENTER YOUR PROFILE INFORMATION

6. You should now see the "K-12 PD Tracker" Home page. Note the reminder that your profile is incomplete and you are requested to "Update Now"!
 - For future reference... also note the "Completed Hours" and the "Status Bar".
7. Update your profile: Click "[Profile](#)"... found in the menu bar at the top of your screen... Then click "[Update Profile](#)".
 - Complete your profile by filling in all the relevant 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".**
8. Once you complete your profile click "[Save](#)".

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ENTER YOUR LICENSE INFORMATION

9. You are now ready to enter your License Information... Click "**Licenses**" found in the menu bar on the left side of your screen... Then click "**Add Licenses**".

Note: Use the information found on your current ODE License to complete this process (note the ? next to each box... if you are unsure as to what information is required or where to find the information on your license).

Note: For IPDP and K-12 PD Tracker purposes... when asked for the "effective" date, please enter the "issue" date found on your ODE license.

NOTE: If you have multiple ALIGNED licenses, please include information for each on just one "PD Tracker" license. If you have multiple licenses and they are not aligned, you will need a separate "PD Tracker" license for each of them.

10. Once you have entered all License information... click "**Save**".

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

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

ENTER YOUR IPDP

For those who have an IPDP that was already approved by another LPDC... enter all the required information as it appears on your approved, original IPDP.

13. You are now ready to enter information for your Individual Professional Development Plan or IPDP... Click "**IPDP**" found in the menu bar on the left side of your screen... Then click "**Add IPDP**".

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

Note: For IPDP and K-12 PD Tracker purposes... when asked for the "effective" date, please enter the "issue" date found on your ODE license.

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

15. Enter "Plan Type" as Initial Proposal by selecting from the drop-down menu.

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

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- 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)

17. Enter additional goals for your IPDP... Click ["Add more professional development goals"](#) and repeat step 16.

NOTE: If you have multiple ALIGNED licenses, please include information for each on just one "PD Tracker" IPDP. If you have multiple licenses and they are not aligned, you will need a separate "PD Tracker" IPDP for each of them.

NOTE: In the IPDP section, "K-12 PD Tracker" defaults to 6 semester hours... for consistency... On your IPDP, PLEASE 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!

18. Once you have entered all IPDP information... click ["Save"](#).

19. 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"](#).

20. 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 this web site.

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ENTER PD REQUESTS

If you are new to our LPDC and you have a form from another LPDC verifying an approved IPDP and earned contact hours with them:

...your first PD Request submission will be to upload a copy of that "Verification Form". (follow directions found on page 5)

(Please contact the MRESC LPDC Secretary at lpdcsecretary@mresc.org with any questions.)

For those who are new to the 5-year professional license renewal process:

...you will enter subsequent PD Requests and Appropriate Documentation as you participate in Professional Development activities over time.

21. You are now ready to enter information for your Professional Development... You will use this process for providing information on PD that you have already 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".

22. 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.**

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

24. 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".

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

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 this 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.

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Instructions for uploading a copy of your Approval/Verification Form To "K-12 PD Tracker"

**If you are new to our LPDC and you have a form from another LPDC
verifying an approved IPDP and earned contact hours with them:
...your first PD Request submission will be to upload a copy of that "Verification Form".
(Follow directions found below)**

(Please contact the MRESC LPDC Secretary at lpdcsecretary@mresc.org with any questions you may have or for further clarification)

- 1. "Click" on PD Request**
- 2. "Click" on Add PD Request**
- 3. Enter your name**
- 4. Activity Type: Other**
- 5. Name/Description of Activity: Approval/Verification Form Upload**
- 6. Sponsoring Institution: LPDC**
- 7. Purpose/Objectives of Activity: Approval/Verification Form Upload**
- 8. Relevance to Individual Professional Development Plan (IPDP):**
 - **DO NOT USE DROP DOWN MENU**
 - **In the "Goal" box: Approval/Verification Form Upload**
- 9. Date/Time of Activity:**
 - **"Click" All Day or Non-Scheduled Times**
 - **Enter the same date (just use the date of your request) in both "start" and "end" boxes**
- 10. Total Requested Hours:**
 - **0.00 (entered exactly as seen here)**
 - **Select "Contact Hour" in Drop Down Menu**
- 11. Attached Documentation: Scan and upload your Approval/Verification Form**
- 12. "Click" Save**