Using PD Express for eLPDC

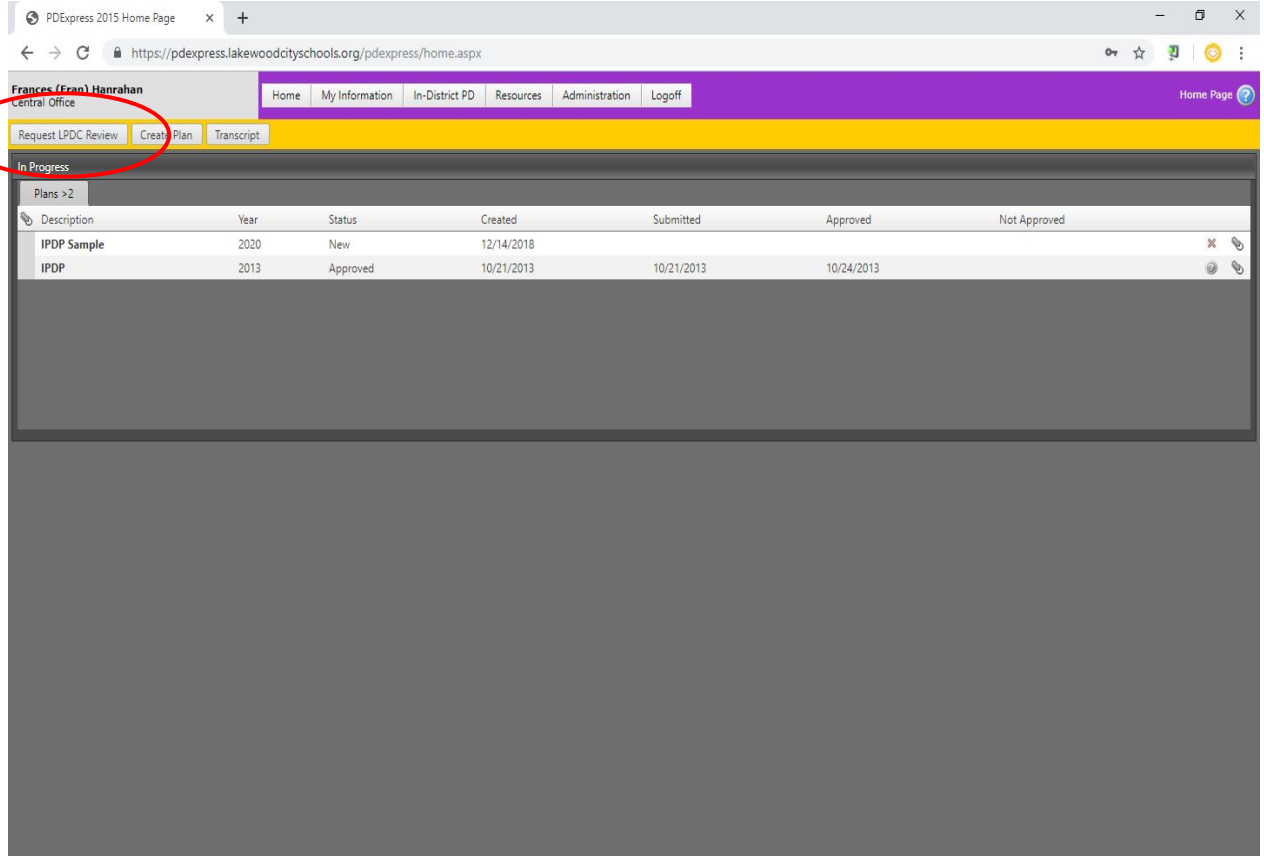
User Guide for Submitting an item for LPDC review and approval

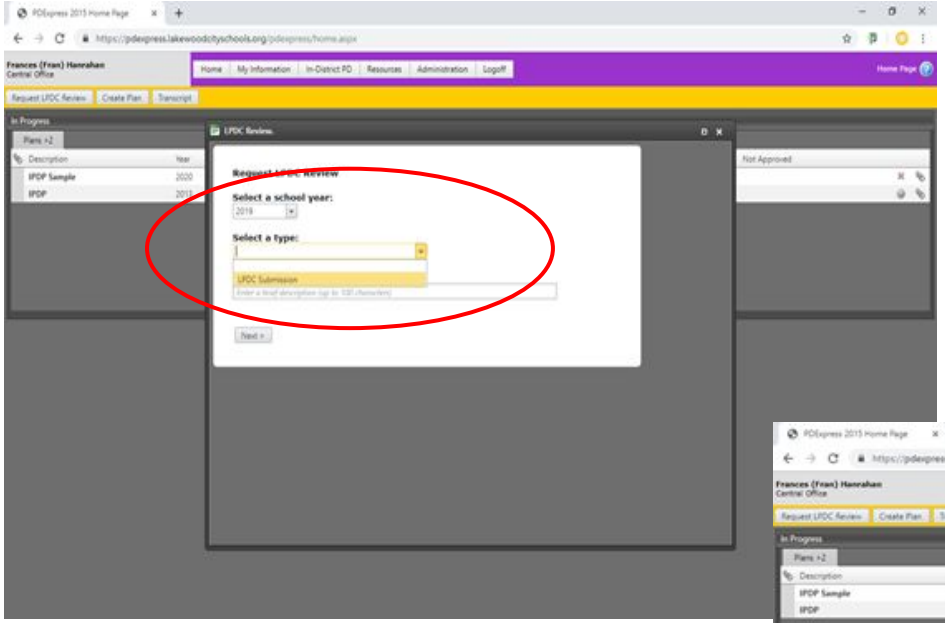
User Submission

1. Log into your PD Express account.

From the Home screen, a user can submit a Request LPDC Review, Create Plan for approval, and/or generate their Transcript.

You will use the “Request LPDC Review” button to enter your submission.

