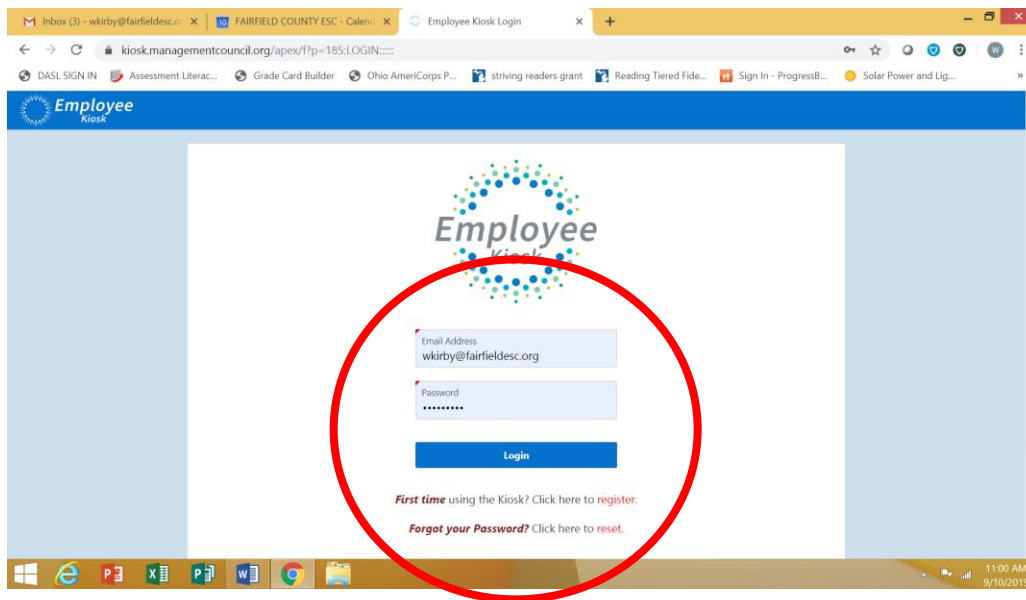
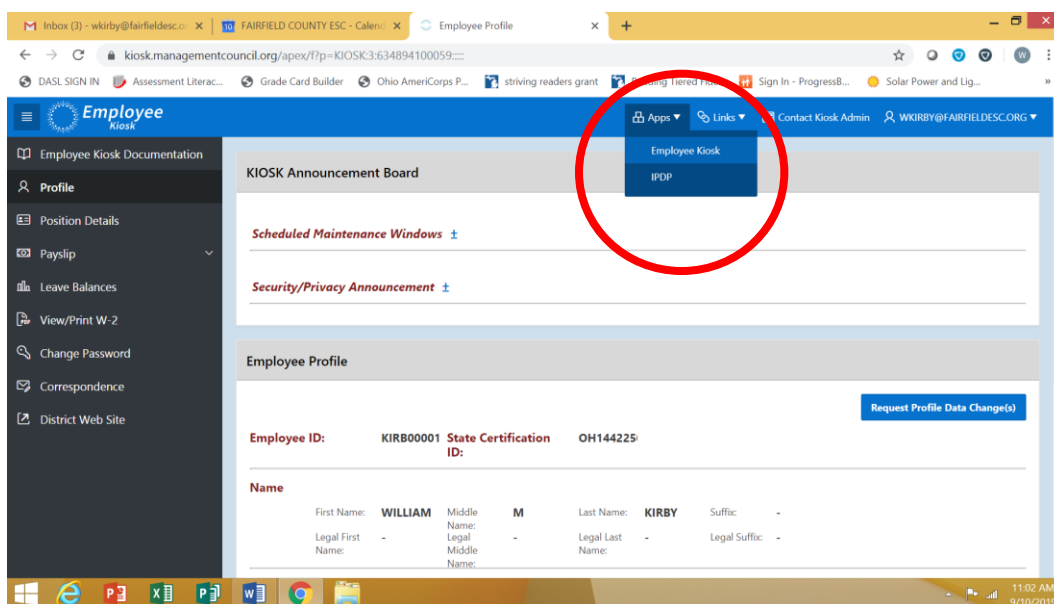


