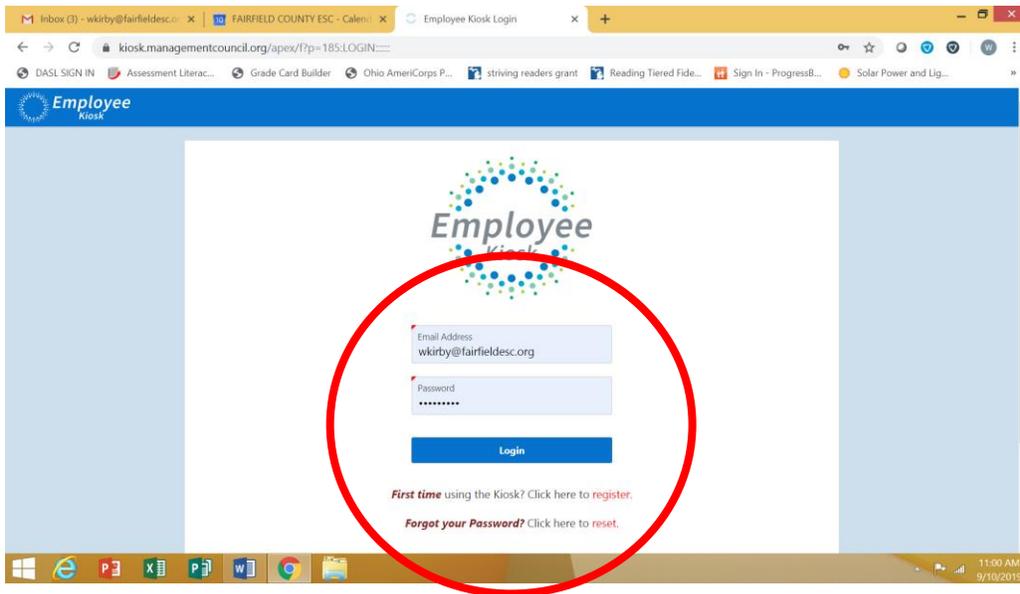
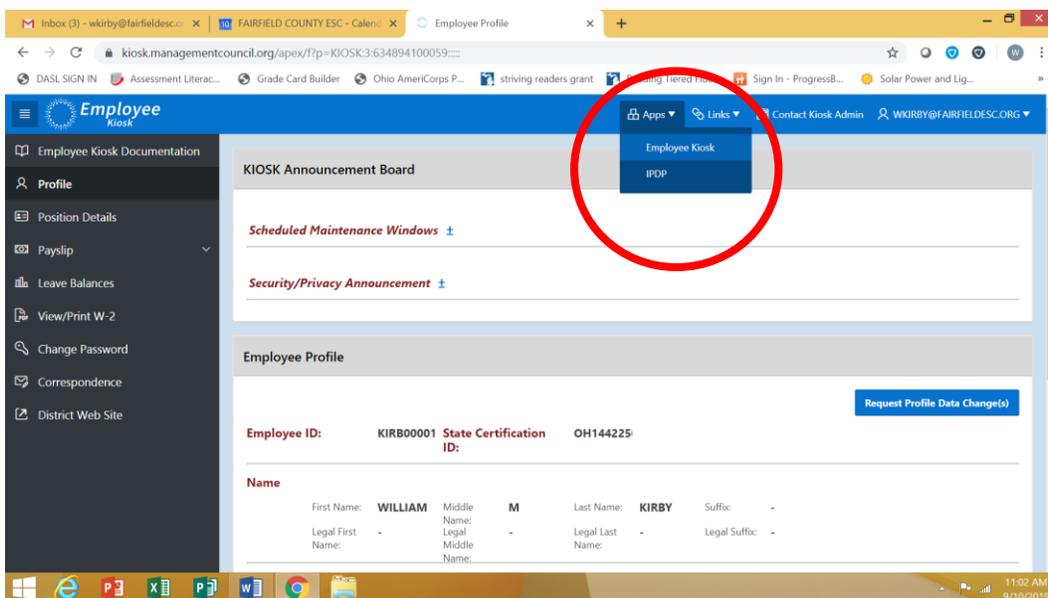


**SUBMITTING AN ACTIVITY TO TRANSFER CEUS FROM PRIOR LPDC VIA EMPLOYEE KIOSK  
9/10/2019 \*\*You must have approved IPDP before hours can be submitted\*\***

