

How to Fill Out the IPDP Form in Google Sheets

In your web browser, go to: <http://www.mercercountyesc.org/our-services/licensurelpdc/> and scroll down to “LPDC Forms and Guidance” and select “IPDP Google Format (Google Sheet)”. The document will open up in Google Sheets.

New to Mercer County with CEU activities from your previous position? Have the following form completed by your previous LPDC and submit to the Mercer County LPDC: [Approval Verification Form for Educators](#)
[Leaving an Ohio LPDC](#)

LPDC Forms & Guidance

[LPDC Meeting Dates & Members](#)

[Flowchart of Renewal Process](#)

[Educator License Renewal Instructions](#)

[Individual Professional Development Form \(IPDP\)](#)

[IPDP Google Format \(Google Sheet\)](#)

[IPDP Word Format \(Word Doc\)](#)

[CEU Activity Guidelines](#)

[MCLPDC Activity Verification Form](#)

[Activity Log](#)

[Educational Project Proposal Form](#)

[SLO Certification of Completion](#)

[FAQ's: License Renewal](#)

Helpful ODE Links

[FAQ's about the Online License System](#)

[Background Check FAQ](#)

[Fees for License Applications](#)

[Sign in to SAFE Account](#)

[How & Why Do I Align My Professional License](#)

[Ohio Standards for the Teaching Profession](#)

[Ohio Standards for the School Counselors](#)

[Ohio Standards for Principals](#)

[Ohio Standards for Superintendents](#)

[Ohio Standards for School Treasurers](#)

At the top of the document you will need to click on File and select “Make a copy” in order to make changes to the form.

The image shows a Google Docs document titled "MCLPDC IPDP Form 8-18". The "File" menu is open, and the "Make a copy..." option is circled in red. The document content includes a header "Mercer County LPDC", a subtitle "Individual Professional Development Plan (IPDP)", a "SUBMISSION DATE:" field with a yellow background, a "District (drop-down):" field, an "Educator State ID#" field, a table with columns "Teaching Field", "Issue Date", and "Expiration Date", and a "Goals" section with text: "development learning. Within each Goal, include three distinct aspects: learning (i.e., attending workshops, webinars, local PD, etc.); of your learning (i.e., students, staff, compliance, etc.); for your learning (i.e., your rationale, what do you hope to see?)".

Teaching Field	Issue Date	Expiration Date

Rename the file: 'Your Name' IPDP . Save it where you want it in your Google Drive.

The screenshot shows a Google Docs interface with a form titled "Mercer County LPDC Individual Professional Development". A "Copy document" dialog box is open, with a red circle highlighting the "Name" field. The text in the "Name" field is "Copy of MCLPDC IPDP Form 8-18". A red arrow points from the text on the right to this field. The dialog box also shows the "Folder" field set to "LPDC Forms" and two checkboxes: "Share it with the same people" and "Copy comments", both of which are unchecked. The "OK" button is highlighted in blue.

	A	B	C	D	E
1	Mercer County LPDC				
2	Individual Professional Development				
3	Name:	SUBMISSION DATE:			
4	Building:	District (drop-down):			
5	Assignment:	Educator State ID#:			
6					
7	License Type	Teaching Field			
8					
9					
10					
11					
12					
13	Indicate Type:	(drop down)			
14					
15		Goals			
16	List 2-3 Goals for your professional development learning. Within each Goal, include three distinct aspects:				
17	1) HOW will you engage in learning (i.e., attending workshops, webinars, local PD, etc.);				
18	2) What/Who is the FOCUS of your learning (i.e., students, staff, compliance, etc.);				
19	3) What is your OUTCOME for your learning (i.e., your rationale, what do you hope to see?)				

Rename the document: 'Your name' IPDP.
Ex: Joe Smith IPDP

Begin filling out the form. Click in the boxes to type in text. If it says “drop-down”, click on the drop down box arrow and a list of options will appear. Select the option you need. Your “Educator State ID#” can be found on your license.

