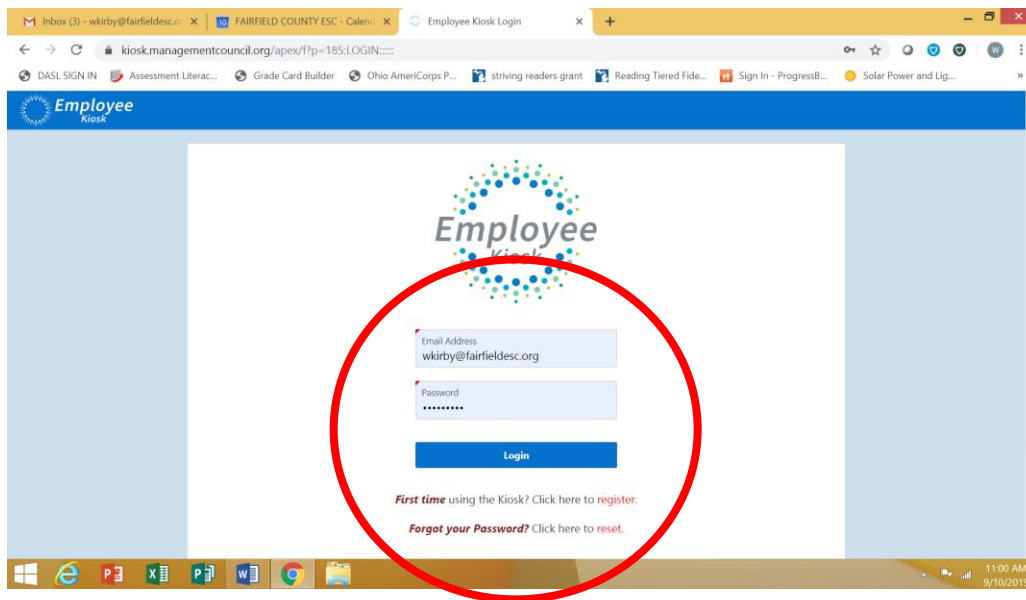
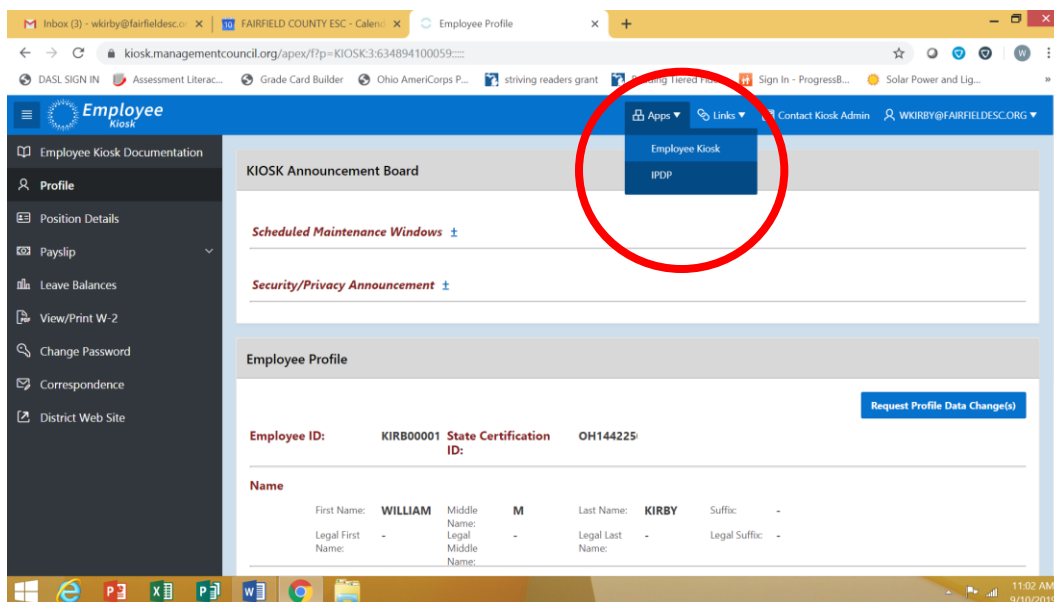


