

Using the PDP Toolbox

Go to: www.pdptoolbox.org



Professional Development Planning Toolbox

USD:

Username:

Password:

Sign In

[Reset Password...](#)

Do You Need to Earn PD Points and/or College Credit on YOUR Schedule?

Try Our FREE On Demand eSeminars for Teachers

Points: Teachers can earn contact hours quickly...

College Credit: Low cost PSU tuition...

[Learn more >](#)

Do You Teach PreK-3rd? Try these courses:
[KCCTO Courses](#) (PDF 190KB)

Enter the following:

USD field: 348

Username field: Your username (with no "@usd348.com")

Password field: Your Locus password

Updating your Preferences:

PDP Toolbox: Staff

Upcoming Activities: [College Course...](#)

No upcoming activities to list.

Showing 0 of 0 upcoming activities | [View all activities](#)

Goals: [New...](#) | [Print...](#)

- I will increase my knowledge of the use of technology in education. (approved)
- I will use technology to increase my productivity and effectiveness as an employee. (approved)
- I will help others use technology in education. (approved)

Consortium, Building, Personal Goals Browser

New! The Goals Browser now has a [Cross Reference](#) with popular Evaluation Instruments! Click the Goals Browser link to explore.

91-1-206

Points Approved: 127.5

Salary Points: 1109 / 160
Degree/Step - Date: / -

Transcript Points Requests: [New...](#) | [Print Transcript...](#) | [Request Transcript for Licensure Renewal...](#) (Request up to 6 months prior to renewal time.)

Activity	K	A	I	Pts.	Col.	Status	Activity Date
Test	0			0		Submitted	Aug 23, 2016
District Inservice	7			7		Not Submitted	Aug 10, 2016
CANVAS	2			2		Not Submitted	Jul 28, 2016
Canvas Training Session	2			2		Agenda	Jun 23, 2016
PDC Meeting	Service			1		Approved	May 12, 2016
PDC Meeting	Service			1		Approved	Apr 14, 2016
KS PowerSchool Users Conference	6			6		Approved	Apr 05, 2016
PDC Online Meeting	Service			2.5		Approved	Mar 31, 2016
PM 3.0: New Adaptive Approach to Executing Projects	1			1		Approved	Nov 05, 2015
Apple Technology Update	3			3		Approved	Nov 04, 2015
Apple Leadership and Learning Event	3			3		Approved	Oct 20, 2015
PDC Meeting	Service			1		Approved	May 14, 2015
PDC Meeting	Service			1		Approved	Apr 09, 2015
PDC Online Meetings	Service			2.5		Approved	Mar 31, 2015
Bloodborne Pathogens	0.5			0.5		Approved	Feb 02, 2015

Check your license information. Be sure to enter the correct expiration date and license term, ie. 1-year, 2-year, 5-year license, etc. This information will be used to remind you when you can begin relicensure. If the information is incorrect, your license may expire without you being informed. Also be sure your address information is correct - this will be where your relicensure transcript will be mailed.

Personal Information:

Legal Name:	First	Eric
	Middle	Eugene
	Last	Aspegren
Nick-Name:		
Phone:	Home:	School: 785.594.2721 x107
Home Address:	Mailing Address	
	City	State Zip

Professional Information:

Highest Degree:	Master of Science
Status:	Inactive Teacher

Account Access:

Username:	easpegren
E-Mail:	easpegren@usd348.com
	<input type="checkbox"/> Do not send e-mail promotions
Password:	Change Password...

Non-Certified Staff

Teaching License:

Educator ID/License #:	
Expiration Date:	Feb. 04, 2017 License expires in 163 days.
Term:	5 yrs.

Points Requests (Formerly called Form B):

On your screen you should see all of the points in your PDP Toolbox account. At the top of the list will be any points requests that have not been approved by the committee. Points in a blue box have been approved. Points in a green box have not been submitted by the teacher, points in a red box have been submitted to the committee but have not been approved yet.

Points Approved: 127.5
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Degree/Step - Date: / -

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PDC Meeting	Service			1		Approved	Apr 09, 2015
PDC Online Meetings	Service			2.5		Approved	Mar 31, 2015
Bloodbourne Pathogens	0.5			0.5		Approved	Feb 02, 2015
PDC Meeting	Service			1		Approved	Nov 13, 2014
Greenbush Technology Conference	6			6		Approved	Oct 08, 2014
PDC Meeting	2.5			2.5		Approved	Sep 25, 2014
District InService	3.5			3.5		Approved	Aug 13, 2014
MACE Conference	10			10		Approved	Mar 07, 2014
District Inservice	3.5			3.5		Approved	Aug 15, 2013
BHS Collaboration	2			2		Approved	May 23, 2013
MerrieNan Melodies - Music Dept.	1			1		Approved	May 23, 2013
My Big Campus Training for iPad 1:1	3.5			3.5		Approved	May 23, 2013
BESIC Building Collaboration	2.5			2.5		Approved	Apr 08, 2013
Technology Integration	1			1		Approved	Apr 08, 2013
BESIC Building Collaboration	3.5			3.5		Approved	Mar 07, 2013
iPad Apps by A. Rowland	3			3		Approved	Jan 07, 2013
Building Collaboration - BESIC	3.5			3.5		Approved	Jan 07, 2013
Building Collaboration - BESIC	2.5			2.5		Approved	Oct 23, 2012

When you go to a conference or other professional development activity, you will select “**New**” next to “Transcript Points Requests”.

