

## **Creating a Plan in the Antwerp Employee Kiosk for LPDC:**

Log in to your account on the Employee KIOSK.

Click on the Apps button in the middle of the top blue strip. Then click on IPDP.

At the top left corner click on the four white short lines to the left of the circles, click on the link “create plan”.

1. Select the Antwerp Teacher IPDP Template (or your correct Department Template) owned by Antwerp LPDC Committee.
2. The name of the plan can be whatever you want it to be an example: Shepherd License Renewal 2024
3. **When ask for APPROVING SUPERVISOR = You must select NONE**
4. For mission you need to select if your plan will be for a
  - 1 year renewal
  - Other
  - Renewal of a 5 Year License
  - Transition to a 5 Year License
  -
5. The open text box in Focus lets you type in the areas you want to focus on when seeking professional development opportunities.
6. You will need to select the focus area statements that your plan will meet by clicking on the box next to the statement.
7. You can save your plan to work on later by clicking on the Create and Save Plan to Work on later icon.
8. You can click on the Create, Save and Submit plan for approval icon to submit plan for approval icon to submit your plan for approval.

### **To go back and work on your plan at a later time:**

1. Click on view plan.
2. Click on Edit Plan if you want to make more changes before submitting it for approval. If you do make changes you can save your plan again or submit it for approval.
3. If you are ready to submit your plan for approval without any editing, click on Submit Plan for Approval.
4. If you submit your plan for approval, you will receive a message that your plan has been saved successfully and submitted to LPDC for approval.

**We will hold all plans for committee approval at our scheduled meeting dates throughout the school year. Once your plan has been approved, an approval date will display in the approval date field. You must have an approved plan in place before any activities can be entered into the system.**

## Submitting hours into the Antwerp Kiosk for LPDC:

1. Log in to your account on the Employee KIOSK.
2. Then click on the Apps button in the middle of the top blue strip. Then click on IPDP. **\*You must have an approved plan in place before any activities can be entered into the system.\***
3. At the top left corner click on the four white short lines to the left of the circles, click on the link “create activity”.
4. Complete each field with an asterisk:
  - Enter activity name
  - Enter activity begin and end dates
  - Select [check box] of the certificate that you want to apply these hours to.
    - Ex. If you have a Pupil Activity Permit, you will want to leave that box unchecked or blank and check your Teaching Certificate box.
  - Click on appropriate Verification Method (certificate, time log, agenda, transcript, etc)
  - Add provider
  - APPROVING SUPERVISOR = NONE**
  - Enter credits: semester or contact hours (select appropriate box and enter your hours)
  - Enter a brief description
  - Enter an activity focus – “main idea of hours”
5. Click on “Create Activity Request” button in the bottom right hand corner.
6. Then review information for accuracy.
7. It is possible to attach an electronic copy of your documentation.
  - Click on “Add New Attachment to this Activity”.
  - Click on Choose File.
  - Click on the document.
  - Click on “Add attachment”.
  - Check to make sure it is listed.
8. Click on “Submit activity for **FINAL APPROVAL**.”

**\*As of right now, please continue to send a copy of your Certificate of Attendance or your Transcript to the Antwerp School LPDC for approval.\***