

## How to Record Activities Completed to Renew I.P.D.P

### Step 1- Log into Employee Kiosk

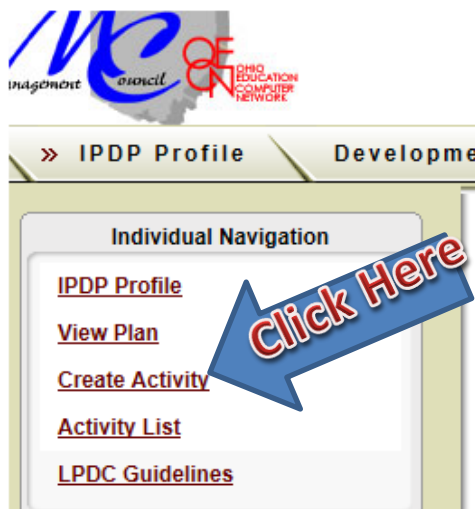
Things to remember:

- A. Go to [www.lgca.org](http://www.lgca.org)
- B. Select Fiscal Support Services
- C. Select Employee Kiosk under Useful Links (near the bottom of the page)
- D. Log into your account

### Step 2- Select IPDP



### Step 3- Select "Create an Activity"



Step 4- In the Box for "Activity Name", enter the Name of the Course or Workshop you completed or will complete.

**Create Development Activity**

Fields marked with a red asterick (\*) are required. Fields that are underlined indicate additional help information by clicking on the underlined label.

**\* Activity Name:**

**\* Activity Begin Date:**  {use MM/DD/YYYY format}

**\* Activity End Date:**  {use MM/DD/YYYY format}

**\* Select Plan/Certification:**  Joyell Weimer - OH1238537 - 5 Year - Professional - License - Elementary (1-8) - 06/19/2012 - 06/30/2017- Plan Effective/Approved:08/12/2014

**\* Verification Method:** Transcripts (Original Required - Personnel Department) ▾


**\* Provider:**

**Approving Supervisor:** None ▾

Enter one of the following credit hour fields:

Semester Hours:  Quarter Hours:  CEU Credit:  Contact Hours:

**NOTE: Contact Hours CANNOT include any part of your lunch hour or any breaks that you may have taken.**



Step 5- Enter information for all red starred boxes. For "provider" enter University or Workshop provider.

**Create Development Activity**

Fields marked with a red asterick (\*) are required. Fields that are underlined indicate additional help information by clicking on the underlined label.

**\* Activity Name:**

**\* Activity Begin Date:**  {use MM/DD/YYYY format}

**\* Activity End Date:**  {use MM/DD/YYYY format}

**\* Select Plan/Certification:**  Joyell Weimer - OH1238537 - 5 Year - Professional - License - Elementary (1-8) - 06/19/2012 - 06/30/2017- Plan Effective/Approved:08/12/2014

**\* Verification Method:** Transcripts (Original Required - Personnel Department) ▾



**\* Provider:**

**Approving Supervisor:** None ▾

Enter one of the following credit hour fields:


Semester Hours:  Quarter Hours:  CEU Credit:  Contact Hours:

**NOTE: Contact Hours CANNOT include any part of your lunch hour or any breaks that you may have taken.**



Complete the credit hour field that fits your activity.

Step 6- Fill in the needed information below:

Transcripts - Graduate credits earned 

PDU/CEU

Workshops, Seminars, Conferences - 30 PDUs = 3 CEUs = 1 Graduate Hour

\* Description:


Description Box:  
Enter course title and course number

\* Activity Focus:

Activity Focus Box: Enter the I.P.D.P Goal number (s) this course or workshop corresponds to and explain how by completing this course/workshop it meets the goal and helps increase your teaching abilities.

Comment:

Comment Box: Enter the date of the course/workshop, if it was not completed in the current year but within the five (5) years of the teaching license.



Step 7- Click the "Create Activity Request" to save your information on this activity.

Repeat the process to record your six (6) semester hours needed for renewal.