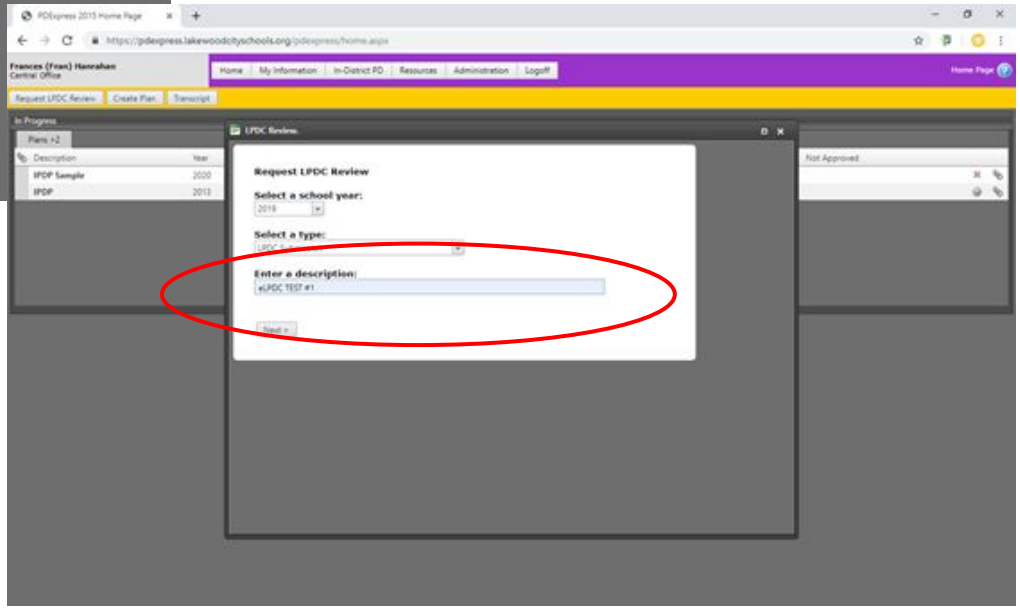




2. Click on the “Request LPDC Review” button

Select a school year: defaults to the current year

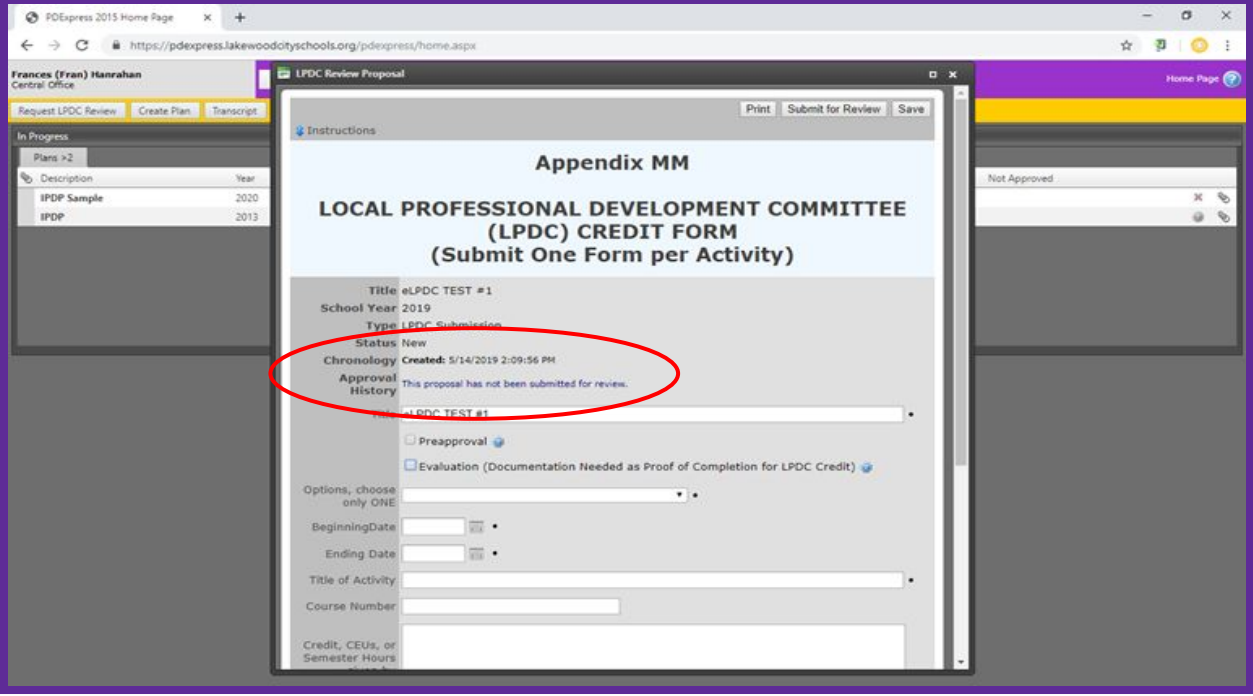
Select a type: is a required field and LPDC Submission is the only option



Enter a description: is a required field.

The text entered will auto populate the Title field on the next screen.

