

Create an IPDP on LACA

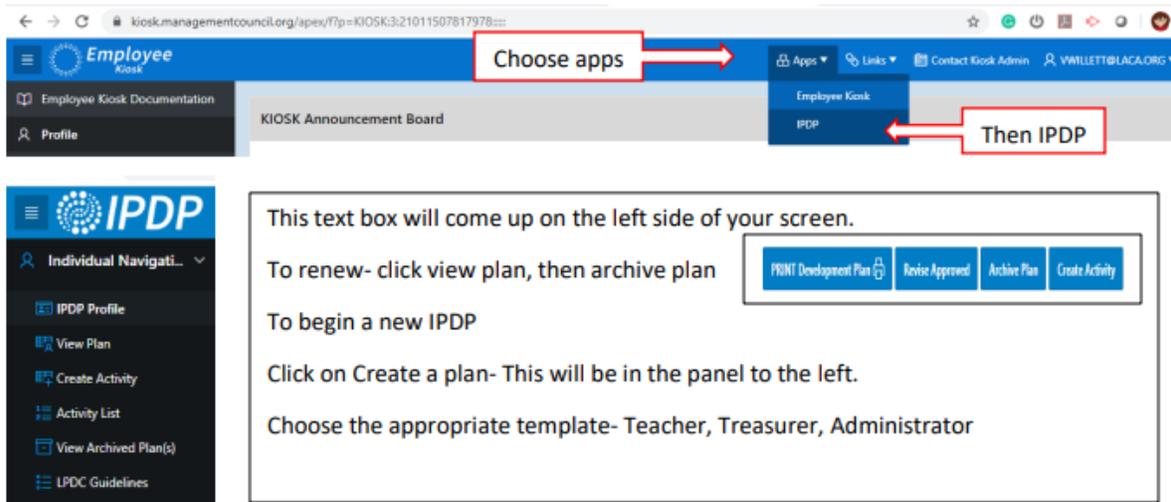
Log into www.laca.org

Click on Quick Links **1**

HR Kiosk **2**



New to HR Kiosk- You will need to click register or forgot account.



- If you are renewing your IPDP, you must first archive your old plan.
- If this is your first IPDP, simply click create plan.

Development Area

1. Name of Plan- last name and expiration year of your new license
2. Select Committee- **LPDC Committee**
3. Supervisor- **LEAVE AS NONE**
4. Mission- Make sure it is set to 5 year license (default is 1 year license)
5. Focus- This is your goal and how you plan to achieve that goal for the next five years. If you only list graduate coursework, that is all that will be applied to your renewal.

Ex: I plan to participate in graduate course work, workshops and seminars that will benefit my teaching. Meeting the needs of diverse learners is an area of interest to me and an area which I want to develop my professional capabilities.

Goals

1. You must have three to five goals.
2. These goals **MUST** come from the LPDC Goal Identification Guide. Please type both the goal number and letter as well as the goal. (There is a link to this on the employee section of the website.)
 - a. Please keep these goals broad to cover your bases.
Ex: *4a To improve students' specific skills in all elementary subjects.*
 - b. If you plan on having a student teacher, a goal to match that is 5h.

Plan Focus

1. This has been built to match the state standards for your position.
2. You must choose at least one area in each category.

Evaluate Your Plan

1. You must choose at least 3 evaluation measures to evaluate your plan.

Submit Your Plan

Common Reasons Plan Is Returned

1. The one-year license is marked. That is the default. It needs to be changed.
2. Focus is missing either the goal or how the goal will be accomplished.
3. Goals are not matched to the Goal Identification Guide.
4. The new license has not been updated on LACA.