

- If you are **NEW** to CerTrak and never registered, start here

Click **register**.



General Information

Note: Membership to this portal is Verified. Once your account information has been submitted, you will receive an email containing your unique Verification Code. The Verification Code will be required the first time you attempt to sign in to the portal environment. All fields marked with an asterisk () are required.

Get your Ohio Identification# here: Ohio Department of Education

First Name:	<input type="text" value="Test"/>	*	Country:	United States
Last Name:	<input type="text" value="Person"/>	*	State:	Ohio
Ohio Identification#:	<input type="text" value="OH123456"/>	*	City:	Cleveland
Date of Birth:	<input type="text" value="04/16/1968"/>	*	Street:	1234 Lakeshore Blvd
Username:	<input type="text" value="tperson"/>	*	Unit#:	A1
Password:	<input type="password" value="....."/>	*	Zip Code:	44123
Confirm:	<input type="password" value="....."/>	*	Telephone:	2165551212
Email:	<input type="text" value="tperson@euclid.k12.oh.us"/>	*		

Complete the fields and click **register. An email with a verification code will be sent to you.**

Ohio Identification # can be found on your license/certificate, self-service screen under "My Certifications (license number)," or by clicking the **link**. You will also need to take note of the effective year (start year) and issue date of your currently expiring license for later use.

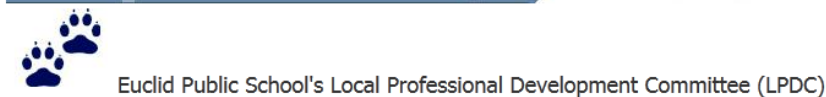
Once you have your verification code, put in your **username** and **password** at the log in screen, click login.

You will then be prompted to enter the **verification code**...go to step 2

- If you already have an existing account in CerTrak, start here



Click **login** put in your **username** and **password** at the log in screen, click **login**....go to step 2



If you have forgotten your password, click **email password**

Step 2

You will then need to click "**Tools**" and then click "**CerTrak**"



Adding Licensure

Home Tools Forums Support

Logoff Test Person

CerTrak Dashboard

If you have not already done so, you will need to add your License/Certificate information click **Add New**

Educator

Licensure - [Add New](#)

[My Licensure\(s\)](#)

Certificate #	Grade	Type	Subject Area	Expiration	Status
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Home Tools Forums Support

Logoff Test Person

CerTrak Dashboard

Educator

Licensure

Ohio Department of Education - Certificate Page [Back](#)

Certificate Number:

Identification#: OH123456

Name: Test Person

Date Of Birth: 04/16/1968

Effective Year: 2012

Issue Date:

Valid for Subjects:

My Intent: Let Expire

Grade: Eight Year Certificate

Type: ALL

Select effective year and input issue date of the license/certificate you are renewing.

Select Grade (certificate type)

Select subject area...please note that for those with multiple license subjects, you can only pick one and you are not required to add an additional certificate/license.

Select Type...this will coincide with the certificate number

Select Renew

Save **Cancel**

To be used by individuals who are renewing a credential initially earned as a license.

To be used by individuals who are renewing a credential initially earned as a certificate or who are transitioning a certificate to a license.

License Types

- (62) Middle Childhood (4-9)
- (63) Adolescence to Young Adult (7-12)
- (64) Multi-Age (PK-12)
- (65) Intervention Specialist
- (66) Career-Technical
- (67) Five-Year Associate
- (68) Superintendent
- (71) Early Childhood (PK-3)
- (72) Early Childhood Intervention Specialist (PK-3)
- (74) Pupil Services
- (80) Administrative Specialist

