

IPDP FLOWCHART

Need to Renew your license(s)? Here are your steps:

1. Go to **Intranet**
2. Click on [FMX \(Row 7, Column 1\)](#)
3. Click on **Human Resources**
4. Sign in
5. Click on **LPDC**
6. Click on **New Request**
7. Click on **License – Renew**
 - a. [WATCH VIDEO](#)
 - b. Complete form
8. Go to [OHID portal](#) and pay for license(s)
9. Go to [Safety & Security](#) and schedule BCI&FBI background
 - a. Need \$47.25 money order payable to Dayton Public Schools
10. LPDC committee meets
 - a. Recommends license(s) or resubmission
 - i. Follow instructions for resubmission

NOTE:

- A. ONCE ODE ISSUES A NEW LICENSES, CREATE A NEW IPDP
- B. IF YOU ARE A NEW TEACHER, CREATE A NEW IPDP

Need a NEW IPDP? Here are your steps:

1. Go to **Intranet**
2. Click on [FMX \(Row 7, Column 1\)](#)
3. Click on **Human Resources**
4. Sign in
5. Click on **LPDC**
6. Click on **New Request**
7. Click on **IPDP FORM**
 - a. [WATCH VIDEO](#)
 - b. Complete form
8. LPDC committee meets
 - a. Recommends license(s) or resubmission
 - i. Follow instructions for resubmission