Five-Year Plan Renewal Instructions

All staff members are required to create a new Five-Year Plan at the time of their licensure renewal. The creation of this plan will ensure that all professional development, which is completed during your licensure, will count towards your next renewal.

Steps to create your Five-Year Plan

- Go to the MLSD Technology Website (www.mlsd.k12.oh.us/tech/).
- Click on the link "Morgan Local School - LPDC Website".
- Your five-year plan is based on your SMART goals. You must create at least one SMART goal; however, it is recommended that you create two. SMART goals should reflect any possible professional development that you may complete during your five-year licensure period.

  Recommended method for creating your SMART goals:
  - After clicking the "Morgan Local School - LPDC Website" click the link labeled "Smart Goals (MS Word Document)". This link will give you multiple sample SMART Goals;
  - Utilize these sample SMART Goals to create personalized SMART Goals. Be sure to personalize each goal by using your **area of certification**, **teaching assignment, future college course work, committee assignments, etc.**
  - Save these goals in Word format and return to the Morgan Local School - LPDC Website.
- After creating your SMART Goals, click "LPDC Link" on the Morgan Local School - LPDC Website.
- Log in using your LPDC Username and Password. If you have lost or do not have a working Username or Password contact Billie Ross (Ext 2104) or mc-rossbj@seovec.org
- Click the link "Create Your 5 Year Plan". You will then need to log in again using your Username and Password.
- You will now create your Five-Year Plan.
  - At the top right text box labeled "Today's Date" fill in with the issue date of the certificate you just renewed (this information is provided to you in the letter from Billie Ross).
  - Below "Today's Date" there are three columns of information. These text boxes will need to be verified and/or filled in with the correct certification/licensure information. This information should have been provided with an informational letter from Billie Ross. If you do not have this information please contact Billie Ross (Ext 2104) or e-mail mc-rossbj@seovec.org.
  - Click the drop-down for "Date Range for Five-Year Plan". Choose the range that fits the five years of licensure that corresponds with this Five-Year Plan.
  - Fill in your SMART Goals.

    Recommended method:
    - Click back to the SMART Goal Word document.
    - Copy one of your personalized SMART Goals.
    - Click back to 5 Year-Plan worksheet.
    - Paste your personalized SMART Goal in the appropriate text box.
    - Repeat process for multiple SMART Goals.

  - Click the drop-down for “Notify the LPDC that my 5-year plan is” and choose “Ready for Committee Review”.
  - Click “Submit My Five-Year Plan”.
- At the next LPDC Committee meeting the committee will review your plan and either accept the plan as is or make recommendations for corrections. You will be notified of the LPDC Committee’s decision via email.
- If your Five-Year Plan is accepted, you will receive your new certificate and in turn be able to count all professional development that is covered by your Five-Year Plan for renewal of your licensure.
- If your plan is rejected, please correct and resubmit to the LPDC Committee. Please see the Resubmit Five-Year Plan Instructions on the Morgan Local School – LPDC Website.

If you have questions regarding this process please contact any member of the LPDC Committee.