SUBMITTING AN ACTIVITY VIA EMPLOYEE KIOSK 9/10/2019

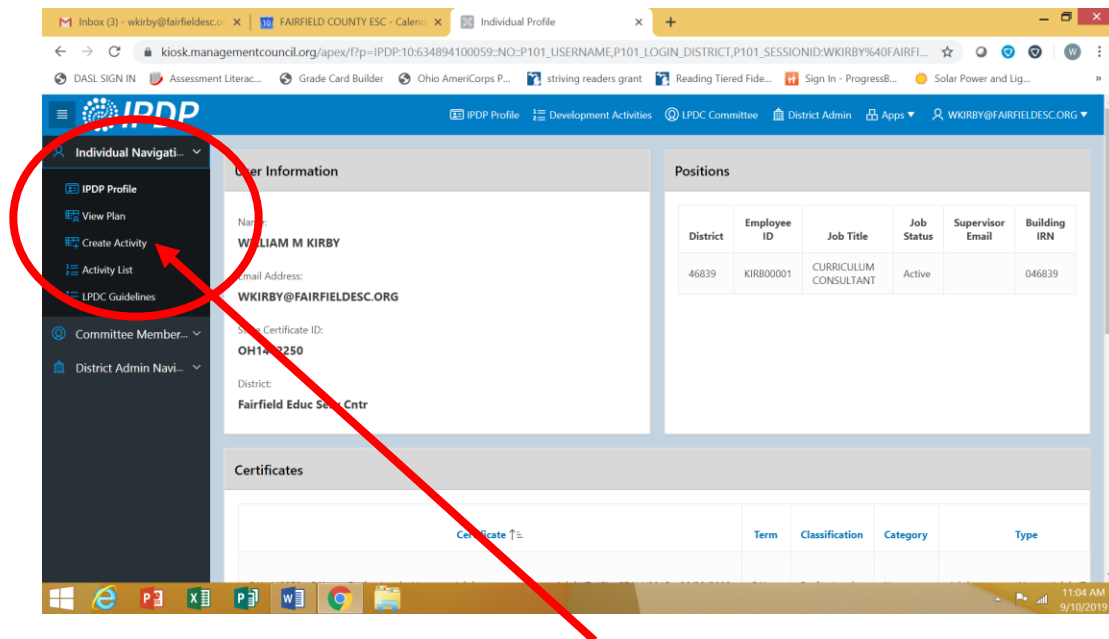
1. Navigate to <https://kiosk.mcoecn.org> to log into your Employee Kiosk Account
 - a. Issues Logging In: Click the *Forgot Your Password – RESET*. You will get an email to reset your password.
 - b. Other Log In Issues: Contact Laura Cassell (lcassell@fairfieldesc.org).
 - c. Enter your username (Fairfield 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**.