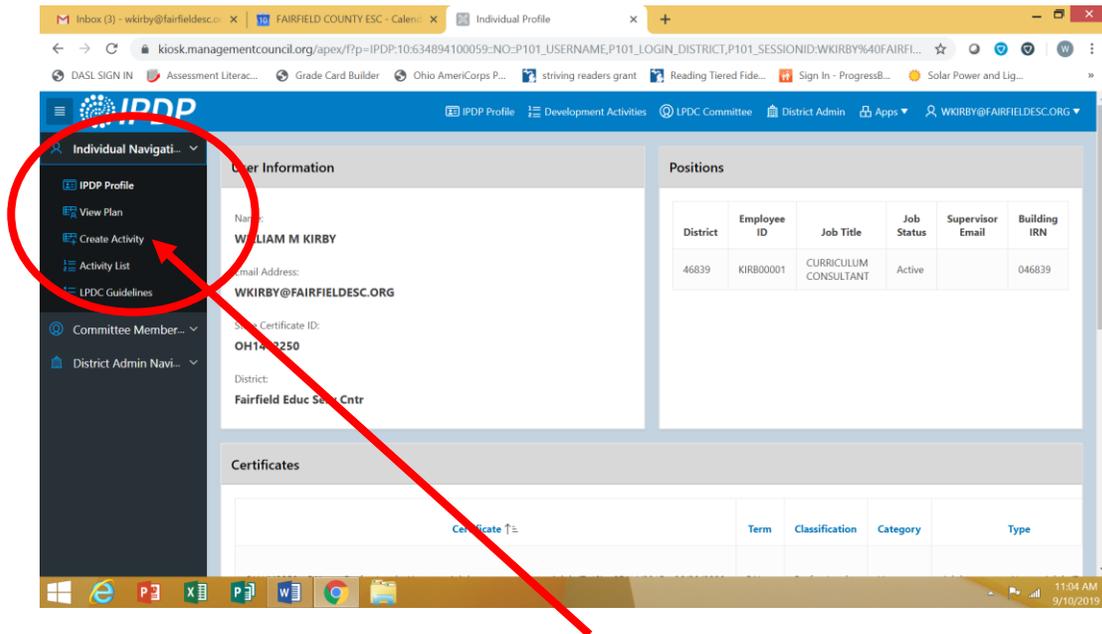
1. Navigate to <https://kiosk.mcoecn.org> to log into your Employee Kiosk Account
  - a. Issues Logging In: *Click the Forgot Your Password – RESET. You will get an email to reset your password.*
  - b. Other Log In Issues: Contact Laura Cassell ([lcassell@fairfieldesc.org](mailto:lcassell@fairfieldesc.org)).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