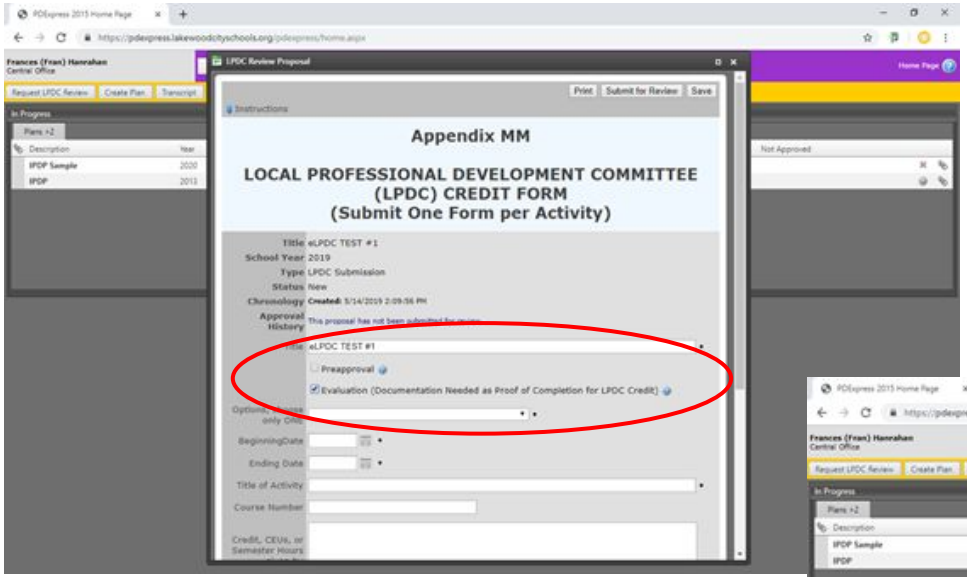
3. Click Next



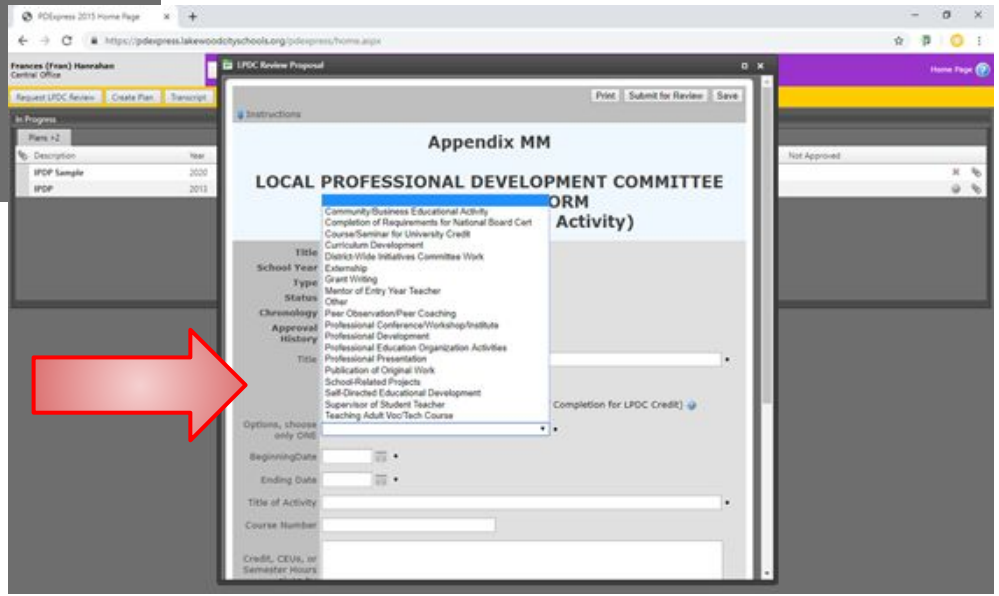
This form was created to mimic the paper version of Appendix MM within the limitations of the PD Express program.

The Chronology and Approval History stamps take the place of the Employee and LPDC committee member signature fields.

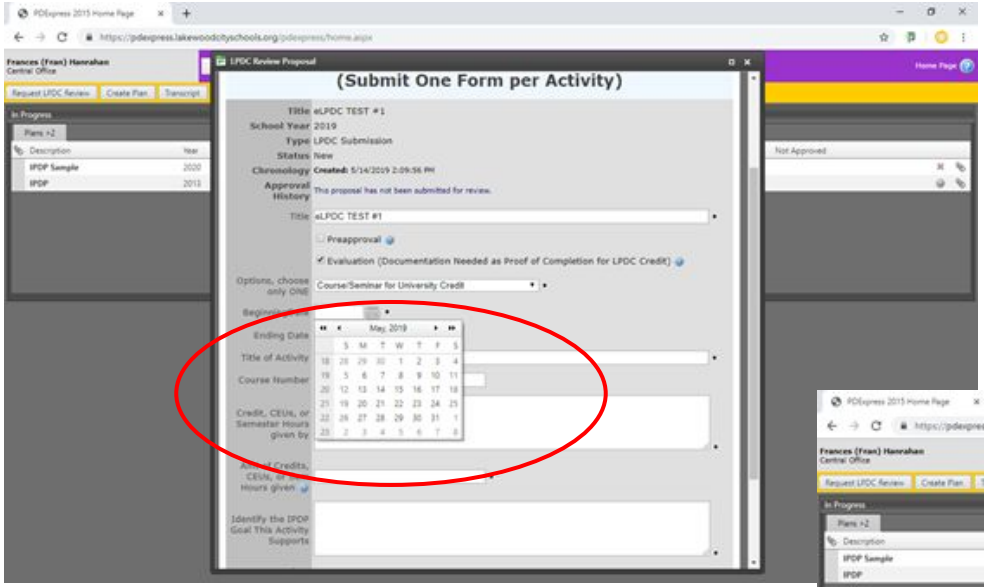
4. **Complete the form the same as you would the paper version.**



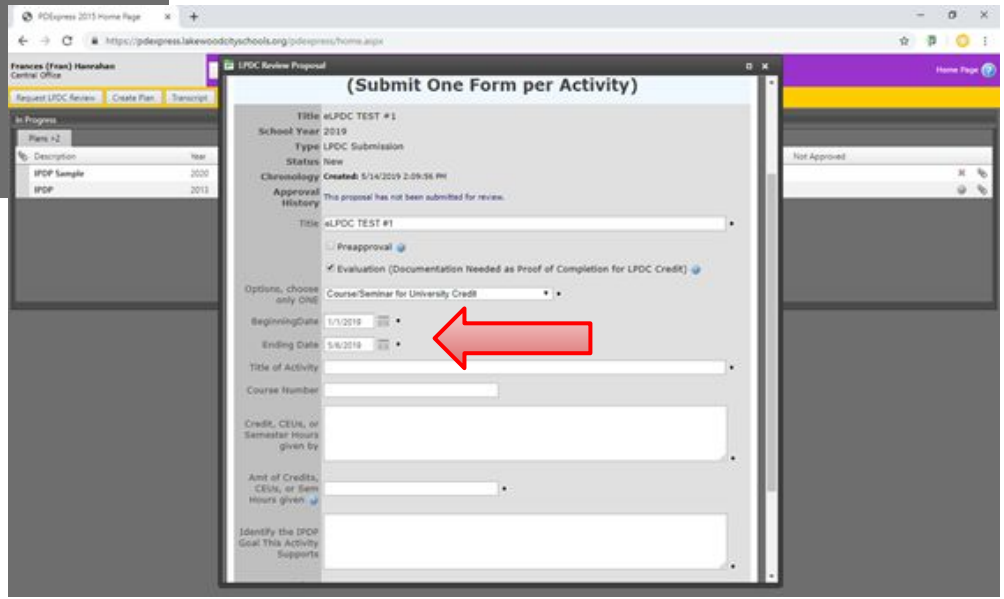
4.a. Select the checkbox for either Preapproval or Evaluation



