EASTWOOD LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE

EXPLANATION OF FORMS

FORM NAME	ITS USE	WHEN TO SUBMIT
Individual Professional Development Plan	• For initial plan proposal. • To revise your Professional Development Plan.	• Before beginning your activities. • Once you begin another renewal cycle of your license. • If your job or goals change.
Activity Verification Form	• To request pre-approval for **Group 3 or 4** activities/coursework.	• When applying for a license. • BEFORE beginning the activity when applying for pre-approval of a Group 3 or 4 activity.
ODE Approval Verification Form – when leaving an LPDC	• To certify credits/hours for educators leaving an LPDC from a prior district.	• Any time during your licensure cycle, but before renewing.
Activity Log	• To keep a record of accumulated hours and activities.	• When submitting Final Requirement Check Sheet to the LPDC Committee