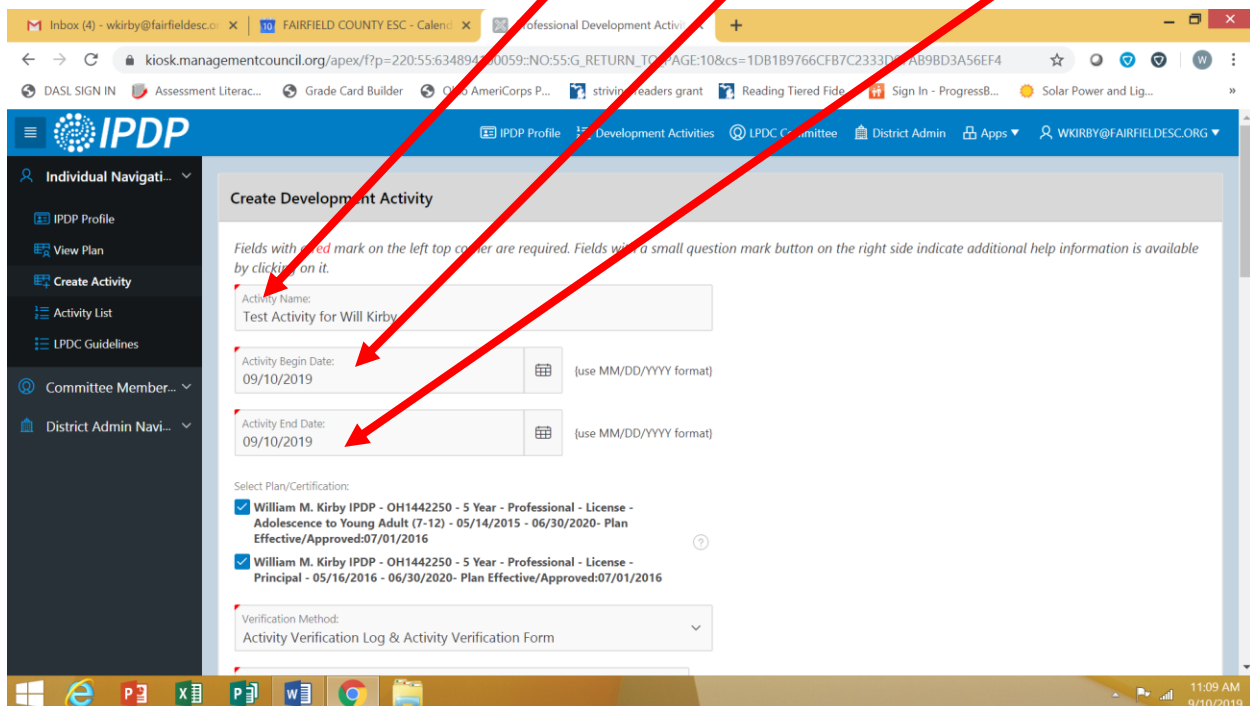


3. Now you are in the LPDC area of Employee Kiosk. On the left side of the screen, you will see **Individual Navigation**. Click the down arrow next to **Individual Navigation**.



4. In the **Individual Navigation**, click **Create Activity**.

5. Now you are in the **Activity** template. Enter the **Activity Name** (i.e. CPI Training, EDAD 691 School Finance, Independent Book Study, etc.). Be sure to title the activity that makes sense to you and the LPDC committee. Enter the **Activity Begin Date** and the **Activity End Date**.



6. Be sure that all Plans/Certifications are selected with a check mark as this will ensure this activity will be included towards license renewal for all your plans/certifications.

The screenshot shows the IPDP web application interface. The left sidebar contains navigation links: Individual Navigation, IPDP Profile, View Plan, Create Activity, Activity List, LPDC Guidelines, Committee Member..., and District Admin Navigation. The main content area is titled 'Select Plan/Certification' and displays a list of plans with checkboxes. A red arrow points to the checkbox for 'William M. Kirby IPDP - OH1442250 - 5 Year - Professional - License - Adolescence to Young Adult (7-12) - 05/14/2015 - 06/30/2020 - Plan Effective/Approved:07/01/2016'. Below the list, there are fields for 'Verification Method' (set to 'Activity Verification Log & Activity Verification Form'), 'Provider', 'Approving Supervisor' (set to 'None'), and credit hour fields (Semester Hours, Quarter Hours, CEU Credit, Contact Hours). A note at the bottom states: 'NOTE: Contact Hours CANNOT include any part of your lunch hour or any breaks that you may have'.

7. Next, click the area on the drop down menu for **Verification Method**.
- Activity Verification Log & Activity Verification Form** – This is ONLY used for “Other Professional Activity.” The **Activity Verification Log** and **Activity Verification Form** can be accessed on the intranet on the www.faircoesc.org website under LPDC.
 - Certificate of Completion** – This is the most commonly used verification form and is a certificate that documents the number of hours of professional development you attended at a workshop, conference or Public School Works.
 - College or University Transcript** – This method of verification requires you to submit a transcript from a college or university showing the final grade for a graduate level course you completed.

The screenshot shows the IPDP web application interface with the 'Verification Method' dropdown menu open. A red arrow points to the 'Activity Verification Log & Activity Verification Form' option. The dropdown menu also shows 'Certificate of Completion' and 'College or University Transcript'. The rest of the interface is the same as the previous screenshot, showing the 'Select Plan/Certification' step.