MCLPDC IPDP Form 8-18

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fx Individual Professional Development Plan (IPDP)

Mercer County LPDC				
Individual Professional Development Plan (IPDP)				
3	Name:	SUBMISSION DATE:		
4	Building:	District (drop-down):		
5	Assignment:	Educator State ID#:		
7	License Type	Teaching Field	Issue Date	Expiration Date
8				
9				
10				
11				
12				
13	Indicate Type: (drop down)			
14				
15	Goals			
16	List 2-3 Goals for your professional development learning. Within each Goal, include three distinct aspects:			
17	1) HOW will you engage in learning (i.e., attending workshops, webinars, local PD, etc.);			
18	2) What/Who is the FOCUS of your learning (i.e., students, staff, compliance, etc.);			
19	3) What is your OUTCOME for your learning (i.e., your rationale, what do you hope to see?)			

MCLPDC IPDP Form

Type in your information.

Educator State ID # can be found on your license.

Submission Date is the date you share the document with Rachel Glass in Google Drive.

Click and select your option.

In the License Type table, fill in each license separately, if you have more than one, including teaching field, issue date (the date the license was issued, **not** effective date), and expiration date. Use the drop down to indicate the type of IPDP (Initial or Renewal)

List each license type separately along with the teaching field, issue date (**not** effective date), and expiration date.

Click on drop-down and select “Initial” or “Renewal”.

The screenshot shows a Google Sheet titled "MCLPDC IPDP Form 8-18". The sheet contains a table for license information and a section for goals. The table has columns for License Type, Teaching Field, Issue Date, and Expiration Date. The goal section includes instructions to list 2-3 goals and a sample goal.

	A	B	C	D	E
6					
7		License Type	Teaching Field	Issue Date	Expiration Date
8					
9					
10					
11					
12					
13	Indicate Type: (drop down)				
14					
15	Goals				
16	List 2-3 Goals for your professional development learning. Within each Goal, include three distinct aspects:				
17	1) HOW will you engage in learning (i.e., attending workshops, webinars, local PD, etc.);				
18	2) What/Who is the FOCUS of your learning (i.e., students, staff, compliance, etc.);				
19	3) What is your OUTCOME for your learning (i.e., your rationale, what do you hope to see?)				
20	Indicate which Ohio Educator Standard(s) each Goal reflects.				
21					
22	Sample Goal				
23	<i>I will incorporate more vocabulary words into my language arts lessons in order to increase students' oral vocabulary. I will do this through daily lessons, homework, and projects. Vocabulary will help students to improve and increase their knowledge in all subject areas. Students will demonstrate their understanding by improving test scores.</i>				
	Standard: Teacher Standard #4: Teachers plan and deliver effective instruction that advances the learning of each				

Issue Date – the date the license was issued, **not** effective date.

Teaching Field, if applicable, can be found on your license.

In the Goal 1 section, begin typing in your goal in the shaded box. To select a standard, click “drop-down” then click on the arrow next to the relevant education position or type that you need. The standards for that position will appear. Select the one you need. Do this for each goal section.

The screenshot shows a Google Sheet interface for 'MCLPDC IPDP Form 8-18'. The spreadsheet has columns A through E. Row 23 contains a goal statement: 'I will incorporate more vocabulary words into my language arts lessons in order to increase students' oral vocabulary. I will do this through daily lessons, homework, and projects. Vocabulary will help students to improve and increase their knowledge in all subject areas. Students will demonstrate their understanding by improving test scores.' Row 24 contains a standard: 'Standard: Teacher Standard #4: Teachers plan and deliver effective instruction that advances the learning of each individual student.' Row 26 is a shaded section header 'Goal 1'. Row 27 is a shaded box for entering a goal. Row 28 is a dropdown menu for selecting a standard. The dropdown menu is open, showing a list of educator positions and their corresponding standards. The positions are: Teacher (drop-down), School Counselor (drop-down), Principal (drop-down), Superintendent (drop-down), School Treasurer (drop-down), and Other. The standards listed are: Teacher Standard #1: Teachers understand student learning and development and respect the diversity of the students they teach. Teacher Standard #2: Teachers know and understand the content area for which they have instructional responsibility. Teacher Standard #3: Teachers understand and use varied assessments to inform instruction evaluate and ensure student learning. Teacher Standard #4: Teachers plan and deliver effective instruction that advances the learning of each individual student. Teacher Standard #5: Teachers create learning environments that promote high levels of learning and achievement for all students. Teacher Standard #6: Teachers collaborate and communicate with students parents and other educators and administrators and the community to support student learning. Teacher Standard #7: Teachers assume responsibility for professional growth and performance and involvement as an individual and as a member of a learning community.