PDP Toolbox: Staff

New Knowledge Level Activity:		Status: Not Submitted
Activity Title:	<input type="text"/>	
Activity Description: [Save]	<input type="text"/>	
Points: # <input type="text"/>	Contact Hours (1 College Hour = 20 Contact Hours)	
Learning Activity Date: Aug. <input type="text" value="24"/> 2016 <input type="text"/>		
Date and Time Description: [Save]	<input type="text"/>	
<p>If more than one day, or part of a day, provide details.</p> <p>If the activity is more than 10 points a range of dates is required by KSDE for license renewal.</p>		
	Use one of the following to verify the number of points:	
	a. provide the start and end times for each day—not counting breaks, b. note that you've maintained a log of the times spent on the activity or c. note that the activity was designed for (X) hours of instruction (e.g., online learning)	
Additional Information:		
Goal:	<input type="text"/>	
Category:	<input type="radio"/> Content <input type="radio"/> Prof. Ed. <input type="radio"/> Service to the Prof.	

Enter the college information if it is a college course. (Don't forget, you need to get prior approval for college courses). Click "Submit for Approval" (at the very bottom of the page). After it is submitted, it will go to an administrator for approval, then to the PDC committee for final approval.

If more than one day, or part of a day, provide details.

If the activity is more than 10 points a range of dates is required by KSDE for license renewal.

Use one of the following to verify the number of points:

- a. provide the start and end times for each day—not counting breaks,
- b. note that you've maintained a log of the times spent on the activity or
- c. note that the activity was designed for (X) hours of instruction (e.g., online learning)

Additional Information:

Goal:

Category:

College:

CONSORTIUM GOALS:
School Improvement
Curriculum & Instruction
Technology
Student Development
Professionalism
Mentorship

PERSONAL GOALS:
I will increase my knowledge of the use of technol
I will use technology to increase my productivity
I will help others use technology in education.

[Category Definitions >>](#)

College Name:

Check all that apply: Non-Contract Hours

Post-Activity Information:

Evidence:

(E.g., notes, handouts, agenda.)

Knowledge Artifacts:

No files selected.

Upload electronic files that demonstrate knowledge acquisition.

Limit files to less than 20MB. Images are reduced in size when

Be sure to select which one of your personal goals this activity supports.

Group Learning (Formerly called Form F): You will receive notification when an upcoming inservice or collaboration day is scheduled. After the event is completed, you can then go into your list of points, click the name of the activity and you will be taken to a window where you can enter some sort of reflection in order to receive the points for the activity.

Transcript Points Requests: [New...](#) | [Print Transcript...](#) | [Request Transcript for Licensure Renewal...](#) (Request up to 6 months prior to renewal time.)

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CANVAS	2			2		Not Submitted
Canvas Training Session	2			2		Agenda
PDC Meeting	Service			1		Approved
PDC Meeting	Service			1		Approved
KS PowerSchool Users Conference	6			6		Approved
PDC Online Meeting	Service			2.5		Approved
PM 3.0: New Adaptive Approach to Executing Projects	1			1		Approved
Apple Technology Update	3			3		Approved
Apple Leadership and Learning Event	3			3		Approved
PDC Meeting	Service			1		Approved
PDC Meeting	Service			1		Approved
PDC Online Meetings	Service			2.5		Approved
Bloodbourne Pathogens	0.5			0.5		Approved
PDC Meeting	Service			1		Approved
Greenbush Technology Conference	6			6		Approved
PDC Meeting	2.5			2.5		Approved
District InService	3.5			3.5		Approved
MACE Conference	10			10		Approved
District Inservice	3.5			3.5		Approved
BHS Collaboration	2			2		Approved
MerrieNan Melodies - Music Dept.	1			1		Approved
My Big Campus Training for iPad 1:1	3.5			3.5		Approved
BESIC Building Collaboration	2.5			2.5		Approved
Technology Integration	1			1		Approved
BESIC Building Collaboration	3.5			3.5		Approved
iPad Apps by A. Rowland	3			3		Approved
Building Collaboration - BESIC	3.5			3.5		Approved
Building Collaboration BESIC	3.5			3.5		Approved

New Knowledge Level Activity:		Status: Not Submitted
Activity Title:	District Inservice	
Activity Description: [Save]	Suicide Awareness/Prevention, Sexual Harassment, Bloodborne Pathogens, ESI Training, PDP Toolbox, Student Ownership and Motivation, Critical Thinking and Project-Based Learning	
Points: #	<input type="text" value="7"/>	Contact Hours (1 College Hour = 20 Contact Hours)
Learning Activity Date:	Aug. <input type="text" value="10"/>	2016 <input type="text"/>
Date and Time Description: [Save]	<p>If more than one day, or part of a day, provide details.</p> <p>If the activity is more than 10 points a range of dates is required by KSDE for license renewal.</p> <p>Use one of the following to verify the number of points:</p> <ul style="list-style-type: none">a. provide the start and end times for each day—not counting breaks,b. note that you've maintained a log of the times spent on the activity orc. note that the activity was designed for (X) hours of instruction (e.g., online learning)	
Additional Information:		

The information in the New Knowledge Level Activity and Additional Information boxes are already complete: they do not need anything added.