Certificate Types

- (19) Prekindergarten Associate
- (20) Prekindergarten
- (21) Kindergarten-Primary (K-3)
- (22) Kindergarten-Elementary (K-8)
- (23) Elementary 1-8
- (24) Middle Grades (4-9)
- (25) High School (7-12)
- (26) Special All Grades (K-12)
- (27) Education of the Handicapped (K-12)
- (28) Vocational
- (33) Comprehensive High School 7-12
- (35) EAS - Business Manager
- (36) EAS - ED. Of Exceptional Pupils
- (37) EAS - ED. Research
- (38) EAS - Ed. Staff Personnel Admin
- (39) EAS - Instructional Services
- (40) EAS - Pupil Personnel Administration
- (41) EAS - School-Comm. Relations
- (42) EAS - Vocational Director
- (43) School Audiologist
- (44) School Counselor
- (45) School Nurse
- (46) School Psychologist
- (47) School Speech Language Pathologist
- (48) Occupational Therapist
- (49) Physical Therapist
- (50) School Social Worker
- (51) Supervisor
- (52) Vocational Supervisor
- (53) Elementary Principal
- (54) Middle School Principal
- (55) High School Principal
- (56) Assistant Superintendent
- (57) Local Superintendent
- (58) Superintendent
- (61) Reading Supervisor
- (69) MRDD Supervisor

After you have completed all fields, click **SAVE**

Creating IPDP



CerTrak Dashboard

Educator **Administrator**

Licensure - [Add New](#)
[My Licensure\(s\)](#)

Certificate #	Grade	Type	Subject Area	Expiration	Status
IPDP					
Create a New IPDP Click Create New IPDP Status: Saved					
My IPDP(s)					



CerTrak Dashboard

Educator

IPDP
Status: **Saved** [Back](#)

Licensure:

#	Grade	Type	Expiration
Goals:			
Description	Content Area	Add New Goal	

Click Add New Goal

[Save](#) [Submit to LPDC](#) [Delete](#) [Cancel](#)



CerTrak Dashboard

Educator **Administrator**

This is where you will **type** your goal**. Your goal should establish specific, measurable, attainable, realistic and time-targeted objectives you want to achieve in renewing your teaching certificate. **Keep in mind, all activities must match your IPDP**

After typing your goal, select the **content area** from the pull down list that this goal references

Click **Add** if you are satisfied with the goal or **cancel** to start over

Description

Content Area
Action Research

[Add](#)
[Cancel](#)

**It is suggested that you have at least two (2) goals in different areas addressing your objectives so that you are not strictly limited with your IPDP. Your goals should include:

- What you are going to do
- How it will benefit the district
- How it will benefit your students

Creating IPDP

CerTrak Dashboard

Educator **Administrator**

IPDP

Status: [Saved](#) [Back](#)

Licensure:

#	Grade	Type	Expiration
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Goals:

Description

I plan to participate in coursework, in-service opportunities, workshops, and meetings in the areas of technology, curriculum development, and teaching strategies. My professional development plan focuses on my desire to increase my knowledge in these areas, allowing me to learn additional strategies to help improve student learning in the primary grades. This professional development will enhance my teaching skills, increase my value to this district, and allow me to better serve the Euclid Community. It will also help me fulfill my responsibilities included in the continuous improvement plans of my school and district as we continue working toward improved student success on the Ohio Achievement Tests. Ultimately, this will enhance performance of my students and their continued improvement in all areas of achievement.

Content Area

Technology Intergration

To create your next goal, repeat the previous steps

Action Research [Add](#)
[Cancel](#)

[Home](#) [Tools](#) [Forums](#) [Support](#)

[Logoff](#) [Stephanie Williams](#)

CerTrak Dashboard

Educator **Administrator**

IPDP

Status: [Saved](#) [Back](#)

Licensure:

#	Grade	Type	Expiration
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Goals:

Description

[Edit](#) I plan to participate in coursework, in-service opportunities, workshops, and meetings in the areas of technology, curriculum development, and teaching strategies. My professional development plan focuses on my desire to increase my knowledge in these areas, allowing me to learn additional strategies to help improve student learning in the primary grades. This professional development will enhance my teaching skills, increase my value to this district, and allow me to better serve the Euclid Community. It will also help me fulfill my responsibilities included in the continuous improvement plans of my school and district as we continue working toward improved student success on the Ohio Achievement Tests. Ultimately, this will enhance performance of my students and their continued improvement in all areas of achievement.

