



First log into kiosk using username and password

Click on IPDP at the top to begin

Creating a New IPDP on the Kiosk

Cannot create/archive a plan until new license is in kiosk

- If already have a plan, print old plan in kiosk
- Archive old plan in kiosk

ONCE NEW LICENSE IS IN KIOSK

- Click on create plan
- **Select:** District Template
- **Fields mark with asterisk (*) are required**
- **Name of Plan:** last name, first initial IPDP (example: Kelly, B IPDP)
- **Committee:** PEVS LPDC
- **Supervisor:** select **NONE**
- **Plan Mission:** Renewal Professional 5 year license
 - **Standards:** write about standards/indicators you are working toward for this license cycle. Refer to Ohio Teaching Standards (List teaching standards)
- **Goals:** Write 2 or 3 Goals that relate to Ohio Teaching Standards
- **Focus:** check activities (recommend checking all)
- **Attachments:** do not attach any to your plan
- When finished click, **save and submit plan for approval**
- **To save without submitting:** have to fill in all * items and then click save.
- **After submitting plan, you may receive message saying your plan was not delivered successfully.** That is “normal”. It is because we do not have an LPDC email set up and you submitted to “none” and not a principal. Disregard this message.