

## **Individual Professional Development Plan (IPDP) Procedures**

1. Go to Mid-East's website ([www.mideastctc.org](http://www.mideastctc.org)) and click on the "Professional Growth (LPDC)" link under the "Staff" dropdown box.
2. Sign in using your username and password.
3. Click on "IPDP – Teachers" under "Forms" in the navigation box.
4. Complete the IPDP form online.
5. Refer to the "Individual Professional Development Plan (IPDP) SAMPLE Goals and Activities" sheet for help with your goals and activities.
6. Click on "Submit" or "Save as Draft" if not complete.
7. The LPDC meets once monthly and will review and either approve your IPDP or send it back with comments.
8. Click on "Learning Plan" in the navigation box to see the status of your IPDP.
9. If you have questions, please contact any LPDC member.

**If you currently hold one of the following licenses, you DO NOT need to submit an IPDP until you receive your 5-year professional license:**

- **Career Technical Workforce Development**
- **Resident Educator**