

Instructions for LPDC **Form B - CEU Activity** - Online in Kiosk:

- 1) Log onto your **Kiosk** account.
- 2) In the top blue header, click on **Apps**- drop down to **IPDP**.
- 3) On the left side margin, click **Create Activity**.
- 4) **Activity Name**
- 5) **Beginning and Ending Dates**
- 6) **Select Plan/Certification**
- 7) **Verification Method** - Drop down arrow - choose
- 8) **Provider** {ie. Miami Trace, College, etc.}
- 9) **Approving Supervisor** - Please leave this set at **"NONE."**
- 10) **CEU credit / Semester Credit or Quarter Hours** - enter value
- 11) **District Prof Development** - What does the PD relate to?
- 12) **Professional Development Options** - choose one
- 13) **Description** - Brief description of the PD
- 14) **Activity Focus** - Type the IPDP goal(s) that the PD fits into
- 15) **Create Activity Request**
- 16) **Add New Attachment to this Activity**
- 17) **Certificate of Attendance or College Credit** - choose file
- 18) **Add Attachment**
- 19) **Submit Activity for FINAL Approval**