8. Next, enter the provider of the Workshop or Conference (whomever issued the certificate of completion), Institution of Higher Education that is issuing the transcript or if this is an “Other” professional activity, you can enter the activity you completed (i.e. Book Study, Research, etc.)
9. Leave the Approving Supervisor as NONE.
10. Next, you will enter the number of hours you completed. Enter only ONE box (Semester Hours, Quarter Hours, CEU Credit, or Contact Hours). Most of us will enter either Contact Hours or Semester Hours. **Note: 1.0 CEU = 10 Contact Hours. Example: I attended a workshop and earned 13 contact hours, so I take the contact hours 13 contact hours X 0.1 = 1.3 CEUs.**

IPDP

Approving Supervisor: None

Enter one of the following credit hour fields:

Semester Hours: Quarter Hours: CEU Credit: Contact Hours: 5

NOTE: Contact Hours CANNOT include any part of your lunch hour or any breaks that you may have taken.

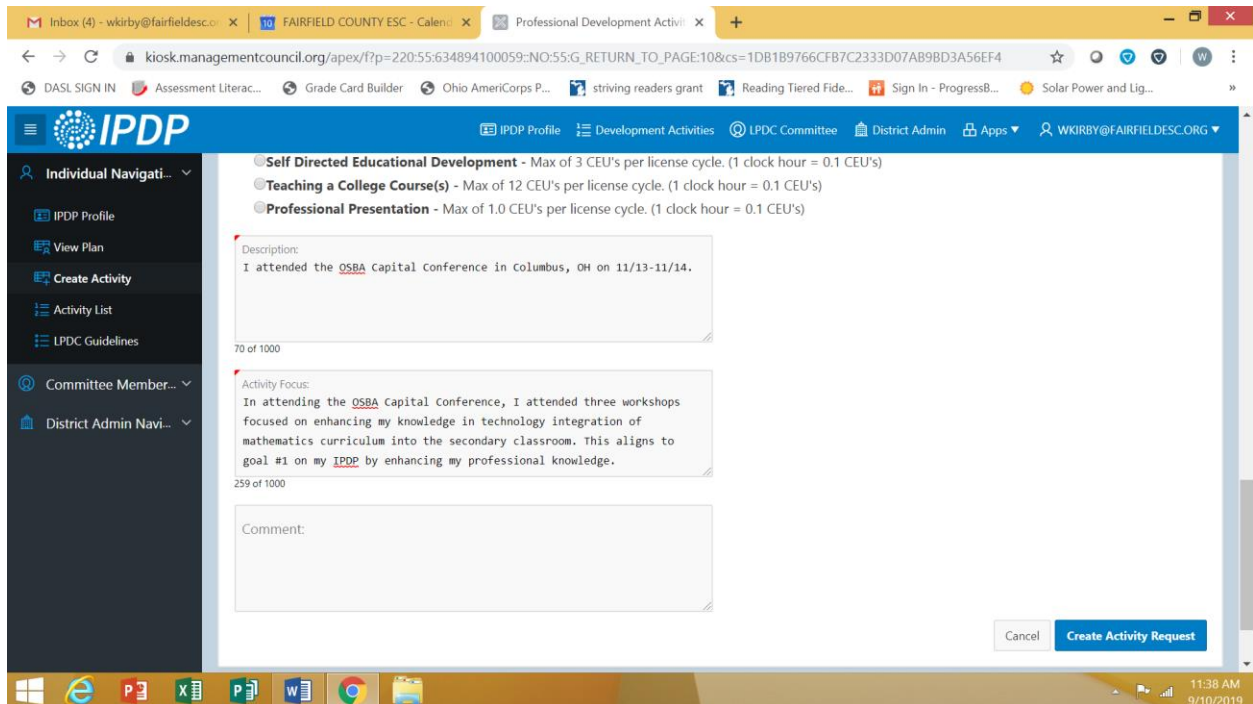
College Course

Conference or Workshop

Other Activities

11. In the next section, you will select the radial button next to the activity completed (College Course, Conference or Workshop, or Other Activity). If you select Other Activity, you must select the activity you completed. Please reference the LPDC Guidelines located in the black navigation bar on the Kiosk or on the intranet for limits on other activities.
12. In the Description box, you will enter the description of the activity you completed. **For example, “I attended the OSBA Capital Conference in Columbus, OH on 11/13-11/14.”**
13. In the Activity Focus box, you will enter how this activity fits with your plan. More specifically, how does completing this activity align with your IPDP goals? **For example: In attending the OSBA Capital Conference, I attended three workshops focused on enhancing my knowledge in technology integration of mathematics curriculum into the secondary classroom. This aligns to goal #1 on my IPDP by enhancing my professional knowledge.**

14. In the **Comment** box, you can add any additional comments you did not make up to this point. This box is NOT REQUIRED to be filled in.