## SUBMITTING TRANSFER IPDP VIA EMPLOYEE KIOSK (NEW EMPLOYEES ONLY) 9/10/2019

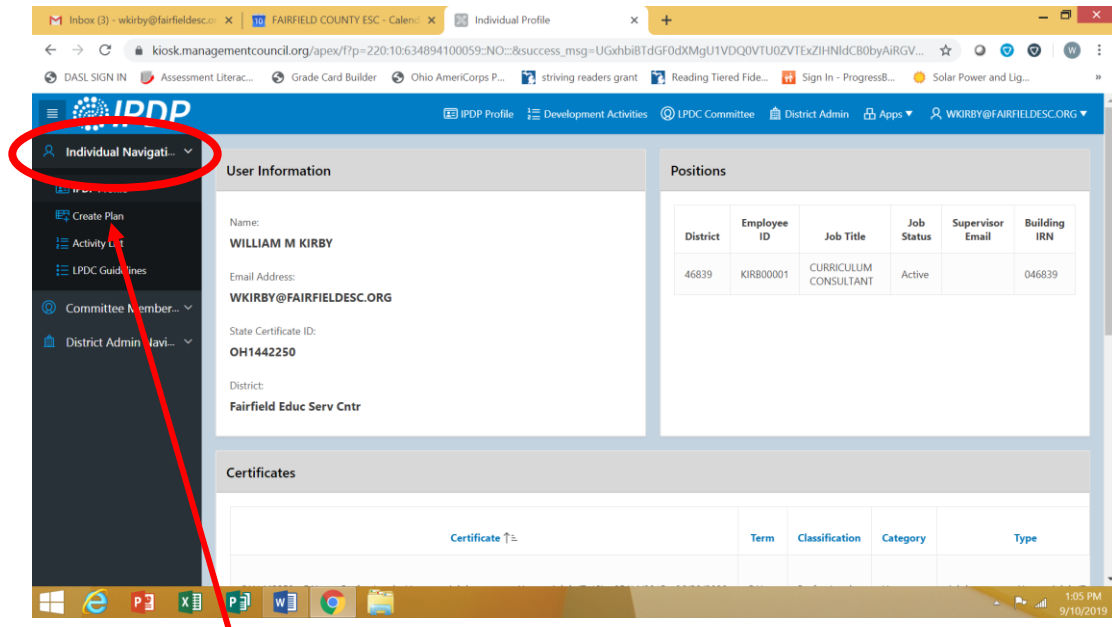
1. Navigate to <https://kiosk.mcoecn.org> to log into your Employee Kiosk Account
  - a. Issues Logging In: Click the *Forgot Your Password – RESET*. You will get an email to reset your password.
  - b. Other Log In Issues: Contact Laura Cassell ([lcassell@fairfieldesc.org](mailto:lcassell@fairfieldesc.org)).
  - c. Enter your username (Fairfield County Email Address)
  - d. Password: **\*\*Whatever you made it when setting up your account\*\***
  - e. Click **Login**



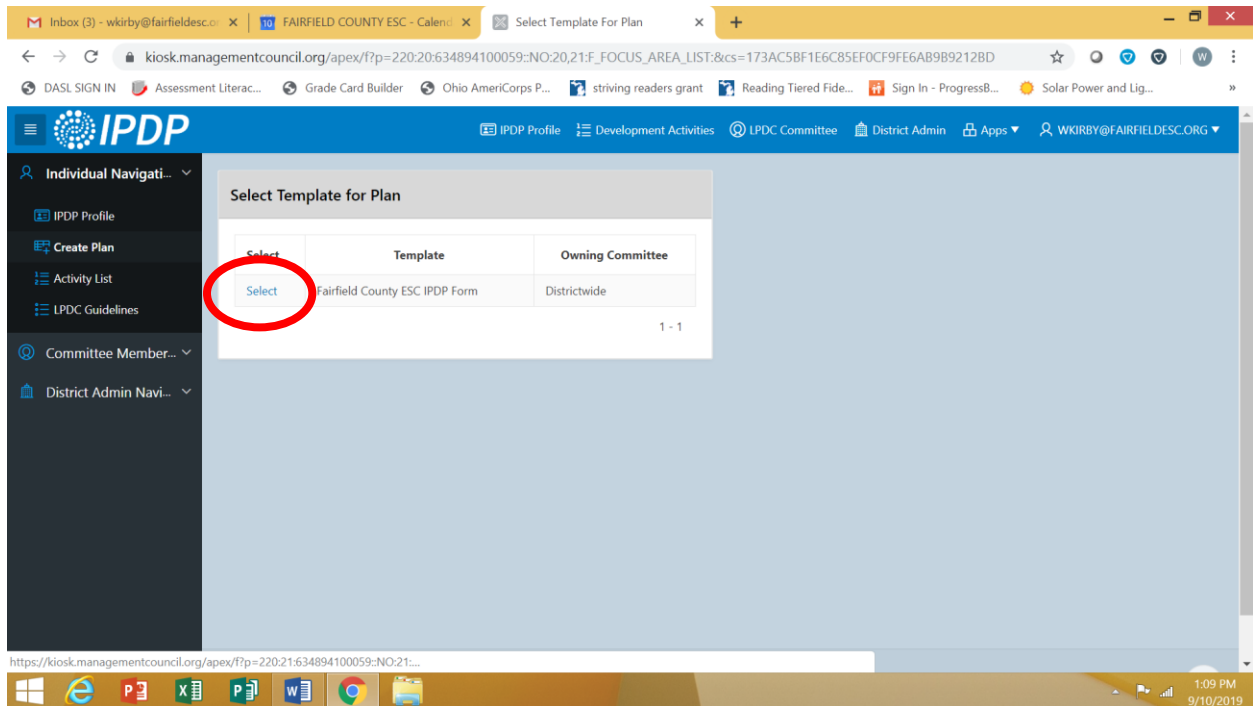
2. Upon logging into your account, you should see the screen below. In the upper right corner in the blue header bar, click **APPS** and select **IPDP**.



