

PDP Transition Plan for Educators

The following describes the different stages at which an educator could be in for his/her PDP. All these scenarios apply only for educators who have been doing their PDP offline (on paper). Please provide clear directions as to what they can or should do in your electronic PDP system (i.e. QEI or WECAN-PDP) to facilitate successful completion of the PDP process:

No	Scenario	General Direction	QEI
1	The educator has completed his/her PDP, has had the <u>plan verified by all 3</u> team members on paper (PI-PDP-2), and has submitted a completed PI-PDP-2 to DPI as of September 1, 2012.	The PDP is complete, and educator has the option to contact QEI or WECAN-PDP to start a new PDP.	Start your new PDP online by creating an account at myqei.org . If needed, email support@myqei.org for help.
2	The educator has completed his/her PDP and has had the <u>plan verified by all 3</u> team members on paper (PI-PDP-2), but has not submitted a completed PI-PDP-2 to DPI as of September 1, 2012.	The educator must contact QEI or WECAN-PDP to submit his/her PDP Verification Signature Form(s).	QEI Members – Use the Member Offline Verification process on your Review Status of my PDP page on the QEI. Non QEI Members - Process your offline verification at myqei.org/verify . If needed, email support@myqei.org for help.
3	The educator has completed his/her PDP and has had the <u>plan verified by some</u> (not all 3) team members on paper (PI-PDP-2), and has not submitted a completed PI-PDP-2 to DPI as of September 1, 2012.	The educator must contact QEI or WECAN-PDP to submit his/her PDP Verification Signature Form(s).	QEI Members – Either assemble your three person team online through the QEI and have all three team members verify it online OR Have all three team members verify the PDP offline and then use the Member Offline Verification process on your Review Status of my PDP page on the QEI. Non QEI Members –Have your three team members complete the PDP Verification Form offline and then process your offline verification at myqei.org/verify . If needed, email support@myqei.org for help.
4	The educator has completed his/her PDP but <u>has not had the plan verified</u> .	The educator must contact QEI or WECAN-PDP to submit PDP Verification Signature Form(s).	QEI Members – Either assemble your three person team online through the QEI and have all three team members verify it online OR Have your PDP verified by all three team members offline and then use the Member Offline Verification process on

			<p>your Review Status of my PDP page on the QEI.</p> <p>Non QEI Members – Have your three team members complete the PDP Verification Form offline and then process your offline verification at myqei.org/verify.</p> <p>If needed, email support@myqei.org for help.</p>
5	<p>The educator is in the middle of writing his/her PDP (i.e. year 2 or more), has had his/her goal approved by 3 team members on paper (PI-PDP-3), and has submitted a completed PI-PDP-3 to DPI as of September 1, 2012.</p>	<p>The educator has the option to contact QEI or WECAN-PDP to continue the PDP process electronically through completion (i.e. PDP Verification), OR The educator can continue writing his/her PDP on paper and contact QEI or WECAN-PDP when they are ready to have the plan verified (#4).</p>	<p>QEI Members Validate offline goal approval using the <i>QEI Offline Services</i> link on your Review Status of my PDP page on the QEI.</p> <p>Once you receive an email notifying you that your PDP Goal Approval has been loaded into your QEI account, complete the remaining steps of the process including Verification on the QEI site.</p> <p>Non QEI Members – Since DPI has already accepted your Goal Approval Form, once your PDP is eventually verified, have your three team members complete the PDP Verification Form offline and then process your offline verification at myqei.org/verify.</p> <p>If needed, email support@myqei.org for help.</p>
6	<p>The educator is in the middle of writing his/her PDP and has had his/her goal approved by 3 team members on paper (PI-PDP-3), but has not submitted a completed PI-PDP-3 Goal Approval to DPI as of September 1, 2012.</p>	<p>The educator must contact QEI or WECAN-PDP to submit his/her Goal Approval. Then, the educator has the option to continue the PDP process electronically through completion (i.e. PDP Verification), OR The educator can continue working on his/her PDP on paper and contact QEI or WECAN-PDP</p>	<p>QEI Members – Use the QEI offline services process on your Review Status of my PDP page on the QEI to have the offline approval validated online.</p> <p>Non QEI Members – Process your Offline Goal Approval at myqei.org/approve. Once your PDP is eventually verified, have your three team members complete the PDP Verification Form offline and then process your offline verification at myqei.org/verify.</p> <p>If needed, email support@myqei.org for help.</p>

		when they are ready to have the plan verified (#4).	
7	The educator is in the middle of writing his/her PDP, has had his/her goal approved by 3 team members on paper and submitted to DPI, but needs to revise the goal.	The educator should revise the goal and submit for approval. <i>The educator has the option to use PI-PDP-3 (paper Goal Approval Form) for the goal approval and submit the completed PI-PDP-3 to QEI or WECAN PDP, or the educator can contact QEI or WECAN PDP to have the revised goal submitted electronically for approval.</i> The educator then has the option to continue his/her PDP on paper or electronically using QEI or WECAN PDP.	<p>QEI Members Offline – Submit your updated PDP to your team and get the three signatures again on a new Goal Approval Form. Then use the QEI Offline Services process on your Review Status of my PDP page on the QEI to have the offline approval validated online.</p> <p>QEI Members Online – Enter your PDP data into the QEI PDP template, assemble your team members on the QEI, and then click the link to <i>Send my PDP to my Team Members</i> to have it approved.</p> <p>Non QEI Members – Resubmit your updated PDP to your team for re-approval offline. Get the three required signatures on a new Goal Approval Form. Process your offline Goal Approval at mygei.org/approve. Complete the rest of the PDP process offline. Have your three team members complete the PDP Verification Form offline.</p> <p>Process your offline verification at mygei.org/verify.</p> <p>If needed, email support@mygei.org for help.</p>
8	The educator is in the beginning stage of PDP (e.g. Reflection or Writing the Plan).	The educator has the option to contact QEI or WECAN-PDP to start an electronic PDP process, OR The educator can continue working on his/her PDP on paper and contact QEI or WECAN-PDP when he/she is ready to have the plan verified.	<p>QEI Members - Enter your PDP data into the QEI PDP template and proceed through your PDP process online.</p> <p>Non QEI Members – Complete the PDP process offline. Once your PDP is approved offline, process your offline Goal Approval at mygei.org/approve. After your three team members eventually complete the PDP Verification Form offline, process your offline verification at mygei.org/verify.</p> <p>If needed, email support@mygei.org for help.</p>