IPDP Profile | Development Activities | LPDC Committee | District Admin | Apps | WKIRBY@FAIRFIELDSC.ORG

Individual Navigation

- IPDP Profile
- View Plan
- Create Activity
- Activity List
- LPDC Guidelines

Committee Member

District Admin Navigation

Self Directed Educational Development - Max of 3 CEU's per license cycle. (1 clock hour = 0.1 CEU's)

Teaching a College Course(s) - Max of 12 CEU's per license cycle. (1 clock hour = 0.1 CEU's)

Professional Presentation - Max of 1.0 CEU's per license cycle. (1 clock hour = 0.1 CEU's)

Description:
I attended the OSBA Capital Conference in Columbus, OH on 11/13-11/14.

70 of 1000

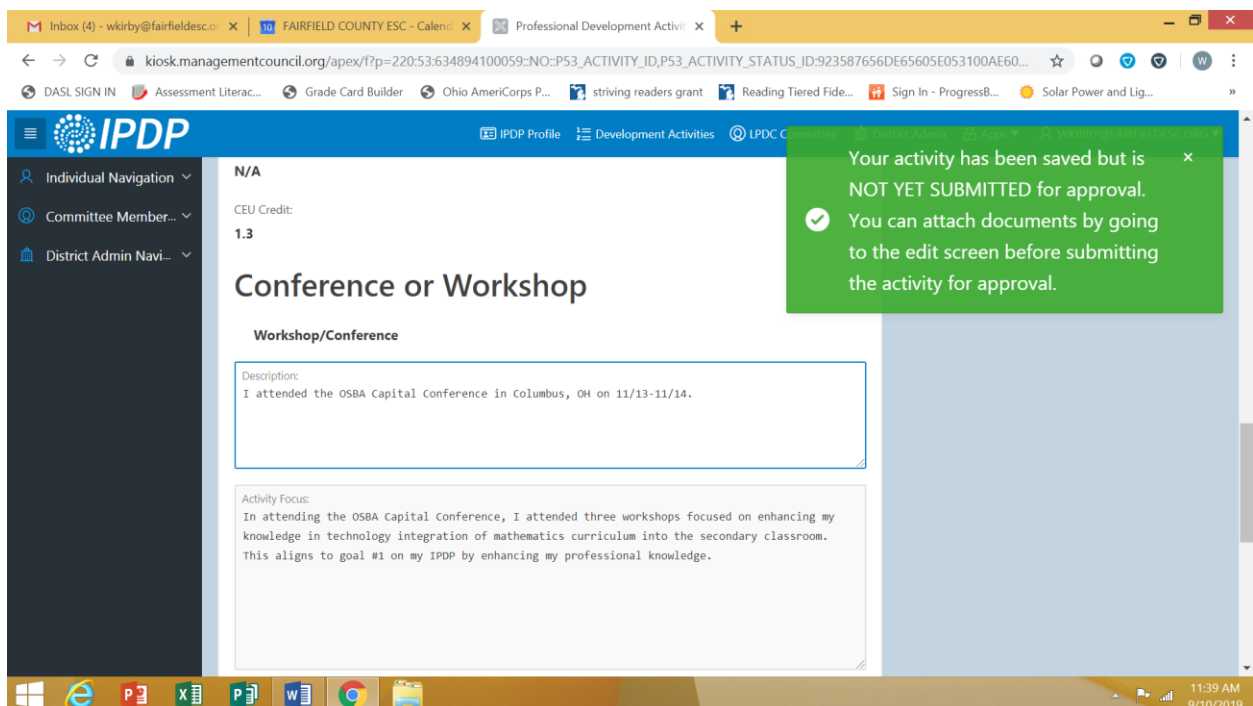
Activity Focus:
In attending the OSBA Capital Conference, I attended three workshops focused on enhancing my knowledge in technology integration of mathematics curriculum into the secondary classroom. This aligns to goal #1 on my IPDP by enhancing my professional knowledge.