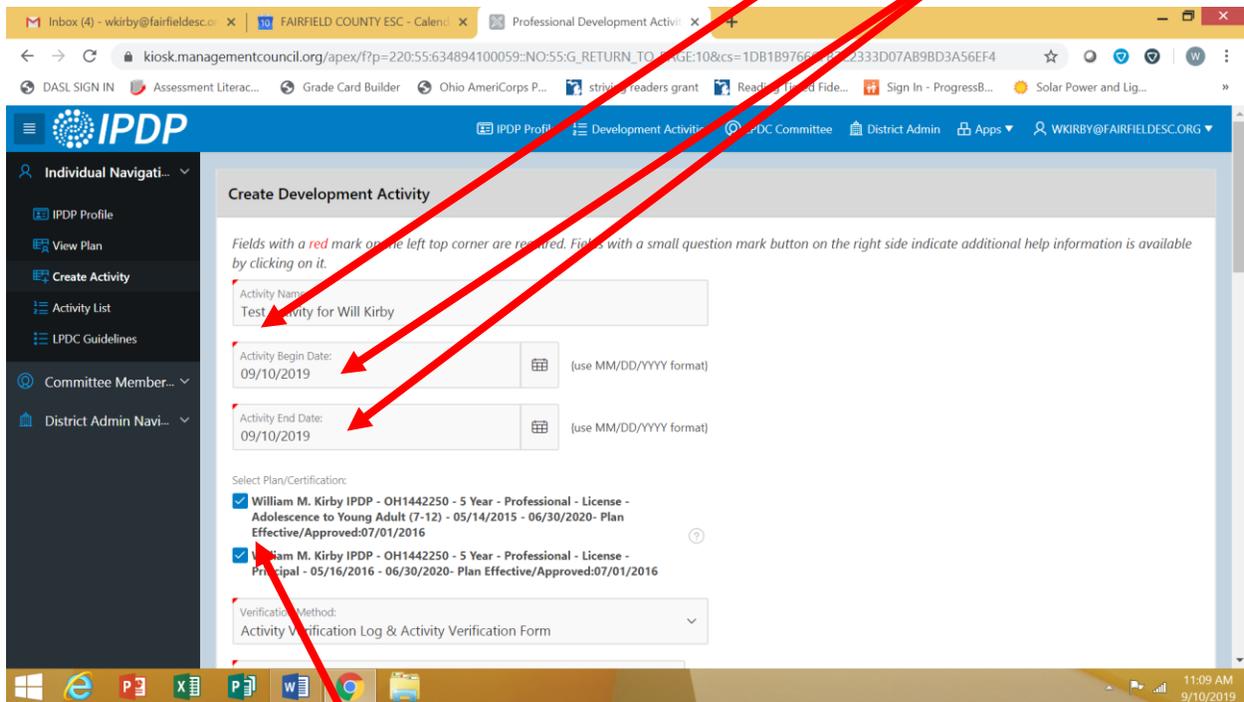


- Now you are in the LPDC area of Employee Kiosk. On the left side of the screen, you will see **Individual Navigation**. Click the down arrow next to **Individual Navigation**.



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

- Now you are in the **Activity** template. Enter the **Activity Name** as **Transfer Hours From Prior LPDC**. Enter the **Activity Begin Date** and the **Activity End Date** as the date you are submitting it.



- 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.

- Next, click the area on the drop down menu for **Verification Method**. For transfer hours, select **Leaving LPDC Verification Form**.

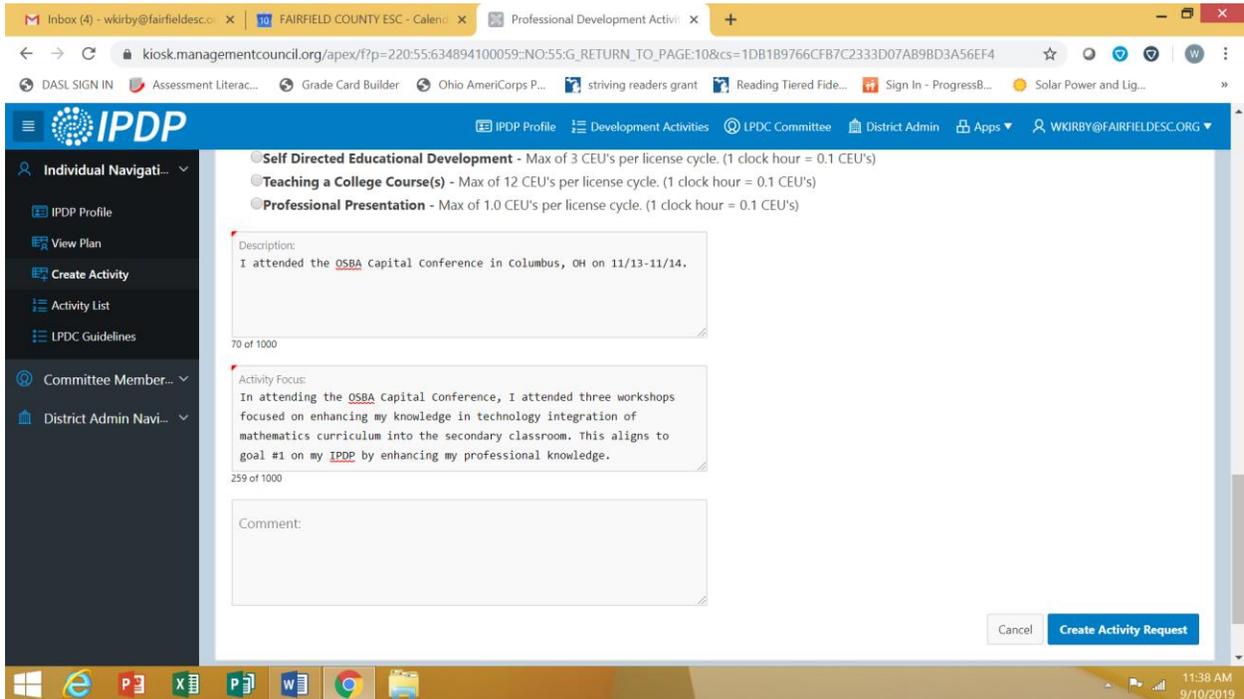
The screenshot shows the IPDP web application interface. The user is logged in as WKIRBY@FAIRFIELDSC.ORG. The page displays the 'Select Plan/Certification' section with two selected items: 'William M. Kirby IPDP - OH1442250 - 5 Year - Professional - License - Adolescence to Young Adult (7-12) - 05/14/2015 - 06/30/2020 - Plan Effective/Approved:07/01/2016' and 'William M. Kirby IPDP - OH1442250 - 5 Year - Professional - License - Principal - 05/16/2016 - 06/30/2020 - Plan Effective/Approved:07/01/2016'. The 'Verification Method' dropdown menu is open, showing options: 'Activity Verification Log & Activity Verification Form' (selected), 'Certificate of Completion', and 'College or University Transcript'. The 'Approving Supervisor' is set to 'None'. Below the dropdown, there are input fields for 'Semester Hours', 'Quarter Hours', 'CEU Credit', and '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 taken.'

