

How to Write an IPDP

***After you renew your license you need to write a new IPDP and have it approved by BPDC before you participate in any new professional development/coursework.**

1. Download the IPDP form from Berkshire's Website under the *Students & Staff* tab, then choose *Staff Forms & Information*. It is recommended that you complete a digital copy of your IPDP for ease in your own record keeping.
2. Fill out the front page with all your personal information and licensure information.
3. On page 3, choose the option you will pursue. BPDC recommends option four (combination) as it leaves you the most flexibility because you are able to use all or a combination of semester hours, CEU's and PDU's to reach your 180 contact hours/six semester hours needed for renewal. Even if you are pretty firm in your plan it's always the safer choice in case plans do change.
4. Go to http://esb.ode.state.oh.us/PDF/Standards_TeachProf_sept07.pdf and select a minimum of four (4) elements from two (2) different standards on which you plan to concentrate during your current licensure/certification period. The Standards & Elements start on page 4. These become your four goals which need to be written out in their entirety or copied and pasted from the website above. You may not select more than 2 elements per standard.
5. Choose your current & target indicator level. There is a chart in the Standards Booklet online after every Standard that will help you decide your indicator level.
6. Write your Action Plan (what are you going to do with the knowledge from this class/activity), expected outcomes (How will you use this information in the classroom) and timeline (when will you accomplish this goal by) for each goal. Keep this general. Avoid mentioning specific classes, workshops, etc. Doing so will require you to revise your IPDP if your plans change or the class is cancelled.
7. After you have completed at least 4 goals make sure you sign on the bottom of page 5 (after goal #6). Feel free to adjust font/spacing so that the signature line is on the same page as your last goal.
8. Fill out the top portion of the Review Form.
9. Submit your completed IPDP (seven pages) to BPDC via your designated committee representative with a copy of your current license.

10. After you receive the approved IPDP back, file it in your yellow professional development folder to reference each time you sign up for, or write evaluations for professional development activities.
11. Be sure to log professional development activities on the front page of your yellow folder.

Remember:

- You must complete an IPDP every time you renew your license.
- Your IPDP must be approved before you take coursework for you want BPDC to give you credit toward license renewal. The only exception is coursework completed during the summer of your renewal.