

# How to Submit Your LPDC Documents

## How do I submit my plan and activities for review?

Answer (After July 2017 on your personal Trello LPDC project board):

- Log into your personal LPDC project board, then:
- For activities
  - Make a copy of an activity template card in your "My Activities" list
  - Give the copy a new title aligned to the activity
  - Fill out the details on the new card
  - See this video for more information
- For plans
  - Edit the cards in the "My Plan" list and add the elements as suggested on each card
  - Or, attach a .pdf of your plan to the card labelled "My plan is attached"
  - See this video for more information

### Legacy Answer:

- Submit your items via electronic mail.
- Address the email to [LPDC@mcoecn.org](mailto:LPDC@mcoecn.org)
- The subject of the email should include your name, ITC, and purpose of the request. For example, "John Smith, HCC, Plan Approval"
- In the body of the email, include your name, contact information (email and phone number), and your license renewal date.

### Related Topics

- [Where can I find the ODE Licensure FAQ?](#)
- [What is our LPDC's IRN?](#)
- [When can I start my new plan?](#)
- [What materials do I need to submit in order to receive LPDC approval to renew my license?](#)
- [How to Submit Your LPDC Documents](#)