PDExpress

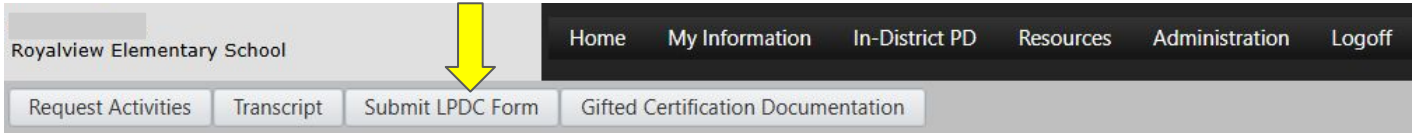
The following is a list of things you can do in PDExpress:

1. **IPDP: Create and submit an IPDP**
2. **CEU: Submit professional development hours that you completed and request CEU credits. This option is for PD that you are given a certificate of completion or a transcript of hours completed. You will also use this option to submit a log of hours AFTER you have submitted a pre-approval form to the committee and it was approved.**
3. **Other Activity: Request an approval for an other activity. This option is for PD that you have completed or activities or committees that you are on where you are NOT given a certificate of completion or transcript for AND for hours that have not already been entered in for you in PDExpress. A pre-approval must be approved before a log can be submitted.**
4. **License Renewal: Request to renew your license. Please keep in mind that you will still need to go into the state website to pay for you new license right before you do this.**
5. **In-district PD: Check your in-district PD. Remember that you can only counts PD that has occurred AFTER the APPROVAL date of your current IPDP.**
6. **Extra Documents: Get documents like an activity log and the LPDC Handbook (which is needed for an other activity pre-approval form)**

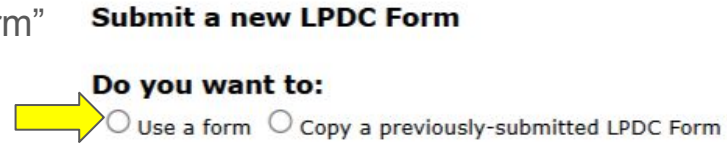
How to create and submit an IPDP:

(IPDPs should be submitted through PDExpress as soon as your new license is issued.)

1. Log into PDExpress
2. In the top left corner click on “Submit LPDC Form”



3. Click on “Use a form”



4. Click on “IPDP” and enter in a description. Be sure to identify what it is, ex. “IPDP for 2026-2031” and click “Next”

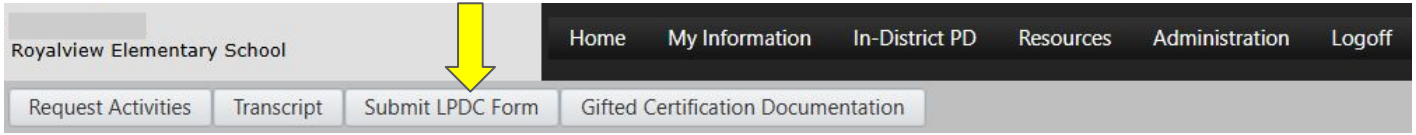


5. Fill out the form with your information. Be sure to check all the boxes, EXCEPT goal 4, and click on “Submit for Review” when you are done.

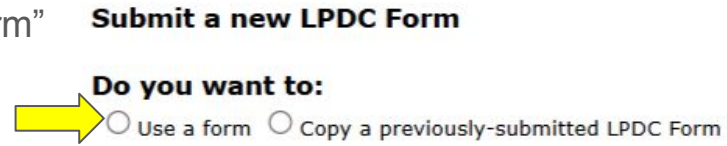
How to request CEU credit:

(Be sure to have any certificates and/or transcripts in PDF form BEFORE you attach them.)

1. Log into PDExpress
2. In the top left corner click on “Submit LPDC Form”



3. Click on “Use a form”



4. Click on “Application for CEUs” and enter in a description. Be sure to identify what it is, ex. “Dyslexia Training” and click “Next”



5. Fill out the form with your information.
   - No pre-approval date is needed if you have a certificate and/ or transcripts. Pre-approval dates ARE needed if you are submitting a log after you completed a pre-approval form and it was approved by the committee.

