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 PD express?

- Scan your document and save it in your documents, on your desktop or google drive so you can access it. Prior to hitting the "start button" to begin scanning, however, adjust the "settings" so that you are using 200 DPI and not the default of 300 DPI
- Log into PDExpress using this link
- Select the relevant activity in the "In Progress" window at the bottom of the screen.
- Scroll to the bottom of your form and click on the paperclip symbol by the word "Attachments".
- Fill in the title of the document you want to upload and then click on the "choose file" link
- Locate the document you saved in the first step and double click on it. Then click on the "Attach" link
- If you are unable to upload the document, email the LPDC chairperson at william.lauson@mcesc.org.

3. I received an email from PDExpress that my activity was "approved" but it's not showing up in my Progress Chart. Why not?

- The activities that are approved will not show up on your chart until they are changed from "approved" to "completed"; to make that happen, follow the steps in #1 to upload your completion certificate; after that, email the LPDC chairperson at william.lauson@mcesc.org and inform him of the documents you've uploaded

4. 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

5. *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 PDExpress titled, "Hours from my Previous District" and upload the verification form

6. *When I get to the PDExpress website, what are my username and password?*
   - Your username is the first letter of your first name followed by your last name (i.e. "fjohnson"); use the same password you've set up for your ESC account

7. *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