4.b. Use the dropdown to select the most appropriate activity type

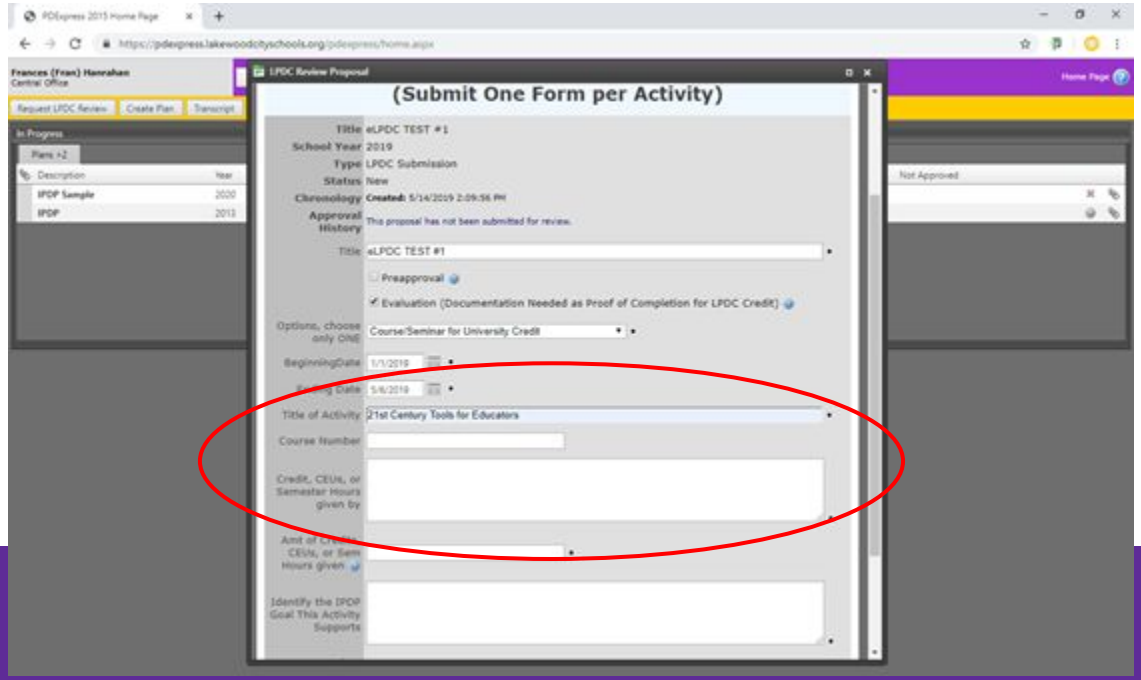


4.c. Either type the Beginning Date of the activity or use the Calendar button



4.d. Either type the Ending Date of the activity or use the Calendar button.

The beginning and ending date can be the same date.



4.e. Enter the Title of Activity, Course Number if applicable, and who is giving the credits

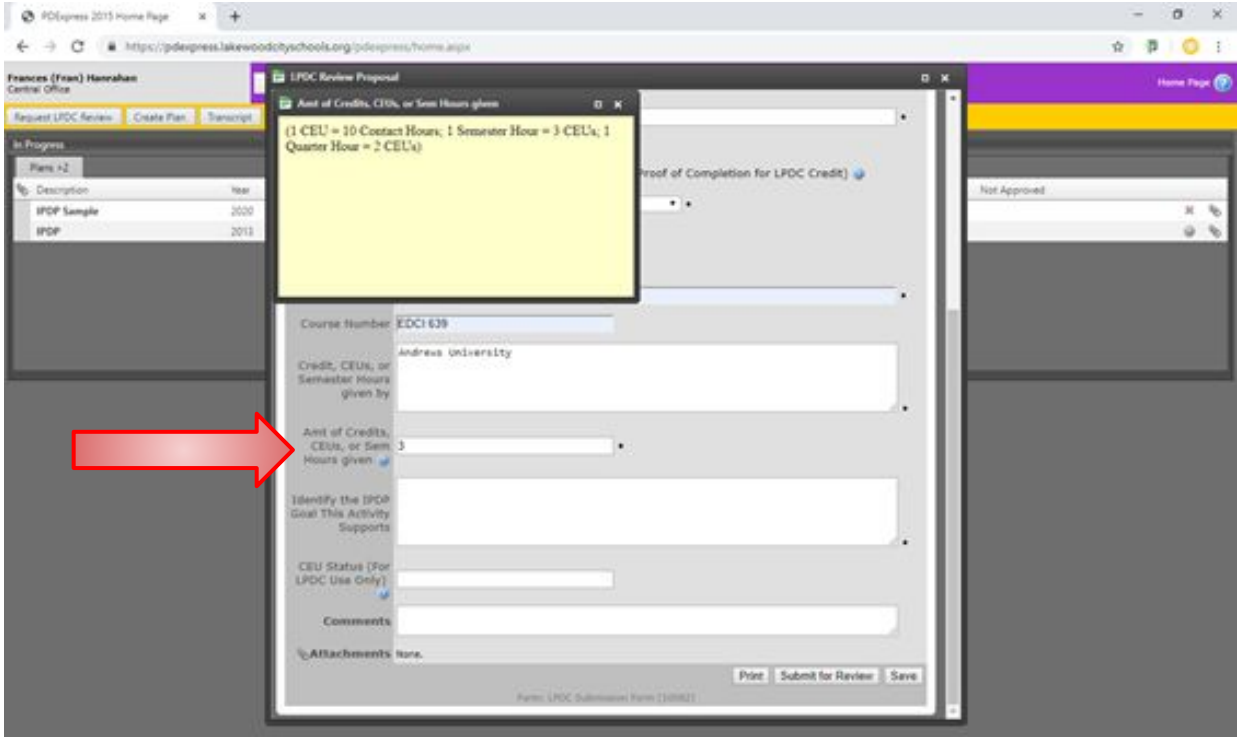
‘Title of Activity’ is a required field.

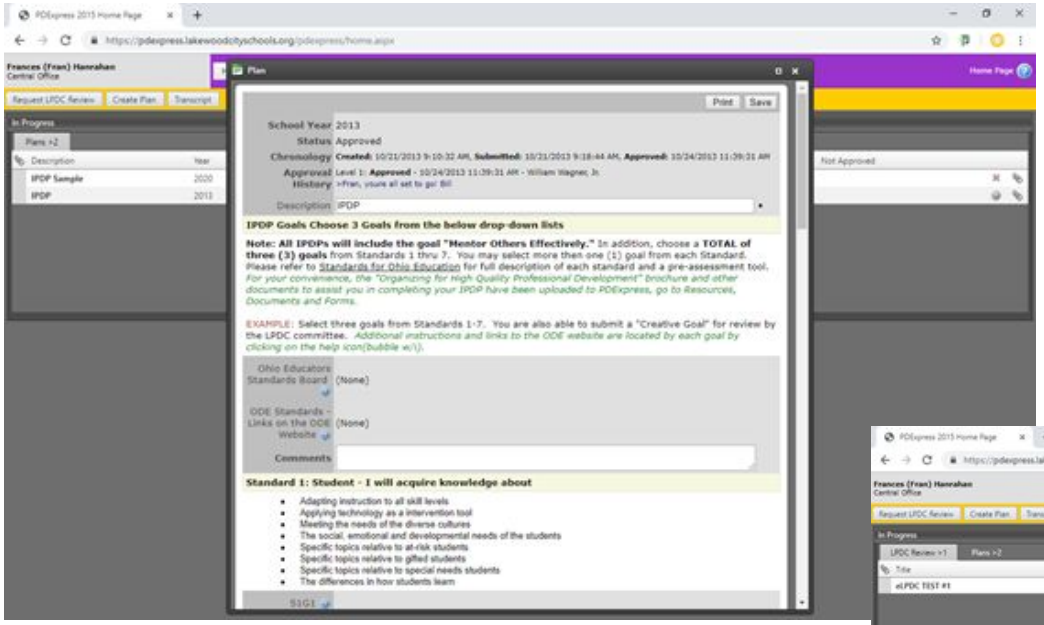
‘Course Number’ is not a required field as not every submission will have one.

