



# PDP Process for Initial Level Educators

Write your PDP and convene a trained PDP Review team for goal/plan approval and goal/plan verification with an electronic process approved by the Wisconsin Department of Public Instruction in conjunction with the CESA 7 LRSC. This process may be followed by any licensed initial level educator-teachers, administrators and pupil services educators. The LRSC provides a pool of DPI-trained PDP review team members representing:



- teachers from Pre-kindergarten through high school
- administrators
- pupil services educators (such as school counselors)

### Steps using the online WI PDP Tool

1. Contact Claire Wick or Chris Larson at the LRSC to initiate the process.
2. Develop your PDP using the online PDP tool.
3. Convene a PDP Review team for goal/plan approval step.
4. Work on your PDP, following a plan for meeting your professional goals that are based on the WI Educator Standards (Teacher, Administrator, or Pupil Services).
5. Obtain verification of completion of your plan from your review team members online.
6. Complete license renewal process with the Wisconsin Department of Public Instruction to meet licensure deadline.

### **Fees for Initial level Educators**

Use of WI PDP tool (online) Access to PDP Review team* for goal/plan approval Access to PDP Review team* for goal/plan verification *3 DPI trained reviewers selected by the applicant	\$350 entire process
---	----------------------------

### Some Frequently Asked Questions

**Who is an Initial Level Educator?**

Any licensed educator who received their license in Wisconsin after August 31, 2004. This includes teachers, pupil services educators, and administrators.

**Do I need to meet face-to-face with my review team members?**

No, the LRSC PDP process is entirely online through a secure web-based PDP tool.

**Where do I keep records of my professional development activities?**

You may use the web-based *educator-portfolio & homepage* designed specifically for this purpose.

**[www.cesa7lrsc.org](http://www.cesa7lrsc.org)**