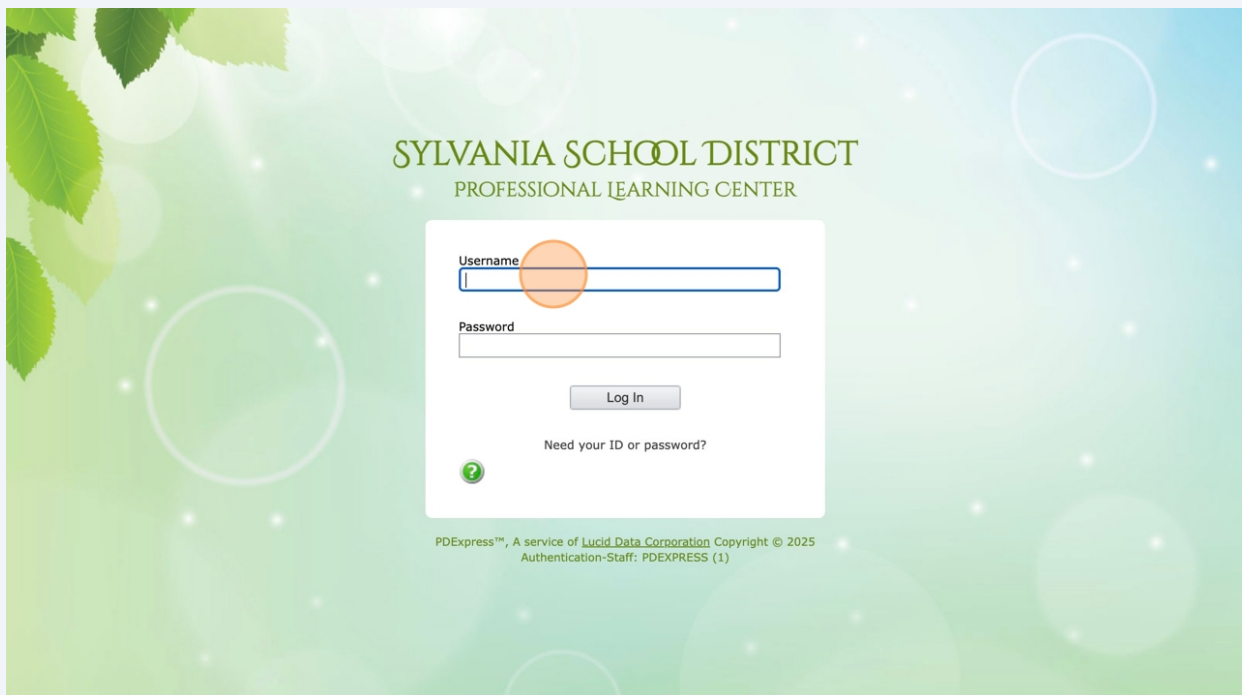


How to use PDExpress to submit CEU activities and IPDPs

This guide provides essential instructions for using PDExpress to submit Continuing Education Unit (CEU) activities and Individual Professional Development Plans (IPDPs). It simplifies the process with helpful tips, such as how to correctly log in, categorize activities, and ensure compliance with pre-approval requirements. By following this guide, users can efficiently navigate the submission process and stay on track with their professional development goals.

1 Go to the PDExpress Login Page



SYLVANIA SCHOOL DISTRICT
PROFESSIONAL LEARNING CENTER

Username

Password

Log In

Need your ID or password?

[?](#)

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Authentication-Staff: PDEXPRESS (1)



Tip! Username- Last name and first initial, ex. Doej

Password- Last 4 digits of your social security number.

If your last 4 digits start with a zero, your password is the last 3 digits of your social security number. (ex.- 1234 or 0456 is 456)

2

Click "Request Activities" to submit a CEU activity. Skip to STEP 5 for IPDP instructions.

Lauren Stewart
Northview

Home My Information In-District PD Administration Logoff Home Page ?