Content Area

Teaching Strategies

[Add New Goal](#)

[Delete](#)

[Edit](#) I will take a course designed to increase my knowledge of educational technology in the classroom and how to better implement that knowledge into my lesson plans

Technology Intergration

[Delete](#)

After you have completed your goal setting click

Submit to LPDC

[Save](#) [Submit to LPDC](#) [Delete](#) [Cancel](#)

STOP

- Once you submit your IPDP to the LPDC Committee, it will be reviewed and you will receive an email from info@myedportal.com indicating your status.

DO NOT SUBMIT ACTIVITIES PRIOR TO APPROVAL

- If approved... move forward with adding activities.
- If denied, go back to your IPDP screen and select "Maintain Your Current IPDP" to determine why it was denied and make appropriate changes as indicated by LPDC Comments

Adding Activities

Once your **IPDP status is approved**, you will then click **Add New** to add activities to your IPDP for approval

IPDP
[Maintain Your Current IPDP](#) Status: Approved
[My IPDP\(s\)](#)

Activities - [Add New](#)

Activity Id	Status	Type	Title	EPDUs	Begin Date
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CerTrak Dashboard

Educator

Activity Detail

Status: [Back](#)

IPDP Status: **Approved** Initial Submit Date: 11/13/2012 Last Submit Date: 11/13/2012

Select	Goal Id	Content Area	Description
<input checked="" type="checkbox"/>	1761649	Teaching Strategies	I plan to participate in coursework, in-service opportunities, workshops, and meetings in the areas of technology, curriculum development, and teaching strategies. My professional development plan focuses on my desire to increase my knowledge in these areas, allowing me to learn additional strategies to help improve student learning in the primary grades. This professional development will enhance my teaching skills, increase my value to this district, and allow me to better serve the Euclid Community. It will also help me fulfill my responsibilities included in the continuous improvement plans of my school and district as we continue working toward improved student success on the Ohio Achievement Tests. Ultimately, this will enhance performance of my students and their continued improvement in all areas of achievement.
<input type="checkbox"/>	1761650	Technology Intergration	I will take a course designed to increase my knowledge of educational technology in the classroom and how to better implement that knowledge into my lesson plans

Activity Type: Course for Credit [Descriptions](#)

Activity Title: Challenges of teaching inner-city youth

Begin Date: 01/23/2013

End Date: 05/16/2013

EPDUs: 90 [CEU Conversion Chart](#)

Activity Description: Course teaches about the skills necessary to teach children who come from impoverished homes and communities and the challenges they face with learning

How does this activity support your goal(s)? It gives me a teaching strategy that will help me think outside of the box when it comes to helping my students become successful achievers

Course Number: EDU1234

Location of Activity: Core Technology Institute

Sponsoring Organization/Agency: Cornell University

[Save](#) [Submit to LPDC](#) [Cancel](#)

- Select **goal** you are adding activity to
- Select Activity type from **Drop Down Menu**

You will need to convert your course hours into **EPDUs**. To do this, you will need to click the **CEU Conversion Chart** and place EPDUs that corresponds with your activity here.

Type your **Activity Description**, how the activity supports your goal, course number, location of activity and the sponsoring organization/agency

Click **Submit to LPDC** and repeat steps for each activity related to your IPDP

STOP

• Once you submit your Activities to the LPDC Committee, they will be reviewed and you will receive an email from info@myedportal.com indicating your status.

DO NOT TAKE COURSEWORK PRIOR TO APPROVAL

- If approved... move forward with signing up and taking the activities.
- If denied, go back to your IPDP screen and select the activity by clicking on the activity ID to determine why it was denied and make appropriate changes as indicated by LPDC Comments

Verifying Activities

After the activity has been approved and you have completed it, you will need to submit it for verification.
Click the Activity ID #

Activities - [Add New](#)

Activity Id	Status	Type	Title	EPDUs	Begin Date
435822	Approved	Course for Credit	Challenges of Teaching innercity youth	90	01/23/2013

Educator

Activity Detail

Status: [Approved](#) Submit Date: 11/16/2012 Approval Date: 11/16/2012 [Back](#)

IPDP Status: [Approved](#) Initial Submit Date: 11/13/2012 Initial Approval Date: 11/13/2012 Last Submit Date: 11/13/2012 Last Approval Date: 11/13/2012