Post-Activity Information:

Evidence:
(E.g., notes, handouts, agenda.)

Knowledge Artifacts: No files selected.

Upload electronic files that demonstrate knowledge acquisition.
Limit files to less than 20MB. Images are reduced in size when uploaded.

Reflection:
[\[Save\]](#)

What do I now know, that I didn't know before?

Required

Learning Event Summary: (optional)

Agenda:
List Agenda Items and/or Breakout Sessions.
Give a brief summary for each you have attended.

Websites:
List websites related to this event.

Enter something in the “Evidence” field, such as notes you took, handouts you received, etc. Try to enter a reflection in the “Reflection” box that shows what you know after the session that you didn’t know before. As always, check the button at the bottom of the page labeled “Submit for Approval” when you are finished.

College Course Requests:

When you are going to take a college course, in the upper left of the main page is a yellow box titled “Upcoming Activities”. Next to that in (small) print is a link titled “College Course..”. Click that link to see the following box to enter information to get a college course pre-approved.

College Course Approval:		Status: New
Course Title:	<input type="text"/>	
Course No.:	<input type="text"/>	Semester Yr.: <input type="text"/>
Credit Hours:	<input type="text"/>	
College or University:	<input type="text"/>	
Description:	<input type="text"/>	
Class Ends Date:	Aug. <input type="text"/> 31, 2016	
Class Dates and Time Description:	<input type="text"/>	
Goal:	<input type="text"/>	
Support: <small>(How does this relate to the content area you teach or a new content area?)</small>	<input type="text"/>	
Category:	<input type="text"/>	

Sent to: [Paul Dorathy](#)

Professional Development Planning Toolbox Consortium
Southeast Kansas Education Service Center - Greenbush
947 W. 47 Highway • P.O. Box 189 • Girard, KS 66743
Phone: (620) 724-6281 • Fax: (620) 724-6284
E-mail: ginger.mein@greenbush.org

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• [GBPD Online](#): a website for you to find and share your professional development resources.

• [Development Update Blog: PDP Toolbox—Evolve!](#)

Be sure to enter the course ending date. Once it has been approved, it will show up in your list of Upcoming Activities. After the course end date, it will move to your Transcript Points Request list, and will display a

green box in the list of points, indicating that action needs to be taken with this request. Once it is in your Transcript Points Request list, you need to submit it as a points request, same as above when you have a New Points Request. Click on the title of the college course in your list of transcript points requests, and you will see a post activity reflection. Enter something here, AND upload a scan of your course transcript that shows you have completed the class. You will click on the “Knowledge Artifact button” to upload a transcript.

Licensure Renewal Process:

When it is time to renew your license, click the “Request Transcript for Licensure Renewal” in your Transcript Points Request window.

PDP Toolbox: Staff

Upcoming Activities: College Course...
No upcoming activities to list. Showing 0 of 0 upcoming activities | View all activities

Goals: New... | Print...
I will increase my knowledge of the use of technology in education. (approved)
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You will then see the following window. You need to double check that your address is correct, and enter your Social Security number. (They delete this information after the transaction has completed). Then you click the "Submit Request" button at the bottom of the window. Greenbush will mail you a sealed and signed transcript, which you will include in your license renewal packet that you submit to the Department of Education.

KSDE College Credit Requirements

Transcript for Licensure Renewal Request:

Personal Information:

Legal Name:	First	<input type="text" value="Eric"/>
	Middle	<input type="text" value="Eugene"/>
	Last	<input type="text" value="Aspegren"/>
Nick-Name:	<input type="text"/>	
Email:	<input type="text" value="easpegren@usd348.com"/>	
Phone Number:	<input type="text" value="785.215.1119"/>	
Home Address:	Mailing Address	<input type="text" value="228 West Main Street"/>
	City	<input type="text" value="Carbondale"/>
	State	<input type="text" value="KS"/>
	Zip	<input type="text" value="66414"/>

Education:

Highest Degree:	<input type="text" value="Master of Science"/>
Status:	<input type="text" value="Inactive Teacher"/>

EDUCATOR ID:

Educator ID:	<input type="text" value="6786628435"/>
SSN:	<input type="text"/>

Page Security
If this page location starts with 'https://', encryption technology is used to transmit the information you enter securely to the PDP Toolbox server for processing, then, once completed, the information entered in the SSN field is deleted.

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Additional Resources:

There are a number of short videos created by Greenbush to help you in your use of the PDP Toolbox. There is an overview video that explains using the Toolbox, a video on the relicensure process, as well as how to track mentor/mentee points. Go to: <https://pdptoolbox.org/index.php?page=common/tutorials.php>

(Revised 10/5/2017)