Electronic PDP System for PDP Team Members

The following describes the different scenarios for PDP Team Members in approving PDP goal or verifying PDP:

Peers/Administrators:

1. Team member is registered and has been using WECAN PDP as part of school district agreement to review and verify PDP.
   General:
   - Verify that they are still willing and eligible to review PDPs.
   - Verify their information is updated in WECAN PDP system.
   - Register with QEI if they are willing and able to serve on other educators' PDPs.

2. Team member is registered and has been using QEI to review and verify PDP.
   General:
   - Verify that they are still willing and eligible to review PDPs.
   - Verify their information is updated in QEI system.
   - Register with WECAN PDP if they are willing and able to serve on other educators' PDPs.

3. Team member is not yet or unsure if they are registered with WECAN PDP or QEI.
   General:
   - Verify that they are still willing and eligible to review PDPs.
   - Team member must contact WECAN PDP and/or QEI to register or update existing information.

IHE Representatives:

1. IHE Rep is registered and has been using WECAN PDP to review and verify PDP.
   General:
   - Verify that they are still willing and eligible to review PDPs.
   - Verify their information is updated in WECAN PDP system.
   - Register with QEI if they are willing and able to serve on other educators' PDPs.

2. IHE Rep is registered and has been using QEI to review and verify PDP.
   General:
   - Verify that they are still willing and eligible to review PDPs.
   - Verify their information is updated in QEI system.
   - Register with WECAN PDP if they are willing and able to serve on other educators' PDPs.

3. IHE Rep is not yet or unsure if they are registered with WECAN PDP or QEI.
   General:
   - Verify that they are still willing and eligible to review PDPs.
   - Team member must contact WECAN PDP and/or QEI to register or update existing information.

All PDP Team Members:

No	Scenario	General Direction	QEI
1	The team member has previously verified a PDP on paper, and now needs to verify the same PDP electronically.	The team member will advise the educator to contact QEI or WECAN PDP and invite the team member through the electronic system.	Educators can process an offline verification through the QEI. Review team members will receive an email with a link to submit the required information once the educator who wrote the PDP initiates this process at myqei.org/verify. Reviewers are asked to certify that they reviewed a PDP, the date it was completed, that they received a copy of a completed goal approval form, and whether or not the PDP was verified.They do NOT need to complete another checklist. If needed, email support@myqei.org for help.
2	The team member is requested to verify a PDP on paper after September 1, 2012.	The team member will advise the educator to contact QEI or WECAN PDP and invite the team member through the electronic system.	Go ahead and verify the PDP on paper. Educators can process an offline verification through the QEI. Review team members will receive an email with a link to submit the required information once the educator who wrote the PDP initiates this process at myqei.org/verify. Reviewers are asked to certify that they reviewed a PDP, the date it was completed, that they received a copy of a completed goal approval form, and whether or not the PDP was verified. They do NOT need to complete another checklist. If needed, email support@myqei.org for help.
3	The team member is requested to approve PDP Goal in paper after September 1, 2012.	The team member can approve the goal on paper (PI-PDP-3), or the team member can advise the educator to contact QEI or WECAN PDP to invite the team member for goal approval through the electronic system. The educator has the **option** to continue the PDP electronically or on paper until it is time to have the PDP verified.	It is ***strongly*** recommended that all goal approvals be completed online. However, review team members can approve PDPs offline as educators will either have offline approvals validated through the QEI website or the approvals will be validated by the verification team at a later date.