Select	Goal Id	Content Area	Description
<input checked="" type="checkbox"/>	1761649	Teaching Strategies	I plan to participate in coursework, in-service opportunities, workshops, and meetings in the areas of technology, curriculum development, and teaching strategies. My professional development plan focuses on my desire to increase my knowledge in these areas, allowing me to learn additional strategies to help improve student learning in the primary grades. This professional development will enhance my teaching skills, increase my value to this district, and allow me to better serve the Euclid Community. It will also help me fulfill my responsibilities included in the continuous improvement plans of my school and district as we continue working toward improved student success on the Ohio Achievement Tests. Ultimately, this will enhance performance of my students and their continued improvement in all areas of achievement.
<input type="checkbox"/>	1761650	Technology Intergration	I will take a course designed to increase my knowledge of educational technology in the classroom and how to better implement that knowledge into my lesson plans

Activity Type: [Descriptions](#)

Activity Title:

Begin Date:

End Date:

EPDUs: [CEU Conversion Chart](#)

Activity Description:

What Professional Development will you realize through your involvement with this activity?

How does this activity support your goal(s)?

Course Number:

Location of Activity:

Sponsoring Organization/Agency:

What Professional Development has been realized through this involvement?

Explain how this activity helped your professional development

Click Submit for verification

[Submit for Verification](#) [Cancel](#)

STOP

Once you click submit for verification, you will need to submit your proof of completion to Kia Preston in Human Resources and once it has been verified it will be returned to you.

- IF YOUR INTENTION IS TO USE ANY OF THE COURSEWORK YOU SUBMITTED FOR SALARY ADVANCEMENT ...THAT IS A SEPARATE PROCESS. YOU MUST RESUBMIT ANY COURSEWORK THAT YOU WANT TO USE FOR ADVANCEMENT TO STEPHANIE WILLIAMS ALONG WITH THE PROPER FORMS AND WITHIN REQUIRED DEADLINES

Submitting License Renewal Application

Home Tools Forums Support Online Community

Logout Test Person

CerTrak Dashboard

Educator

Licensure - [Add New](#)

[My Licensure\(s\)](#)

Certificate #	Grade	Type	Subject Area	Expiration	Status
62	Five Year License	MIDDLE GRADES (4-9)	MATHEMATICS (4-9)	6/30/2017	In Progress

IPDP

[Maintain Your Current IPDP](#) Status: Approved

[My IPDP\(s\)](#)

Activities - [Add New](#)

Activity Id	Status	Type	Title	EPDUs	Begin Date
435822	Verified and Completed	Course for Credit	Challenges of Teaching innercity youth	90	01/23/2013
435867	Verified and Completed	Teaching a Course	Microsoft Word	90	09/12/2012

EPDUs

Total Verified EPDUs

180.000

Once your summary screen shows that all of your activities have been **verified and completed**, you will need to submit your license renewal application. However, remember that applications for renewal must be submitted after January 1 of year it is expiring.

CerTrak Dashboard

Educator

IPDP

Status: Approved (Revised) Submit Date: 11/17/2012 Approval Date: 11/17/2012 [Back](#)

Licensure:

#	Grade	Type	Expiration
62	Five Year License	MIDDLE GRADES (4-9)	6/30/2017

Goals:

Description	Content Area
I plan to participate in coursework, in-service opportunities, workshops, and meetings in the areas of technology, curriculum development, and teaching strategies. My professional development plan focuses on my desire to increase my knowledge in these areas, allowing me to learn additional strategies to help improve student learning in the primary grades. This professional development will enhance my teaching skills, increase my value to this district, and allow me to better serve the Euclid Community. It will also help me fulfill my responsibilities included in the continuous improvement plans of my school and district as we continue working toward improved student success on the Ohio Achievement Tests. Ultimately, this will enhance performance of my students and their continued improvement in all areas of achievement.	Teaching Strategies
I will take a course designed to increase my knowledge of educational technology in the classroom and how to better implement that knowledge into Intergration my lesson plans	Technology

LPDC Committee Review Comments:

[Revise](#) [Submit for Verification](#) [Cancel](#)

Once you receive your new license, you must **submit your IPDP for verification**. You will not be able to start a new IPDP until this process is completed