259 of 1000

Comment:

Cancel Create Activity Request

15. Click **Create Activity Request**. You will get a green pop up that lets you know the activity was created successfully. If you get a red pop up, then you must follow the directions in the red to correct what is wrong on the form. The green box will also inform you the activity is not submitted yet. You will need to do a few more things to submit for final approval.



IPDP Profile | Development Activities | LPDC Committee | District Admin | Apps | WKIRBY@FAIRFIELDSC.ORG

Individual Navigation

- IPDP Profile
- View Plan
- Create Activity
- Activity List
- LPDC Guidelines

Committee Member

District Admin Navigation

N/A

CEU Credit:
1.3

Conference or Workshop

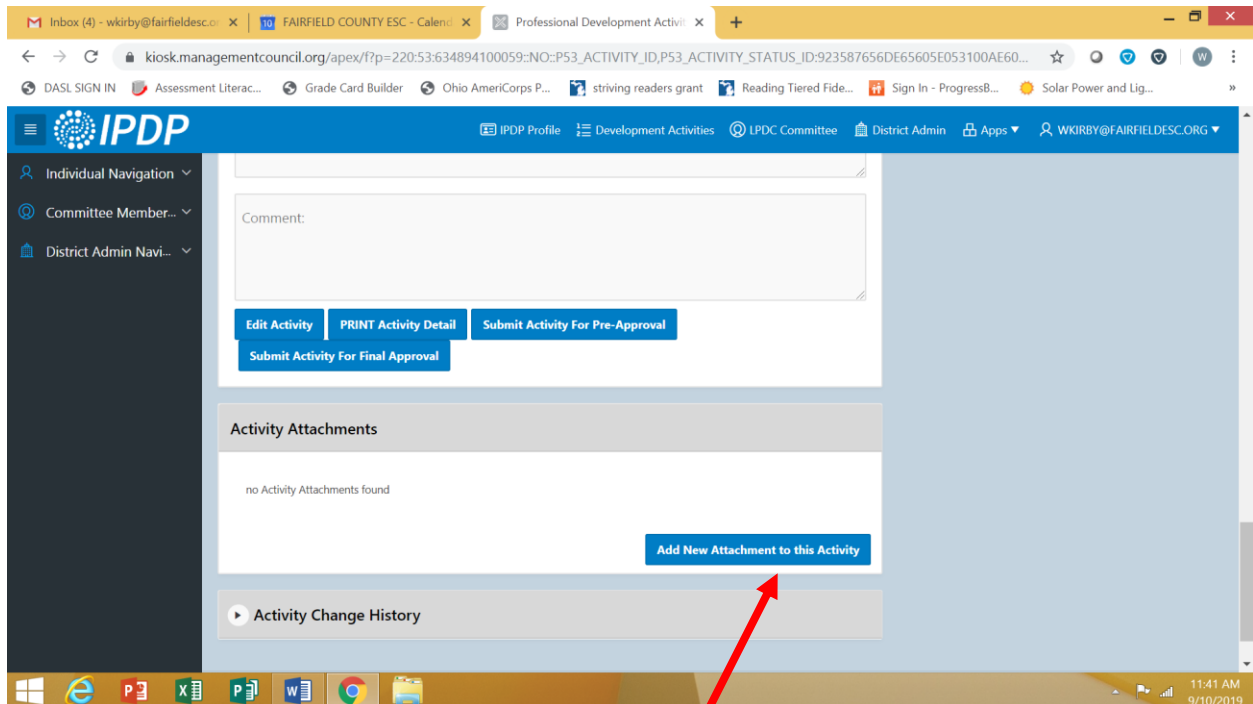
Workshop/Conference

Description:
I attended the OSBA Capital Conference in Columbus, OH on 11/13-11/14.

