

Instructions for entering Individual Professional Development Plan into HR Kiosk

All staff **MUST** type **IPDP** in the HR KIOSK

- Log into HR KIOSK
- Choose the link at the top **IPDP**
- Choose the tab for **Create a Plan** (located under the Individual Navigation pane on the left side)
- Select Template for Plan: **Select**
- * **Name of Plan:** Title your plan the years of the license you are currently working under
- ***Select Committee:** CCEC LPDC Committee
- **Approving Supervisor:** **Must be marked NONE (N/A)**
- ***Apply to Licenses:** This will already be selected
- ***Mission:** **Renewal of 5 Year License**
- **Criteria:** this is how you intend to renew (semester hours and/or continuing education)
- ***Goal 1 & 2:** This is where you write your specific goals and how they meet your licensure (minimum of 2)
- **Goal 3:** This is your life learning goal
- **Click on:** Create, Save, Submit Plan for Approval

If you are renewing your license you **MUST** write a new IPDP **after** your license is approved.

You must Archive your Previous Individual Professional Development Plan

- Log into HR KIOSK, choose the link at the top **IPDP**.
- Halfway down the page, under **Individual Professional Development Plan:** click **View**
- Halfway down the page, are choices: **PRINT Development Plan/Revise Approved/Archive Plan/ Create Activity**
- Choose **Archive Plan**
- Once you **Archive** you may now choose from the menu on the left side **Create Plan**
- **Follow directions above**