Enter goal.

Click “drop-down” then click the arrow and select the standard.

At the bottom of the last page, click in the yellow highlighted box and type in your initials.

MCLPDC IPDP Form 8-18

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	A	B	C	D	E
48		School Treasurer (drop-down):			
49		Other:			
50	By initialing I certify that all work submitted in this plan is my own:				Type/sign initials:
51	DO NOT MARK BELOW THIS LINE, FOR LPDC USE ONLY				
52		Revise/ Resubmit:			
53	Revision(s) Needed:				
54	-OR-				
55		Approve as Written:			
56	Approval Signature & Date:				
57		IPDP Effective Date (CEUs applied from):			
58	If Submission Date is within 60 days of Issue Date, CEU activity will be counted (Effective Date) from Issue Date.				
59	If Submission Date is past 60 days of Issue Date, CEU activity will be counted (Effective Date) from Submission Date.				
60	rev. 8/2018				

Add 1000 more rows at bottom.

MCLPDC IPDP Form

Click in the box and type in your initials.

When you are ready to submit and share the form with Rachel Glass, click on “Share” in the upper right hand side.

The screenshot shows a Google Sheets spreadsheet titled "MCLPDC IPDP Form 8-18". The spreadsheet is divided into columns A through E. The content includes:

- Row 48: School Treasurer (drop-down):
- Row 49: Other:
- Row 50: **By initialing I certify that all work submitted in this plan is my own:** (highlighted in red) and **Type/sign initials:** (highlighted in yellow)
- Row 51: **DO NOT MARK BELOW THIS LINE, FOR LPDC USE ONLY**
- Row 52: **Revise/ Resubmit:** (highlighted in yellow)
- Row 53: Revision(s) Needed:
- Row 54: -OR-
- Row 55: **Approve as Written:** (highlighted in yellow)
- Row 56: Approval Signature & Date:
- Row 57: **IPDP Effective Date (CEUs applied from):** (highlighted in yellow)
- Row 58: ***If Submission Date is within 60 days of Issue Date, CEU activity will be counted (Effective Date) from Issue Date.***
- Row 59: ***If Submission Date is past 60 days of Issue Date, CEU activity will be counted (Effective Date) from Submission Date.***
- Row 60: rev. 8/2018

The spreadsheet interface includes a menu bar with options like File, Edit, View, Insert, Format, Data, Tools, Add-ons, and Help. A toolbar with various icons is visible below the menu bar. In the top right corner, a blue "SHARE" button is circled in red.

Under “People” type in Rachel.glass@mercercountyesc.org

Make sure you click the drop down (shows a picture of a pencil) and select “Can View” (picture will change to and eye). Then click on “Send”.

The screenshot shows a Google Docs spreadsheet titled "MCLPDC IPDP Form 8-18". The spreadsheet content includes fields for "School Treasurer (drop-down)", "Other:", "Revision(s) Needed:", "Approve as Written:", and "Approval Signature & Date:". A "Share with others" dialog box is open over the spreadsheet. The dialog has the following elements:

- Header: "Share with others" and "Get shareable link" (with a link icon).
- Link sharing section: "Link sharing on [Learn more](#)". A dropdown menu is set to "Anyone with the link can view", with a "Copy link" button next to it. The link text is "https://docs.google.com/spreadsheets/d/1WsBVIhI-i07yZj_KqctAc9Dlv1HYuVuRjVpi".
- Send link to people section: A search bar contains "Rach". A dropdown list shows several contacts, with "Rachel Glass" <rachel.glass@mercercountyesc.org> selected. To the right of the list is a visibility icon (an eye) circled in red.
- Bottom: A blue "Send" button (circled in red) and a grey "Cancel" button. The word "Advanced" is visible at the bottom right of the dialog.

If you receive this message, click “Yes” to allow Google Sheets to share this document with Rachel Glass.

