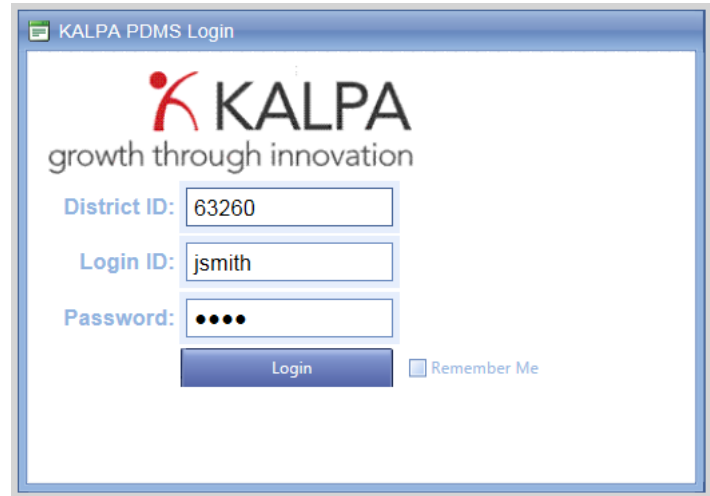


# KALPA Quick-Start Guide

## 1. Log in

[http://www.kalpapdms.com/V3\\_Teachers/Home.aspx](http://www.kalpapdms.com/V3_Teachers/Home.aspx)

- The District ID is 63260.
- Your login ID is the same as your district ID
- Your password is the last four digits of your Social Security Number



KALPA PDMS Login

KALPA  
growth through innovation

District ID: 63260

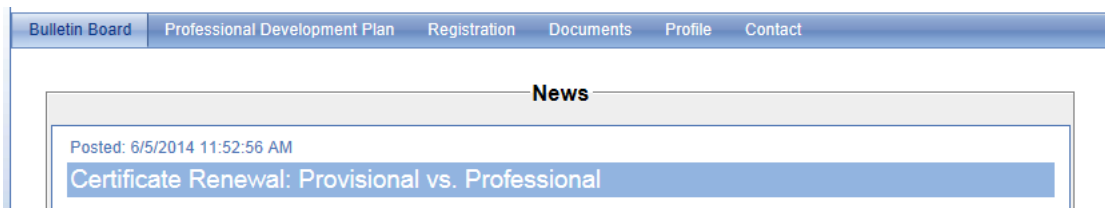
Login ID: jsmith

Password: ●●●●

Login  Remember Me

## 2. Bulletin Board

Please note that the home screen upon login houses important news updates.



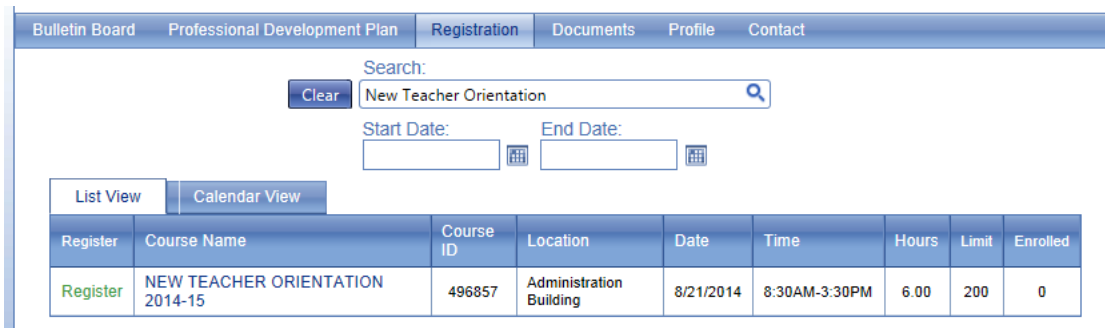
Bulletin Board Professional Development Plan Registration Documents Profile Contact

News

Posted: 6/5/2014 11:52:56 AM

Certificate Renewal: Provisional vs. Professional

## 3. Registration



Bulletin Board Professional Development Plan Registration Documents Profile Contact

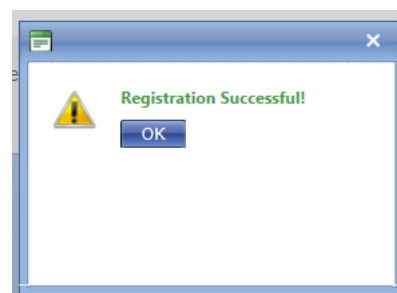
Search:

Start Date:   End Date:

