

Indian Lake Introduction to the Individual Professional Development Plan

The responsibility for maintaining a current certificate or license remains the responsibility of each individual staff member.

Process for renewal of license:

- ☐ Year 1 Indian Lake Employee: Obtain a portfolio from an Indian Lake Professional Development Committee member (ask building principal).
- ☐ Check expiration date of current license.
- ☐ Familiarize yourself with Indian Lake *Individual Professional Development Plan* (IPDP).

Step 1: Complete Initial IPDP for renewal	
	Complete page 1 of <i>Employee Profile</i> (print back to back with page 2 - Need 2 copies)
	Complete page 2 of <i>Employee Profile</i> . This is your <i>Individual Professional Development Plan</i> (IPDP) indicating how you will continue your professional development. (Print back to back with page 1 - Need 2 copies*)
	Place a copy of your license(s) to be renewed at the front of your binder
	Submit completed pages to building ILPDC member (by Nov of new license year)
Step 2: Submit Midpoint Log of Credits. Check step schedule for dates.	
	Submit binder including the following:
	Your Individualized Professional Development Plan (IPDP) if amended
	2 copies of your IPDP log of activities (keep an ongoing copy in your binder*)
	Copy of college/university transcripts or grade cards (keep a copy in your binder). An official copy will be needed for final renewal.
	Any PDU/CEU certificates earned in order to match activity log.
Step 3: Submit Final Log of Credits. Check step schedule for dates.	
	Submit binder including the following:
	<input type="checkbox"/> Your IPDP if amended
	2 copies of your IPDP activity log* updated and finalized
	<input type="checkbox"/> Official college transcripts
	Any PDU/CEU certificates earned in order to match activity log.

*Recommend saving to Google Drive