

STEPS FOR JEFFERSON LOCAL  
INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN

Name\_\_\_\_\_

Building\_\_\_\_\_

Date Certificate Issued\_\_\_\_\_

Type of Certificate/License\_\_\_\_\_

Step 1. Within one year of certificate/license issue date

Individual must submit an Individual Professional  
Development Plan to the Local Professional  
Development Committee based on District, Building,  
and Personal Professional Goals.

Step 2. Two years prior to expiration of certificate/license

Individual must appear before the Local Professional  
Development Committee as a CHECKPOINT. Items  
that could be discussed at this time are whether the  
plan submitted fits the District, Building, and Personal  
Professional Goals previously stated.

Step 3. I understand that the plan must be completed and documented

By April 15. Signed\_\_\_\_\_

Step 4. Date Plan completed\_\_\_\_\_

LPDC Verifying Signature\_\_\_\_\_