List View Calendar View

Register	Course Name	Course ID	Location	Date	Time	Hours	Limit	Enrolled
<a href="#">Register</a>	NEW TEACHER ORIENTATION 2014-15	496857	Administration Building	8/21/2014	8:30AM-3:30PM	6.00	200	0

- A. Search for a course by name, course ID, or by date/date range.
- B. Click "Register"



## 4. Your Professional Development Plan

My PD Plan		My PD Schedule		My PD Goals	
School Year: 2014-2015					
Print		Certificate Form		Summary	
Special Request					
<b>Tag Totals</b>					
Tag	Tag Color	Total Taken			
DPPD	■	6.00 Hours			
District Required (36 + 6 Virtual = 42 DPPD) Required:36.00 Taken:0.00 Registered:0.00					
Course Name	Course ID	Location	Date	Time	Hours Status Tags
<b>Virtual/Personal PD</b> Required:6.00 Taken:6.00 Registered:0.00					
Course Name	Course ID	Location	Date	Time	Hours Status Tags
NEW TEACHER ORIENTATION 2014-15	496857	Administration Building	8/21/2014	8:30AM-3:30PM	6.00 Taken ■
<b>Staff Member Option</b> Required:0.00 Taken:0.00 Registered:0.00					
Course Name	Course ID	Location	Date	Time	Hours Status Tags
<b>Other</b> Required:0.00 Taken:0.00 Registered:0.00					
Course Name	Course ID	Location	Date	Time	Hours Status Tags

- Once you have registered for a course, it will be viewable in your PD Plan.
- After you have completed the PD session, click on the pencil to update your status from “Registered” to “Taken.” Note: you cannot update a course to “Taken” until you have completed a course.
- Select the appropriate bucket to which you would like to apply the course
- Clicking the green check will apply your changes to the course, and move it to the selected bucket.
- Your PD Plan hours will be updated to account for the hours completed.

**NEW TEACHER ORIENTATION 2014-15**

Status: I ATTENDED this course.

Validation #:

Apply To: New Teachers (First Three Years)

Staff Member Option

New Teachers (First Three Years)

Other

✓
✗

<b>New Teachers (First Three Years)</b>		Required:90.00 Taken:6.00 Registered:0.00			
Course Name	Course ID	Location	Date	Time	Hours Status Tags
NEW TEACHER ORIENTATION 2014-15	496857	Administration Building	8/21/2014	8:30AM-3:30PM	6.00 Taken ■

# Special Request Courses and Certificate Form

Courses/Conferences not found in KALPA can be created by clicking on the Special Request button within your PD Plan. You will be prompted to complete the form. Once complete, the request will be sent to your administrator for approval.

Special Request

Submit Reset Form Close

As you type courses already in the catalog will display. If one of them matches the request you are submitting, click the 'Register' link to register for the course.

Course Name:

Type:

Credit Hours:

Location:

Date Offered:

Start Time:

End Time:

Instructor:

Course Cost:

Hyperlink:

Description: 

B I U A Font Name Sl... A + B U L E

Attachments:  Select

Select document(s) to attach to this request. Supported formats are .doc, .docx, .xls, .xlsx, .pdf

All courses containing the “DPPD” tag, and marked as “Taken” in KALPA, can be populated into your Certificate Renewal form. At the end of the school year, this form, found by selecting the “Certificate Form” tab, would then be printed and submitted to your building administrator for a signature. The form should be kept by the school and the employee for record-keeping, and potential audit, purposes.

Select courses to apply to your certificate renewal.

**Instructions:**

- Select the courses that you would like to submit toward certificate renewal. Hold down "Ctrl" key and select with mouse. Use the school year dropdown to select a different school year. Courses MUST be approved for certificate renewal (DPPD) and have a status of "Taken" to appear on this list.
- Click the "Go to Certificate Form" button to open the form in a new window.
- Follow the instructions at the top of the form.

School Year:   View y...

Date	Course Name	Location	Time			
8/26/2014	RCS - District PD	TBD	8:00AM-3:00PM			
8/27/2014	RCS - District PD	TBD	8:00AM-3:00PM	6.00	District Required	PD - District-wide PD
9/1/2014	Special Request Test	Admin Building	9:00AM-11:00AM	2.00	Virtual/Personal PD	Virtual / Personal PD

AUTHORITY: Section R390.1527

Michigan Department of Education  
OFFICE OF PROFESSIONAL PREPARATION SERVICES  
**DISTRICT PROVIDED PROFESSIONAL DEVELOPMENT  
RECORD FOR CERTIFICATE RENEWAL**

**Completed by the**  
**Teacher:** \_\_\_\_\_ School Year: 2014 - 2015

Teacher PIC or SSN: \_\_\_\_\_

Name Of Teacher: Jane Smith