Frequently Asked Questions

1. When do I need to create an Individual Professional Development Plan (IPDP)?

- You should create an IPDP anytime you renew your license or anytime you change school districts; you cannot be given credit for activities you complete unless you have an approved IPDP in place

2. How do I upload a document that shows I completed an approved activity in K-12 PD Tracker.

- Scan your document and save it in your documents, on your desktop or google drive so you can access it. Log into K-12 PD Tracker using this link.
- Click on the **PD Request Link** in the black column on the left side of the Home page and then select "My PD Requests"
- Find the "Action" dropdown men in the blue box on right side of page and click on "Upload Verification Documentation"; choose the appropriate file
- If you are unable to upload the document, email the LPDC chairperson at william.lauson@mcesc.org.

3. What activities can be used to renew my license?

- In addition to graduate classes and professional conferences, a list of alternative or "non-traditional" activities that can be approved is in the LPDC handbook starting on page 17; *non-traditional activities must be approved before-hand*
- Remember that any activities you want approved need to align with one of the goals listed on your Individual Professional Development Plan

4. How do I get credit for the hours and CEUs I completed at my previous school district?

- Contact the chairperson of the LPDC from your previous school district; inform him or her that you need a completed verification form for your current district; here's a copy of it
- Once you get the form, create a new activity in K-12 PD Tracker titled, "Hours from my Previous District" and upload the verification form

5. When I get to the K-12 PD Tracker website, what are my username and password?

- Your username is your work email address; your password is initially set to: MCESC-K12Pd2024!

6. When I fill out the renewal application, it requests an agency and IRN. What is that?

- Use the Number 008679 which is the MCESC LPDC