

# ORION EDUCATION PDC Flow Chart

Updated 7/2020

[www.orioneducation.org](http://www.orioneducation.org) → Staff Portal → License/PDC  
PDC Google Forms for Levels 1-3

## IPDP and Knowledge Level 1

Each February, create a new Individual Professional Development Plan based on your annual evaluation, with 3 stretch goals. Submit to your supervisor

Individual Professional Development Plan **MUST** be signed by employee and supervisor

Submit plan to Orion's PDC for approval for SMART Goal format (Meetings in October, January, April, June)

Participate in a PDC activity tied to Goal Workshop, Meeting, Book Study, Conference, College Course, Service to the Profession

Special Projects must be pre-approved by the PDC.

Complete Knowledge Level 1 Form at [www.orioneducation.org](http://www.orioneducation.org) Staff Portal → License/PDC

## Application Level 2

Implement the new learning in your classroom during a semester – if possible

**Document the implementation**  
Lesson plans, student work, projects, video, presentation to a PDC member, observation by another teacher or the principal

Complete Application Level 2 Form at [www.orioneducation.org](http://www.orioneducation.org) Staff Portal → License/PDC

## Impact Level 3

**Determine the best way to measure the impact of the applied concept**  
Student achievement data, student behavior data, projects, assessments, video, presentation to a PDC member, observation by another teacher or the principal

**Document the impact using one of the methods listed above – during a semester – if possible**

Complete Impact Level 3 Form at [www.orioneducation.org](http://www.orioneducation.org) Staff Portal → License/PDC

## Licensure Renewal

6 Months prior to your Licensure Renewal Date (as printed on your KSDE license), complete the appropriate Licensure Renewal Form from [www.ksde.org](http://www.ksde.org) → teacher licensure.

All point requests must be from last renewal date to submission date. Allow time for PDC approval, transcript requests, and KSDE Response.

Contact Debbie Ives at [dives@orioneducation.org](mailto:dives@orioneducation.org) to request a PDC Transcript

Contact all colleges/universities that issued you college credit since your last renewal date for official transcripts to be sent to [dives@orioneducation.org](mailto:dives@orioneducation.org). (All college credit must be approved through PDC)

All Licensure Renewal through KSDE is now online. Please follow their guidelines for all applications. College transcripts need to be sent to Debbie Ives at [dives@orioneducation.org](mailto:dives@orioneducation.org).

Orion's PDC Meets  
October, January, April, and June of each year  
**LICENSE RENEWAL IS THE RESPONSIBILITY OF THE EMPLOYEE!!!!**  
**LAPSED LICENSE = NO PAYCHECK AND DISCIPLINARY ACTION UP TO AND INCLUDING TERMINATION!!!!**