‘Credit, CEUs, or Semester Hours given by’ is a required field.

4.f. Enter the amount of credit awarded for the activity

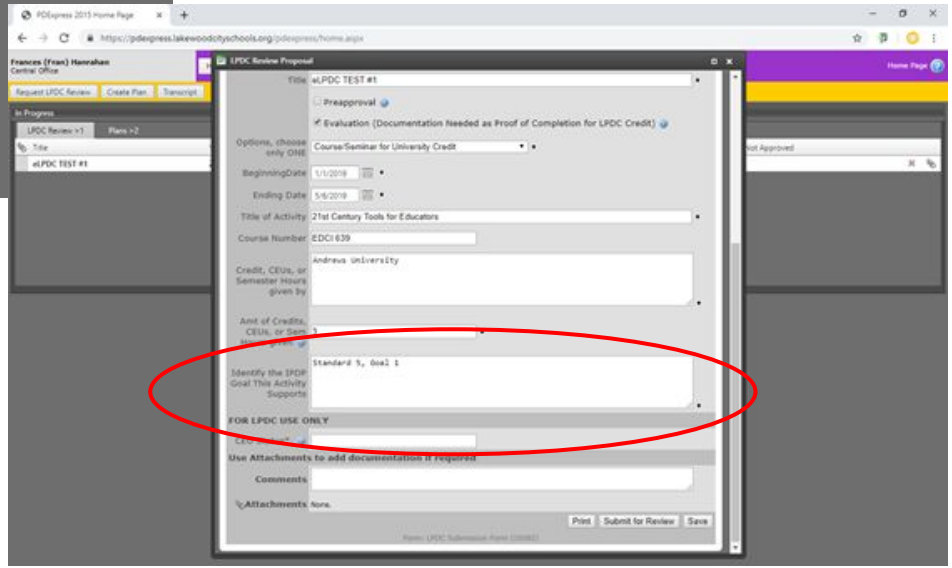
The blue question mark next to ‘Amt of Credits, CEUs, or Sem Hours given’ shows break down





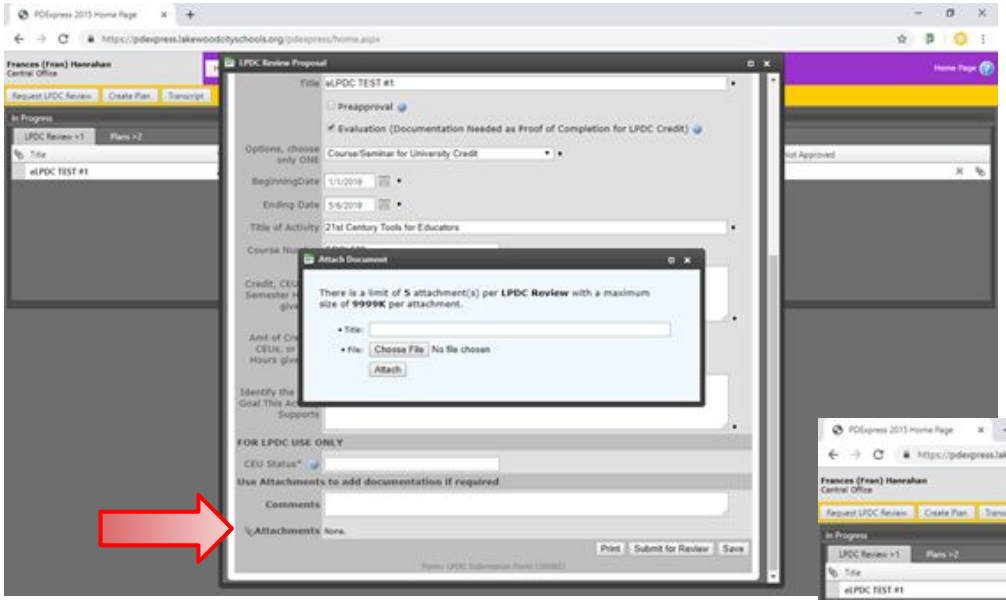
4.g. Enter the GOAL that relates to the activity.

If you are unsure what goal the activity aligns with, you can easily access your Plans to review.



Moving to the Plans screen automatically saved the LPDC Review Request submission you were working on. When you close the Plan window, you will now have a LPDC Review tab. This tab gives you easy access to submissions you are working on or that are pending approval.

The GOAL field is currently a text field and not linked to the Approved IPDP in PD Express.



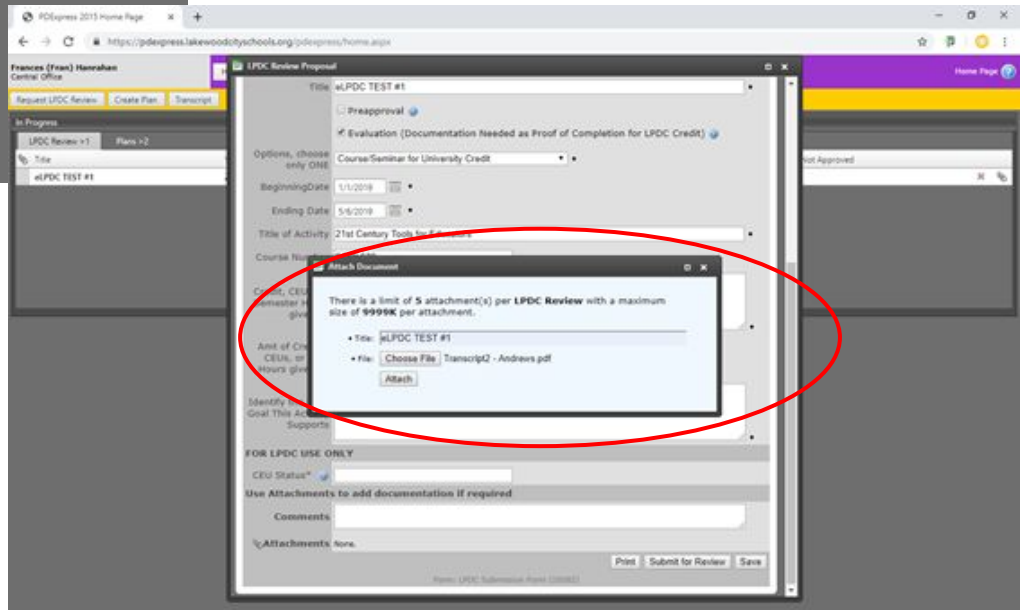
4.h. Upload Documentation if required. Click the Paperclip to add Documentation.