Activity Focus:
In attending the OSBA Capital Conference, I attended three workshops focused on enhancing my knowledge in technology integration of mathematics curriculum into the secondary classroom. This aligns to goal #1 on my IPDP by enhancing my professional knowledge.

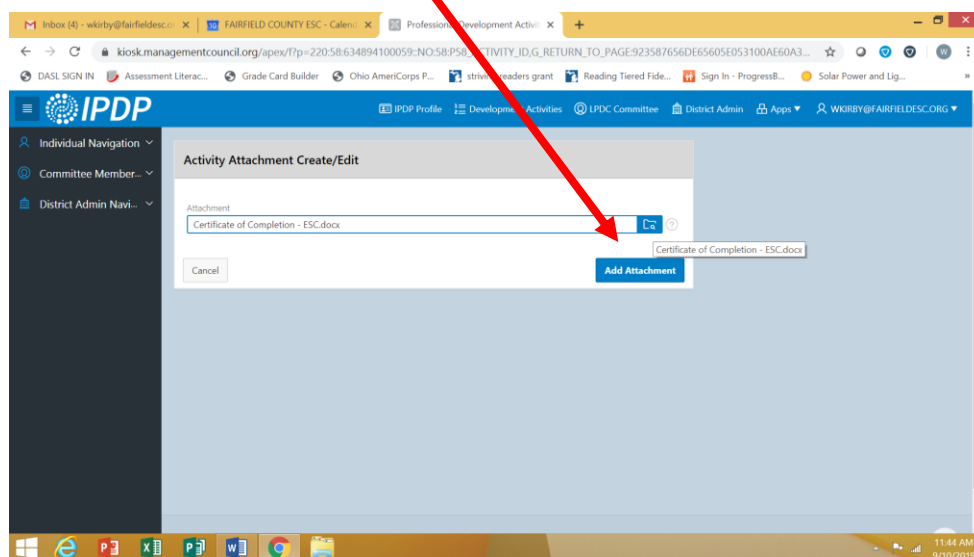
Your activity has been saved but is NOT YET SUBMITTED for approval. You can attach documents by going to the edit screen before submitting the activity for approval.

16. The next screen (scroll down until you see the blue boxes) will allow you to finish up the activity submission.



17. Add the required verification method you selected when you created the activity (certificate of completion, transcript or Activity Verification Log and Activity Verification Form). You will attach this verification by clicking **Add new Attachment to this Activity.**

18. On the right side of the **Choose File** box, click the file button. Locate the verification document to attach and click **Add Attachment.** You can add more than one attachment if needed.



19. You will get a green pop up that indicates the file was successfully uploaded. Scroll down until you see the blue buttons again. Once you have attached your files, click **SUBMIT ACTIVITY FOR FINAL APPROVAL**. *Note: The ESC does not do pre-approvals at this time. As such, you submit your activity AFTER you completed it.* You will now have a green pop up indicating your activity has been submitted.

You can review your activity list by clicking the **Activity List** icon on the left side of the screen in the black bar. You will see several categories: Highlighted sections are important

- **Activities Not Yet Submitted – These are activities you have created but have not submitted to the LPDC for approval.**
- Pre-Approved Activities – *The ESC does not pre-approve activities at this time. Please do not submit activities for pre-approval.*
- Activities Awaiting Supervisor Approval – *We are not using supervisor approval for activities for LPDC. This list will be blank.*
- **Activities Awaiting Committee Approval – This is where you will see your submitted activities that have not been approved or returned to you for modification. Not action required on your part.**
- **Activities Returned for Modification – This is where the LPDC may return an activity to you for more information or to correct an issue on the form (i.e. the number of hours entered is incorrect. The LPDC committee member WILL tell you what to do to fix your submission via email for the system.**
- **Activities Denied by Committee/Supervisor – In the event your activity is denied, you will not be able to make changes to the submission. The activity has been denied. An example of this may be if you have enough hours to renew your license but submit a new activity prior to the issue date of your new license. The submission is not required and will not carry forward until after the issue date of your new license.**
- **Activities Already Approved – This will show your running list of activities and total CEU's earned. You need 18.0 CEU's = 180 Contact Hours = 6 Semester Hours to renew your license every 5 years.**