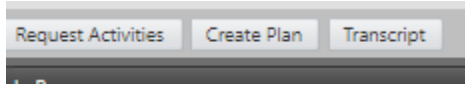


To create a new IPDP, if you already have an existing IPDP on file please follow below:

Upon entering PD Express you will see exhibit A. Click on "Create Plan".

Exhibit A



Next, Exhibit B will appear. "Select a school year"-change to the current year. Under "Do you want to:" click on the circle that says "Copy a previously written Plan". Next under "Choose one of the following" click the circle that represents your current IPDP that was approved in "2019". Then under "Enter a Description:" type "IPDP 2024-2029", then click the next button.

On the next screen, review your address, phone number and building to make sure they are correct. If not change. Then scroll down to "Credential 1 Expiration Date" change the date from 06/30/2024 to "06/30/2029". If you have more than one license you will need to change the Credential Expiration Date for each license listed. Then scroll to the bottom click on "SAVE" and the click on "SUBMIT FOR REVIEW".

You're done with your IPDP for another 5 year period.

Questions, please call Tracey Gabriele in the Office of Human Resources at ext. 7132.

Exhibit B