- Next, enter the provider of the hours as your prior employer (i.e. Bloom Carroll LPDC).
- Leave the **Approving Supervisor** as NONE.
- Next, you will enter the number of CEU's listed on your LPDC verification form from you prior LPDC. Be sure to enter these hours in the field **CEU's**.

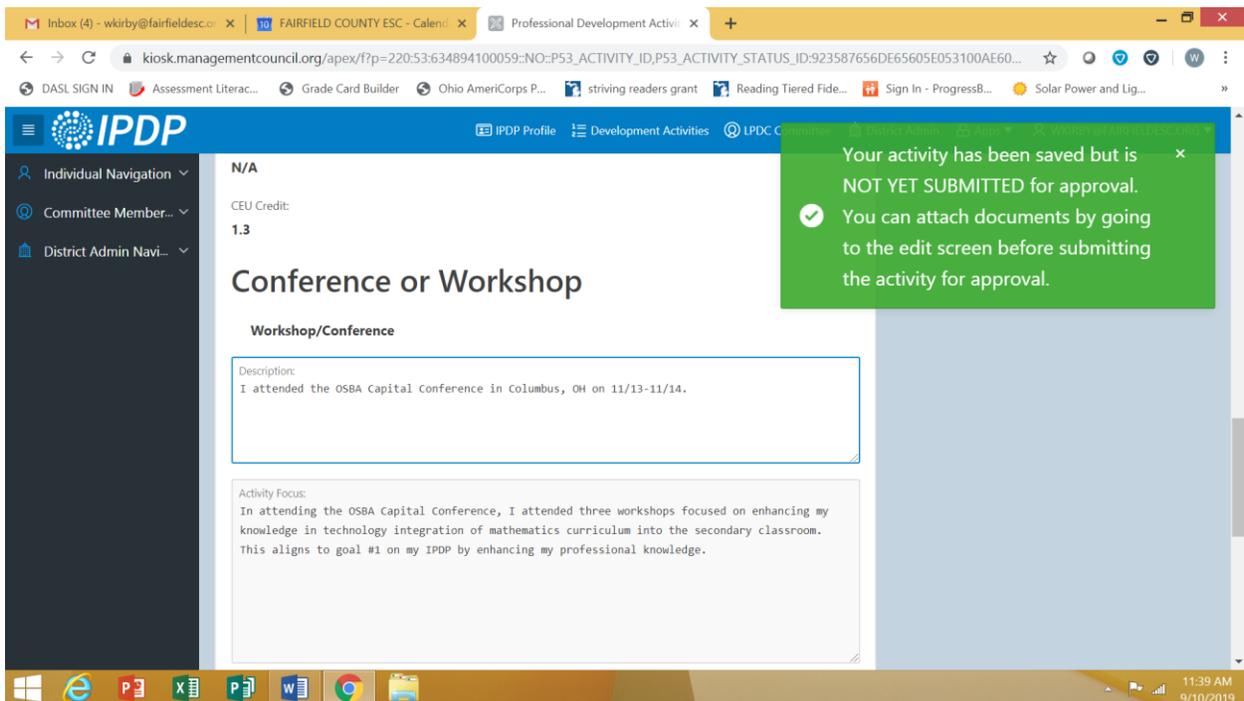
The screenshot shows the IPDP web application interface. The 'Approving Supervisor' is set to 'None'. The 'CEU Credit' field is highlighted with a red arrow and contains the value '5'. Below the input fields, there are radio button options for 'College Course', 'Conference or Workshop', and 'Other Activities'. The 'College Course' option is selected. A note at the bottom states: 'NOTE: Contact Hours CANNOT include any part of your lunch hour or any breaks that you may have taken.'

- In the next section, you will select the radial button next to the **Transfer IPDP** (do not select College Course, Conference or Workshop or Other Activities).
- In the **Description** box, you will enter **Transfer IPDP**.
- In the **Activity Focus** box, you will enter **Transfer IPDP**.