- Be sure to check the first box under the title and outline box, as well as at least one goal (NOT Goal 4)
- Explain how you will evaluate the completion of the activity: for this section you would say certificate of completion if you have a certificate, or log of hours if it's for an other activity
- List the hours that you used to complete the activity or PD, ex. 6 hours.
- Then list the CEUs you are asking for. All you have to do is move the decimal point to the left one place, ex. 6 hours would be 0.6 CEUs, 12 hours would be 1.2 CEUs
- Check all the boxes under that

6. Attach your certificate, transcripts or log (Be sure this in PDF form).
   - Go to the bottom for the page and click on the little paperclip next to the word "Attachments"
   - Attach the document and be sure to click "Attach"

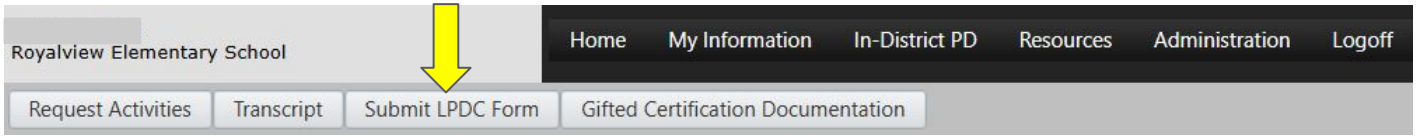


7. Lastly, click on "Submit for Review"

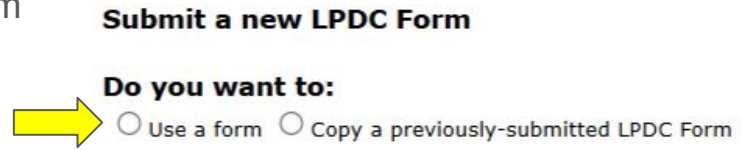
How to request an approval for an other activity:

(This is for activities that do not come with a certificate or transcript. Examples include: student teacher, grant writing, committee work that is not entered in in-district PD for you, etc. Your activity must be pre-approved BEFORE you can submit a log for CEU credit.)

1. Log into PDExpress
2. In the top left corner click on “Submit LPDC Form”



3. Click on “Use a form”



4. Click on “Other Activity Pre-Approval Form” and enter in a description. Be sure to identify what it is, ex. “Student Teacher Fall 2024” and click “Next”



5. Fill out the form with your information.
   - Under your IPDP approval date, be sure to check the first box, as well as at least one goal (NOT Goal 4)

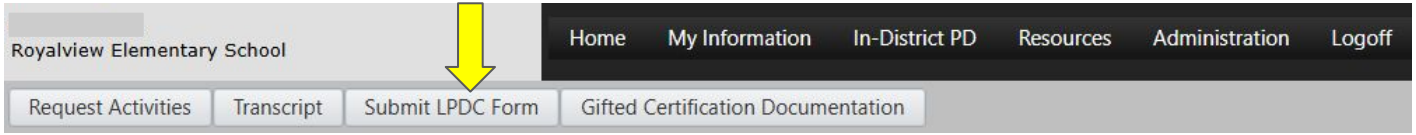
- The categories for this activity can be found in the LPDC Handbook
- Next, write a description of your roles and responsibilities in this activity
- Then, list the approximate number of hours. This can change once you submit for CEU credit. For example, if you list 15 hours but the activity added up to 20, you will get credit for 20.
- Be sure to check the Signature box
- No attachments are needed for this form

6. Lastly, click on “Submit for Review”

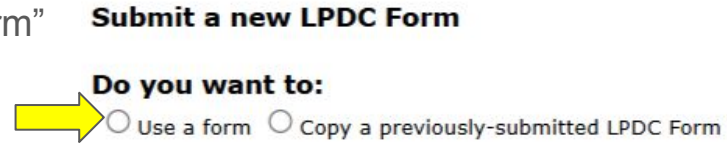
How submit a request for license renewal:

(Be sure you go to the state website and pay for your license at the same time you submit this form to the committee.)

