



First log into kiosk using username and password

**Click on Apps** at the top, then **click** on IPDP  
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, **click** on view plan, **scroll** to bottom and **print** development plan
- 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. Administration use related admin standards.  
(example: principals use principal 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.