Request Activities Create a Plan Transcript

In Progress

Plans >4

Description	Year	Status	Created	Submitted	Approved	Not Approved
2025 IPDP - advanced 2022 license	2025	Approved	09/16/2025	09/16/2025	09/16/2025	
2025 IPDP - advanced 2022 license	2025	New	09/16/2025			
IPDP2022	2022	Approved	05/17/2022	05/17/2022	05/17/2022	
PD Plan for 2017 created 05/30/2017	2017	Approved	05/30/2017	05/30/2017	06/01/2017	

3

If submitting a CEU activity, select the category that your activity falls under.

Request Activities

Select a school year:

2026

Select a type:

- 1. CEU Activity Pre-Approval
- 2. Workshop/PD/Presenter
- 3. Student Teacher/Methods Student
- 4. Teaching college course
- 5. AP Grading
- 6. School District Improvement/Curriculum Develop
- 7. Professional Organization
- 8. National Board/Master Teacher
- 9. Grant Writing/Program Development -pre-approval
- Community Service/Work Experience -pre-approval
- Other



Tip! Grant Writing, Program Development, Community Service and Work Experience require you to fill out the pre-approval form first!

4

Tip! Make sure you enter the correct CEU's (1 contact hour = 0.1 CEU)

Request Activities Create a Plan Transcript

In Progress

Plans >4

Description

- 2025 IPDP - advanced
- 2025 IPDP - advanced
- IPDP2022
- PD Plan for 2017 cr

Activities Proposal

Name of Professional Development

CEUs

Workshop Provider

Workshop Completion Date

Briefly describe the workshop

5 To create a new IPDP, click "Create Plan"

The screenshot shows the top navigation bar with the user name 'Lauren Stewart Northview' and links for 'Home', 'My Information', 'In-District PD', 'Administration', and 'Logoff'. A 'Home Page' link with a question mark icon is also present. Below the navigation bar, the 'Request Activities' tab is active, and the 'Create a Plan' button is highlighted with an orange circle. The 'Transcript' tab is also visible. Below the tabs, the 'In Progress' section shows a table of plans.

Description	Year	Status	Created	Submitted	Approved	Not Approved
2025 IPDP - advanced 2022 license	2025	Approved	09/16/2025	09/16/2025	09/16/2025	
2025 IPDP - advanced 2022 license	2025	New	09/16/2025			
IPDP2022	2022	Approved	05/17/2022	05/17/2022	05/17/2022	
PD Plan for 2017 created 05/30/2017	2017	Approved	05/30/2017	05/30/2017	06/01/2017	

6 Click "Use a form" to access the Sylvania Schools pre-loaded template.

The screenshot shows the 'Create a new Plan' form. The 'Plans >4' tab is active. The form has a sidebar with a list of plans: '2025 IPDP - advanced', '2025 IPDP - advanced', 'IPDP2022', and 'PD Plan for 2017 cr'. The main form area has the title 'Create a new Plan' and the instruction 'Select a school year:'. A dropdown menu shows '2026'. Below this, the instruction 'Do you want to:' is followed by two radio buttons: 'Use a form' (highlighted with an orange circle) and 'Copy a previously-written Plan'. The instruction 'Enter a description:' is followed by a text input field with the placeholder 'Enter a brief description (up to 100 characters)'. A 'Next >' button is at the bottom.

7 Name your IPDP with the current year

2025 IPDP - advanced

IPDP2022

PD Plan for 2017 cr

Select a school year:

2026

Do you want to:

☒ Use a form ☐ Copy a previously-written Plan

Choose one of the following:

☒ Sylvania Schools Individual Professional Development Plan Version 1.1 (10003)

Enter a description:

Enter a brief description (up to 100 characters)

Next >

8 Use the "License Renewal Quickstart Guide" for help writing your IPDP goals.

2025 IPDP - advanced

2025 IPDP - advanced

IPDP2022

PD Plan for 2017 cr

Goal Details

List 2 goals for your professional development learning.

Goal 1 ?

☐ Goal 1 Standard 1 ?

☒ Goal 1 Standard 2 ?

☐ Goal 1 Standard 3 ?

☐ Goal 1 Standard 4 ?

☐ Goal 1 Standard 5 ?

☐ Goal 1 Standard 6 ?

☐ Goal 1 Standard 7 ?



Tip! Don't forget to check your license issue, effective and expiration dates. You can look up this information on the ODE Educator Search webpage.



LPDC will review all submissions monthly and let you know by email if you need to make any changes to your submissions.