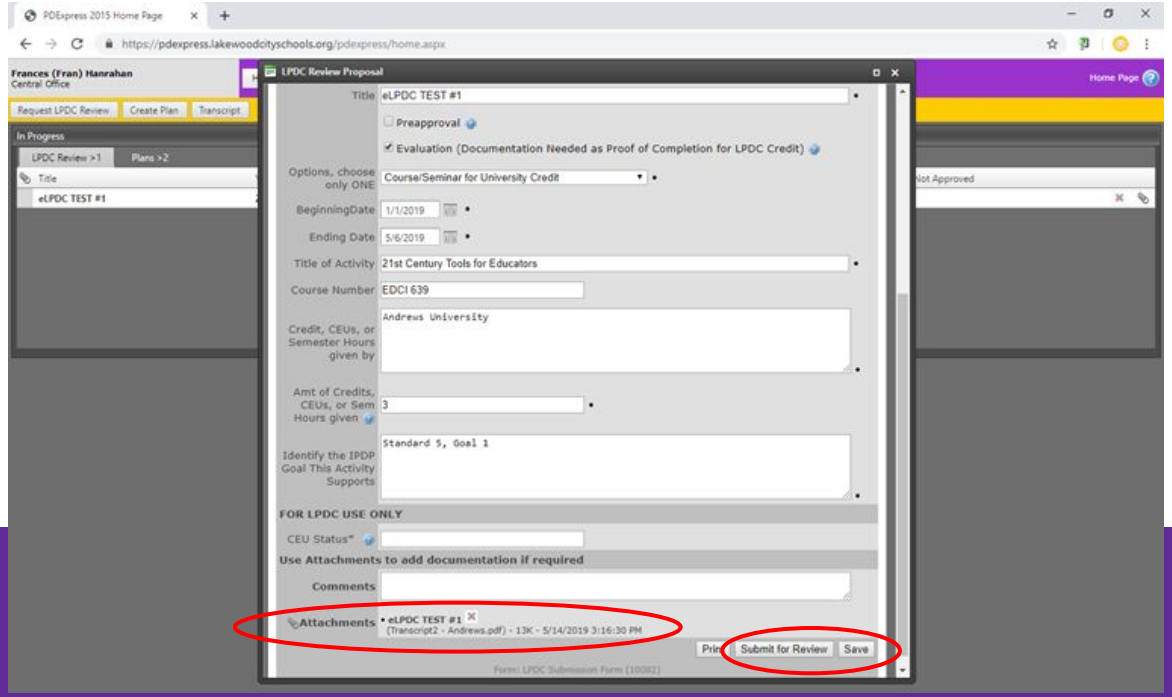
All Evaluation submissions should have documentation.

The Title: field is required.

Click the 'Choose File' button to browse to location of your documentation.

Click the 'Attach' button to upload the document to the Form.

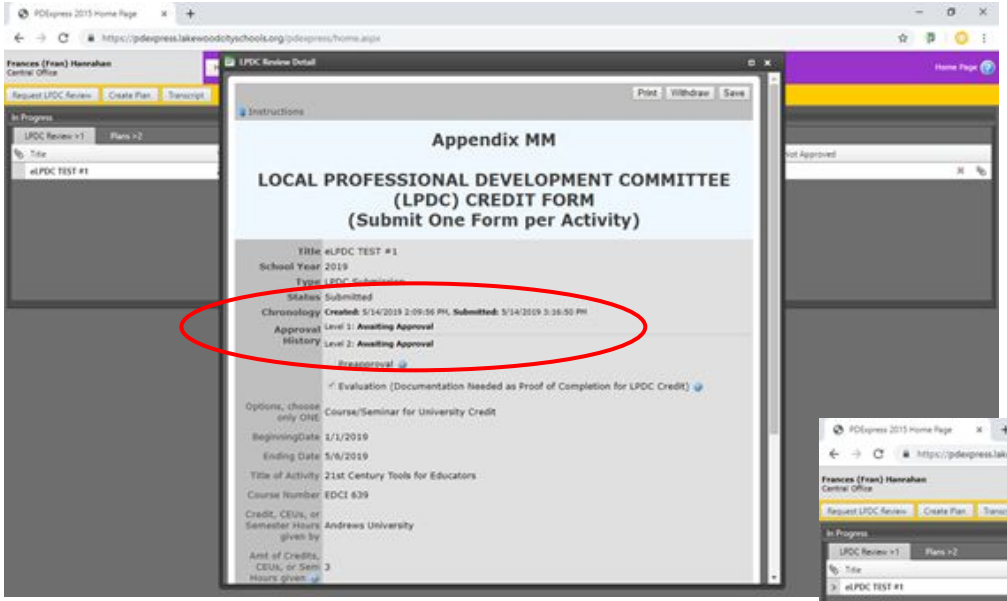




Stamped with Document name along with date and time uploaded.

Click Save and status remains New - submission does not move to Approval queues.

Click Submit for Review and status changes to Submitted - submission moves to Level 1 Approval queue.

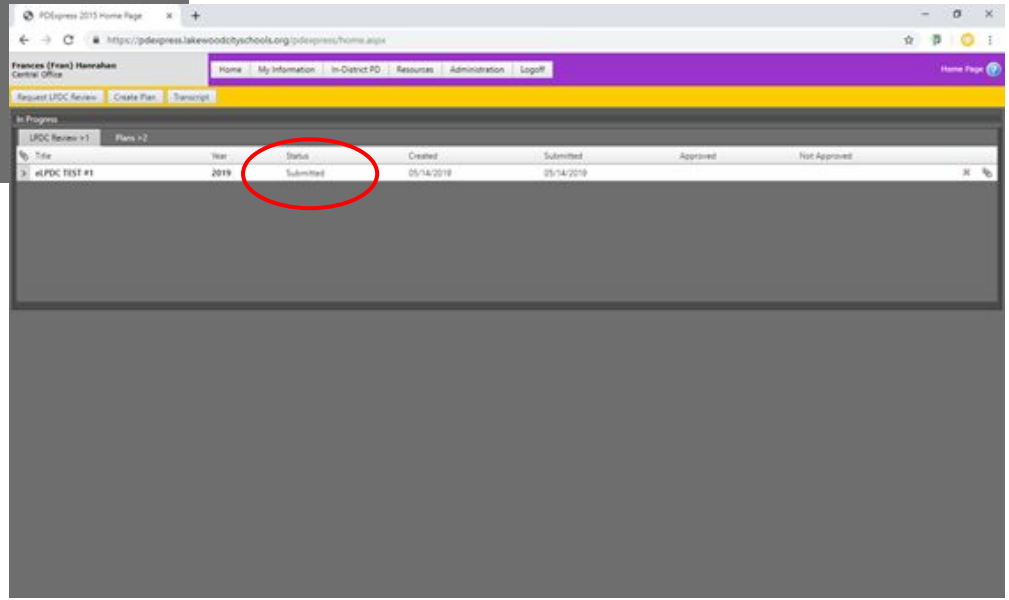


Chronology updates with date and time stamps.

