

## How to Create an Individual Professional Development Plan (IPDP) on PDEExpress

1. Go to [www.YCSD.org](http://www.YCSD.org) (District's website open to home-page)
2. Click on "**staff**" tab > "**Logins**" > "**PDEExpress**"
3. Sign-in to PDEExpress using your district issued ID and Password
4. Select "**Create a New Plan**"
5. Select the current school year
6. Select "**Use a template**"
7. Select one of the following:
  - Principal / School Counselor/Administrator IPDP
  - Teacher IPDP
  - Name your Plan—Plan of Joe Jones
8. Complete the first 5 sections using the Rubric (See pg. 25 / Individual Professional Development Plan Rubric) from Booklet "Organizing for High Quality Professional Development."
9. Select at least one standard and write a SMART Goal. (Use LPDC Folder for guidelines in writing a SMART Goal.)
10. Following the Standards Sections, there is one additional section to complete:
  - Principals/School Counselors/Administrators- "Explain new strategies you intend to implement in your building/department upon completion of PD (Rubric 4-5-6)"
  - Teachers- "Explain how your completed PD will be used in your classroom instruction (Rubric 4-5-6)"
11. When you are finished, you will need to...
  - Click "**Save**"
  - Click "**Print**"- to save a copy for your records