

MCCESC LPDC GUIDELINES

What is LPDC?

Local Professional Development Committee: a committee of teachers and administrators who review/approve your IPDP and PD activities, then approve your renewal when you apply for license renewal. If you would like to serve on this committee, please contact the Superintendent or the LPDC chair.

What is IPDP?

Individual Professional Development Plan: your stated goals, which are used to drive your PD activities to earn your 180 contact hours / 18 CEUs of PD needed for license renewal.

Where do I find information concerning LPDC / IPDP?

Go to the ESC Homepage, click on <ESC Staff Hub>, then on <LPDC/IPDP>. There you will find a list of Committee members and resources for all things LPDC, including the link <K-12 Tracker> where you will write/submit your IPDP and any subsequent PD activities.

When should I submit my IPDP for approval?

Whether you are a new hire or have just renewed your license, you should do so immediately using the K-12 Tracker. It is a requirement of employment with the ESC that you have an approved IPDP. To submit your IPDP for the LPDC's first meeting of the year, you need to submit by Oct. 31. If the IPDP is rejected by the LPDC, the educator will be notified of the reason for rejection. The educator may then submit a revised plan by the next meeting of the LPDC. Your plan is to be approved before you submit any PD activities for approval.

Where / how do I write my IPDP?

Go to the ESC Homepage, click on <ESC Staff Hub>, then on <LPDC/IPDP>. There you will find the link <K-12 Tracker> where you will write/submit your IPDP and any subsequent PD activities. When you write your IPDP, you will need to include at least two, but not more than three, goals. Make sure to include somewhere HOW you will accomplish these goals, e.g., take classes, attend seminars or workshops, etc. If these are not included, your IPDP will be rejected and returned for revision.

What do I do if I have an IPDP and activities from my previous employer?

Contact the LPDC chair at your previous employer and request that s/he complete and email a "Verification Form for Leaving an LPDC"; the form should be emailed directly to the current MCCESC LPDC chair. You will then submit your IPDP using the K-12 Tracker, and the committee will approve your plan. After your plan has been approved, you will use the K-12 Tracker to submit an initial bulk activity for the total number of approved PD hours you completed at your previous employment towards renewal during the current license cycle.

When does the LPDC meet?

The committee meets four times per year in November, January, March, and May. You will be notified by email when the confirmed dates approach.

What if I am a Resident Educator? Should I do an IPDP?

No. Resident Educators (RESA) do not work through the IPDP process.

Who do I contact if I have any questions about LPDC / IPDPs?

You may contact your mentor, the current LPDC chairperson, Mary Mitchell (Superintendent), or any other LPDC person listed on the LPDC / IPDP link under Staff Hub on the MCCESC homepage.