

Create an IPDP on LACA

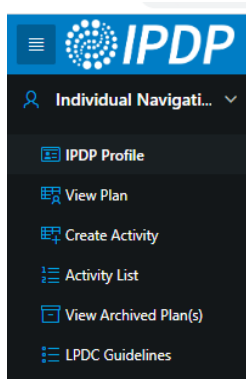
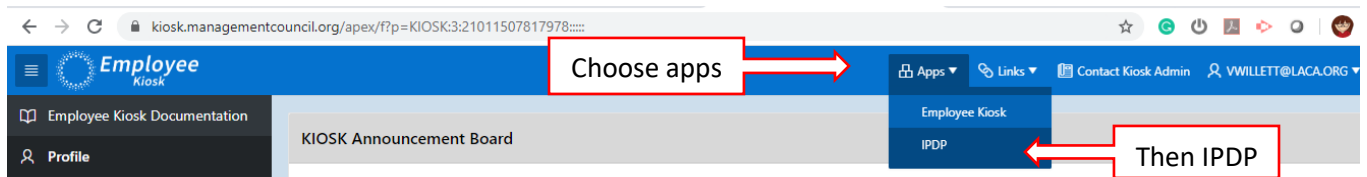
Log into www.laca.org

Click on Quick Links **1**

HR Kiosk **2**



If you have never been into your HR Kiosk, you will need to click register or forgot password.



This text box will come up on the left side of your screen.

To renew- click view plan, then archive plan

[PRINT Development Plan](#) [Revise Approved](#) [Archive Plan](#) [Create Activity](#)

To begin a new IPDP

Click on Create a plan- This will be in the panel to the left.

Choose the appropriate template- Teacher, Treasurer, Administrator

Development Area

1. Name of Plan- last name and expiration date of your current license:
2. Select Committee- LPDC Committee
3. Supervisor- **LEAVE AS NONE**
4. Mission- The default is a 1 year license. **Make sure you switch it to renewal of 5 year license.**
5. Focus- This is your goal for the next five years- Keep it very broad. If you only list graduate coursework that is all that will apply toward renewal.

Ex. I plan to continue graduate coursework, attend workshops and seminars that will benefit my teaching. Reading is an area of interest to me and an area in which I want to develop my professional capabilities. I want to learn and incorporate different methods of assessment in reading.

Goals

1. You must have three to five goals.
2. These goals must to come from the LPDC Goal Identification Guide. (There is a separate link to this on the employee section of the website.) Please type both the goal number and letter as well as the goal.
 - 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 or mentor a current teacher include 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 You Plan

You can also save it and submit it later.