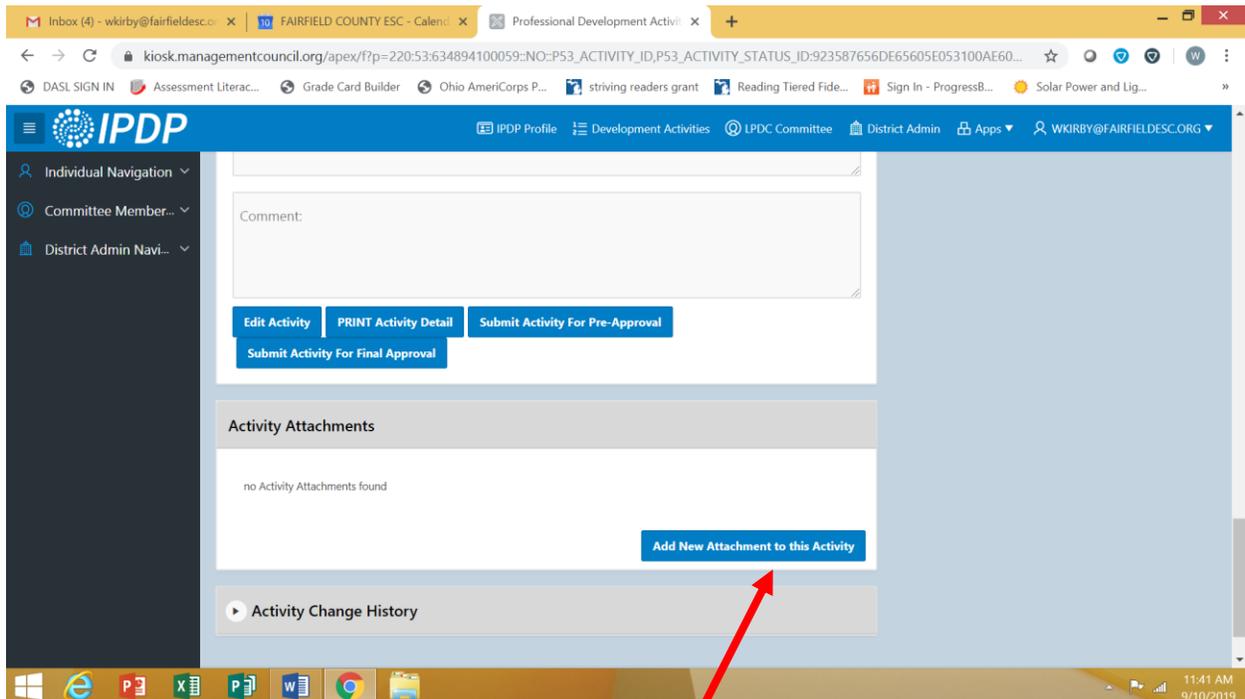
14. In the **Comment** box, you can add any additional comments you did not make up to this point. This box is NOT REQUIRED to be filled in.



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.

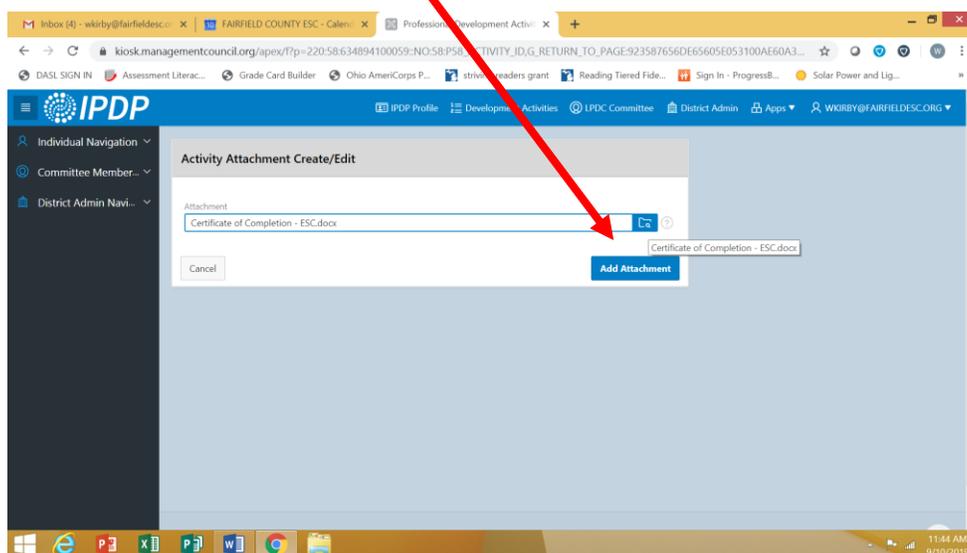


16. The next screen (scroll down until you see the blue boxes) will allow you to finish up the activity submission.



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.**