3. Now you are in the LPDC area of Employee Kiosk. On the left side of the screen, you will see **Individual Navigation**. Click the down arrow next to **Individual Navigation**.



4. Click on **Create Plan**.
5. Select the only option **Fairfield County ESC IPDP Form**.



6. In the IPDP plan, enter the name of the plan as the following: **First Name Last Name IPDP (i.e. William Kirby IPDP)**. In the committee section, make sure it defaults to **LPDC**. Approving supervisor should default to **None**. In the Applies to section, check **All Licenses associated with this IPDP (typically this will be all licenses listed)**.

Development Plan - Header

Plan Template  
Fairfield County ESC IPDP Form

Name Of Plan  
William Kirby IPDP

Select Committee  
LPDC

Approving Supervisor  
None

Applies to Licenses  
☒ OH1442250 - 5 Year - Professional - License - Adolescence to Young Adult (7-12) - 05/14/2015 - 06/30/2020  
☒ OH1442250 - 5 Year - Professional - License - Principal - 05/16/2016 - 06/30/2020

Mission  
1 Year Renewal

Other Mission Desc

7. Below the license list, you will select the following:
- Mission: Select Renewal of 5 Year License** (Do not select any other option as Resident Educator, Supplemental Licenses are not governed by LPDC).
  - Other Mission Desc: Leave blank.**
  - IPDP Plan:** This section is intended to allow you to articulate the activities you will complete for this IPDP. Please Type **See Attached Transfer IPDP**. We have put a checklist of activities in rather than have employees write them out. You must enter something in this box to move on.

None

Applies to Licenses  
☒ OH1442250 - 5 Year - Professional - License - Adolescence to Young Adult (7-12) - 05/14/2015 - 06/30/2020  
☒ OH1442250 - 5 Year - Professional - License - Principal - 05/16/2016 - 06/30/2020

Mission  
Renewal of 5 Year License

Other Mission Desc

IPDP Plan  
See the checklist below.

25 of 100

Procedure - Professional Development Plan Goals

Goal One

8. Under the Procedure – Professional Development Plan Goals section, you will enter **THREE GOALS**. Enter the IPDP goals from your transfer IPDP. Enter one goal in each box. For a list of already approved goals by the LPDC, please reference the LPDC Guidelines located in the left black navigation bar. You can enter the number of the goal from the guidelines but you **also must type it out! Example of my IPDP below:**
- Goal One: #2: Enhance Professional Knowledge
  - Goal Two: #23: Learn how to improve student reading skills.
  - Goal Three: #32: Increase planning/organizational skills.
  - Note: You DO NOT have to use one of the pre-approved goal statements from the LPDC Guidelines. You can create your own goal statements.

Goal One:  
#2: Enhance professional knowledge

34 of 2000

Goal Two:  
#23: Learn how to improve student reading skills

48 of 2000

Goal Three:  
#32: Increase planning/organizational skills

5 of 2000

9. In the next section **Development Plan – Focus Areas**, select the activities included on your transfer IPDP that you will complete to achieve the goals in your transfer IPDP.

Select	Focus Area
<input checked="" type="checkbox"/>	College Courses
<input checked="" type="checkbox"/>	In District/Out of District and Required Trainings
<input checked="" type="checkbox"/>	Curriculum Development
<input checked="" type="checkbox"/>	Professional Committee
<input checked="" type="checkbox"/>	Grant Writing
<input checked="" type="checkbox"/>	Publication
<input checked="" type="checkbox"/>	Observation and/or Shadowing
<input checked="" type="checkbox"/>	National Board Teaching Standards
<input checked="" type="checkbox"/>	Cooperating Teacher for Student Teacher
<input checked="" type="checkbox"/>	Cooperating Teacher for Field Experience Teacher
<input checked="" type="checkbox"/>	Educational Project
<input checked="" type="checkbox"/>	Self Directed Educational Development
<input checked="" type="checkbox"/>	Teaching College Course(s)
<input checked="" type="checkbox"/>	Professional Presentation
<input type="checkbox"/>	Other (Please put explanation in "User Comment" field at the bottom of the IPDP plan.

10. Upload a scanned copy of your transfer IPDP from your prior employer. The LPDC will reference this plan in order to approve your transfer IPDP from another LPDC. You will submit your transfer hours from your prior LPDC by submitting an Activity and uploading the Verification Form from your prior LPDC.
11. If you selected **Other** under the activity list, you will need to add comments in the Comment box as to what you will be doing that is not already on the list.
12. The last step is to click the blue button **Create, Save and Submit Plan for Approval**. You will get a green pop up that indicates it was saved and submitted to the LPDC for approval. Upon approval, you will get an email from the system indicating your plan has been approved or been returned for modifications. If returned for modifications, the committee will indicate in the system email what you need to do to change it.