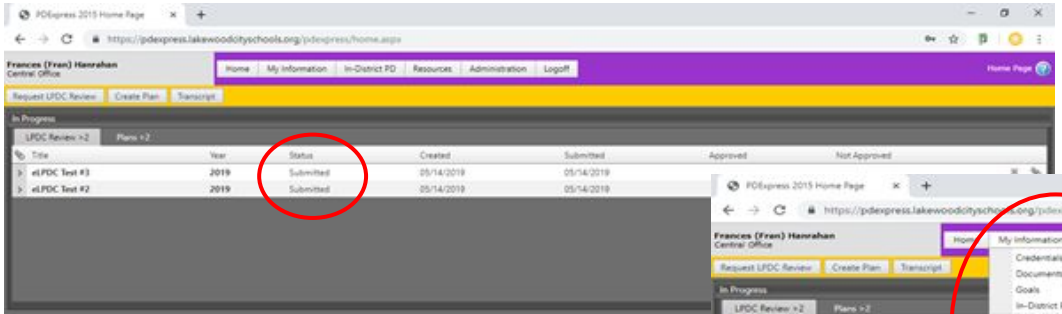
Approval History changes to show Awaiting Approval

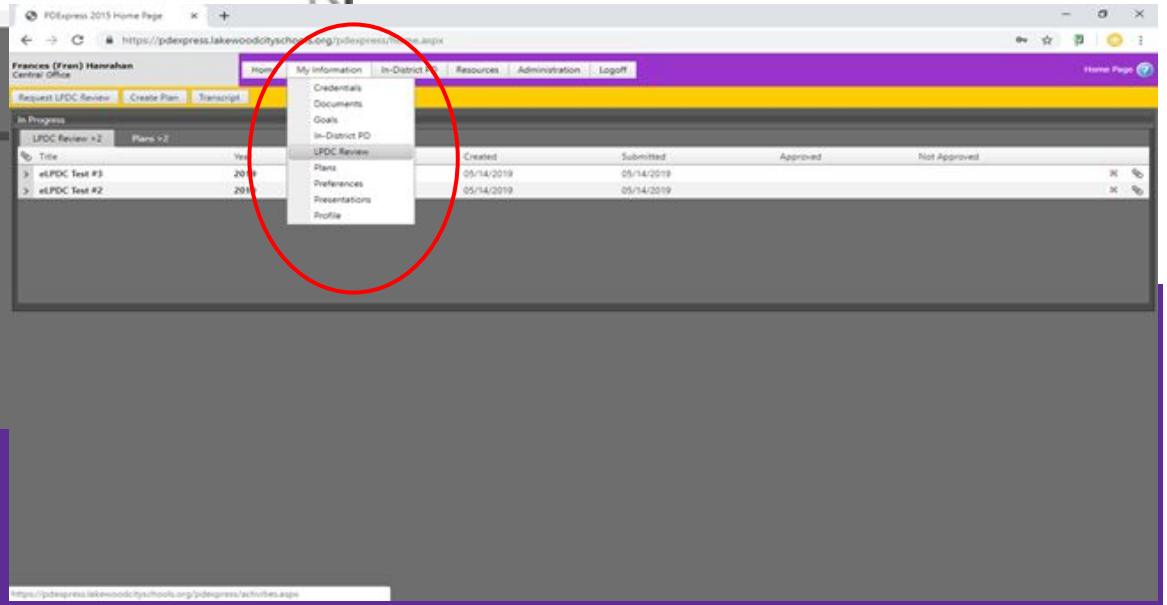
This submission is viewable on the Home screen and has a status of Submitted.

The Home screen will list submissions until they are moved to a Completed status.



What a Submission in Completed Status looks like to the Employee

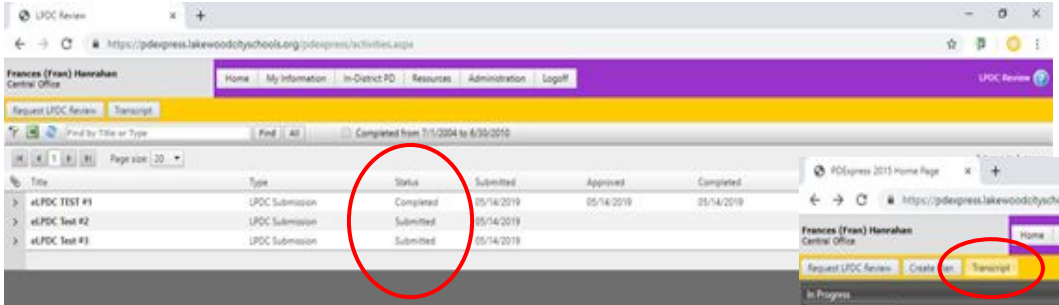




Submissions in a Completed Status are no longer listed on the Home Page.