1. Log into PDExpress
2. In the top left corner click on “Submit LPDC Form”



3. Click on “Use a form”



4. Click on “Renewal of Five Year License” and enter in a description. Be sure to identify what it is, ex. “License Renewal for new license 2025-2030” and click “Next”

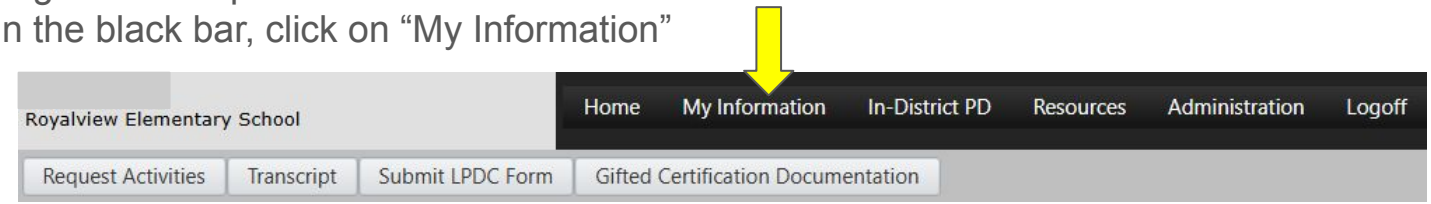


5. Fill out the form with your information. Click on “Submit for Review” when you are done.

How check your in-district PD totals:

(CEUs for in-district PD can only be counted AFTER your IPDP approval date.)

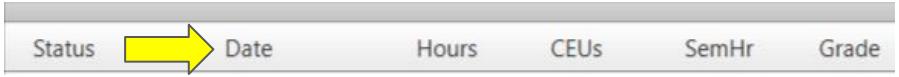
1. Log into PDExpress
2. In the black bar, click on “My Information”



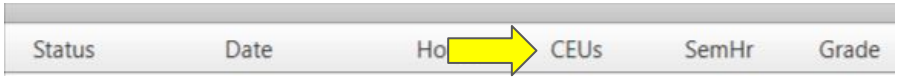
3. In the drop down menu, click on “In-district PD”
4. Click on “Page SIze” and select ALL.



5. The click on the word “Date” twice, this will sort all your PD by most recently completed.



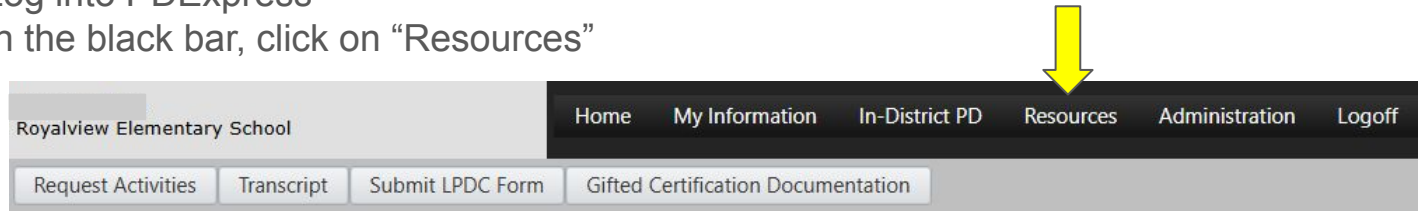
6. Then add up all your CEU credits AFTER your IPDP approval date.



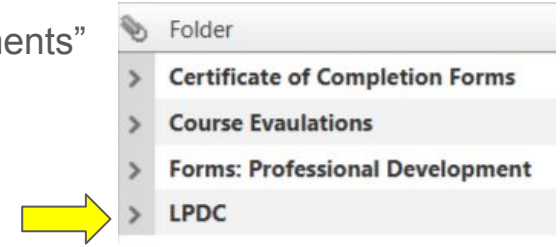
How to find other necessary documents:

(Use this to find the LPDC handbook and Other activity log.)

1. Log into PDExpress
2. In the black bar, click on “Resources”



3. In the drop down menu, click on “Documents”
4. Click on “LPDC”



5. The top two are most important..

