

## **IPDP SUMMARY SHEET**

The following must be submitted to and approved by the LPDC prior to **any** professional development activities:

- Vital Information Cover Sheet
- Individual Professional Development Plan

The following are **optional** forms you may use during the course of your IPDP:

- Applicant Checklist – for your use when completing your IPDP.
- Professional Development Activity Sheet – to be completed after event other than college coursework of certificated contact hours.
- Review Form – May be submitted if you would like the LPDC to review your work to date.
- Personal Development Activities Log – May be used to help you organize your professional development activities.

The following must be submitted **by April 1<sup>st</sup> of the year your certificate expires:**

- Final Review Form
- Official transcripts of any college coursework
- Contact hour certificates
- Professional Development Activity Sheet for other pre-authorized professional development work.
- State application for teacher license. (The District Office will notify you when you need to submit a check for payment of state license fees.)

The following are the requirements for renewal:

- 6 semester hours OR 180 contact hours
- 1 semester hour = 30 contact hours