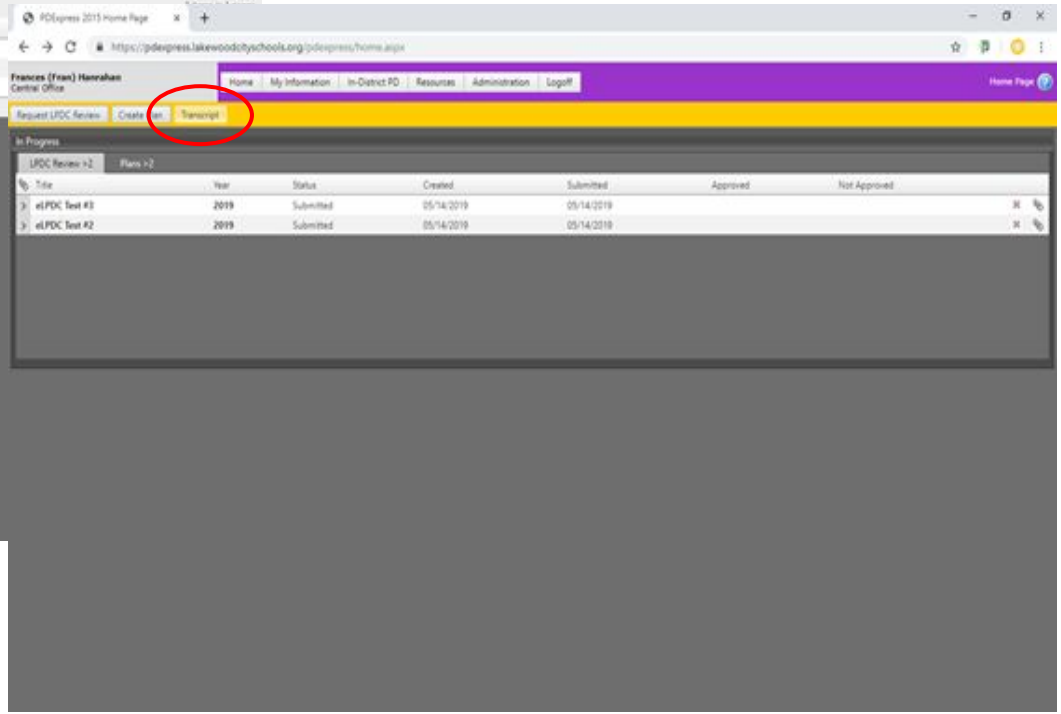
The Home page will list Submissions with a Status of New, Not Approved, and Submitted.

Go to My Information → LPDC Review to pull up all LPDC Submissions. Submissions in a Completed Status will be shown here.

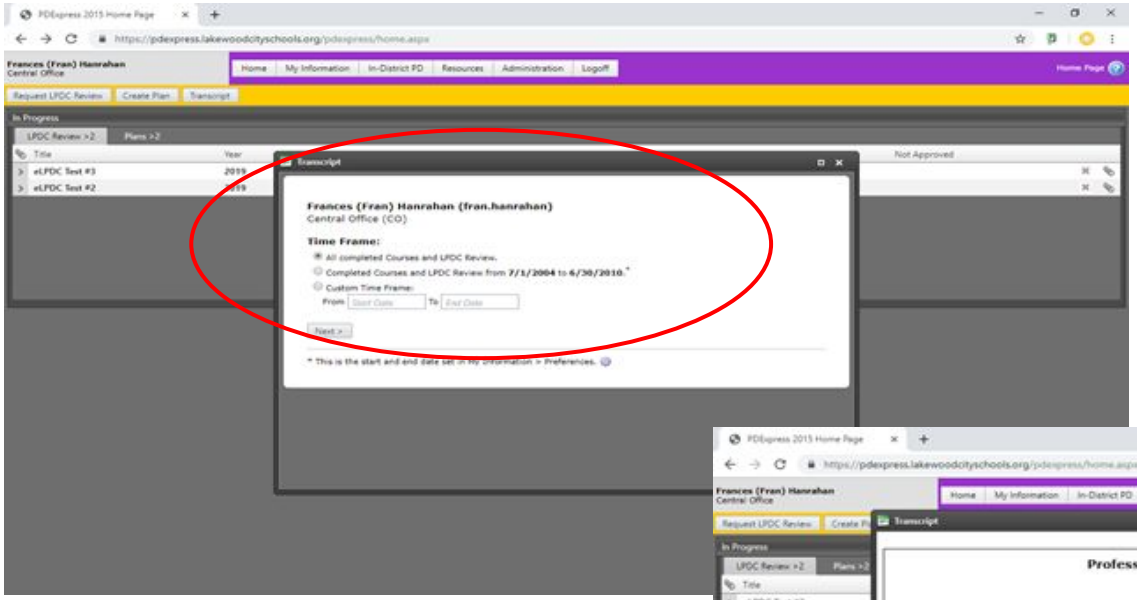


The LPDC Review page will list all submissions regardless of status. You can sort by column or use the Funnel to filter results.

Another way to view what submissions have been accepted is to open your Transcript.



On the Home Page is a Transcript button.
This will allow you to pull courses and/or activities that have been moved to a Completed Status.

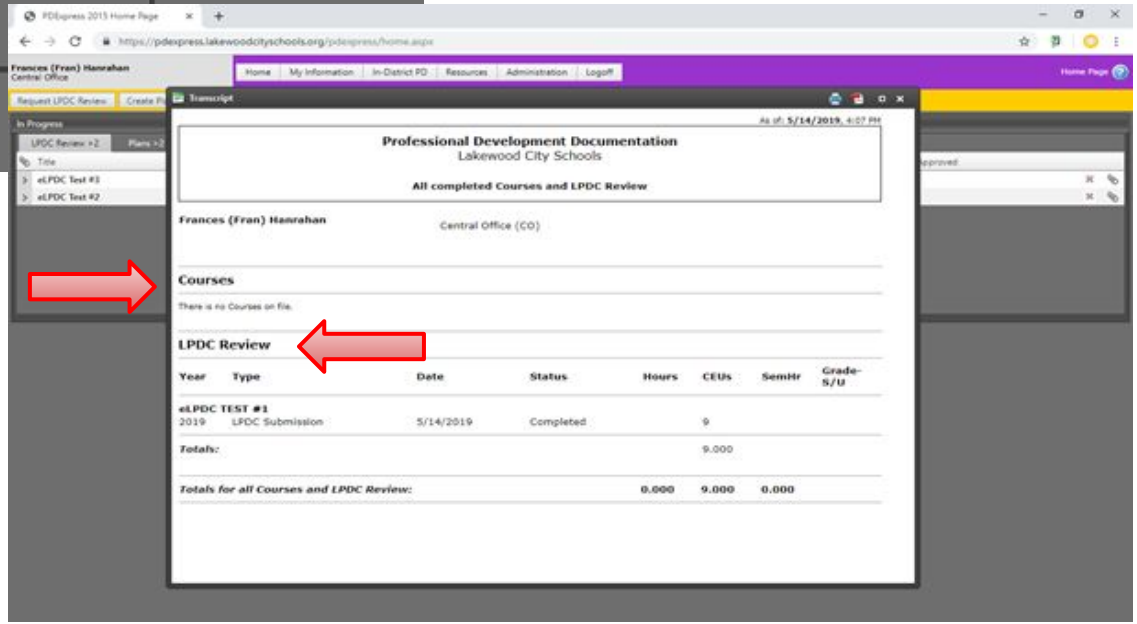


There are 3 different options for pulling Transcript records.

All items ever completed.

All items completed in your default time range.

All items completed in a custom range.



The Transcript will show Courses (Ranger EDU) in one section and LPDC Review submissions in another.

A Custom Range would be helpful to pull CEUs within license issuance date and license expiration date.