

Annual Professional Development Plan

A quality professional development plan will include measurable goals (short and long term) and activities to meet specific early care and education outcomes in relation to increased knowledge and skill level.

Tip: New staff to complete within 90 days of employment

(Please Print)

Personal Information:

Name: _____ Date of Hire: _____

Title/Position: _____

Age(s)/ _____ Classroom(s): _____

Number of hours worked per week: _____ Number of months worked per year: _____

ECE-TRIS Individual Record Form Attached YES NO

Education Completed:

- Some High School
- GED
- High School Diploma
- Associate Degree (Major: _____)
- Bachelor's Degree (Major: _____)
- Master's Degree/Grad. (Major: _____)
- Director's Credential
- Other (example: School Age Care Certificate) _____

Certificates/Credentials Earned:

- High School Certificate of Eligibility (Exp. Date _____)
- Commonwealth Child Care Credential (Exp. Date _____)
- CDA-Infant/Toddler (Exp. Date _____)
- CDA Preschool (Exp. Date _____)
- CDA Family Child Care (Exp. Date _____)
- Trainer's Credential (Exp. Date _____)
- I.E.C.E. Certification

Self-Reflection: My current strengths related to Early Care and Education/ Kentucky's Core Content are...

Signature: _____

Date Plan Completed: _____

Name: _____

(Please Print)

Plan for Professional Growth: Specific to Early Care and Education/ Kentucky's Core Content:

Core Content Area/ Level: _____

(See Resource Page 2)

Goal: My goal is to... _____

Activities (See Resource Page 1)	Timeline (Short Term-3,6,9 month/Long Term-12 month)	Resources Needed	Assessment/ In Progress Status	Completed /Date

Core Content Area/ Level: _____

(See Resource Page 2)

Goal: My goal is to... _____

Activities (See Resource Page 1)	Timeline (Short Term- 3,6,9 month/Long Term-12 month)	Resources Needed	Assessment /In Progress Status	Complete d/Date

**Add Page(s) as needed*

Signature: _____ Date Plan Completed: _____

Professional Development Resources:

First Year Staff: Professional Development Plan Ideas:

- *best practice: staff should participate in a professional development plan within the first 90 days of hire
 - *PD Plan can be included as a part of the staff evaluation which is an annual regulatory requirement
 - *include licensing requirements such as Orientation completion, First Aid/CPR training and obtaining the 15 hours of early care and education training
 - *PD Plan should be included in the staff's personnel file (individual should keep a copy for their records as well)
 - *completion of staff probation/ interim evaluation of job status
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Activities to help meet goal/action:

Training, Conferences, Seminars, Workshops, Institutes, Research, Modeling, Shadowing, Technology Use, Webinars, Formal Coursework, Independent Study, Study Groups, Communities of Practice, Consultation, Internships, etc.

**not all activities have to yield clock hours to meet criteria*

Articulation of Credentials/Degrees:

High School Certificate of Eligibility ► Commonwealth Child Care Credential ► Child Development Associate
► Director's Credential ► Associate's Degree ► Bachelor's Degree ► Master's Degree/Graduate Study ►

Did You Know???...

Child Care Resource and Referral Agencies can assist you with:

- Technical assistance
- Professional development opportunities
- To find your local CCR&R visit: www.kentuckypartnership.org or 1-877-316-3552

Professional Development Counselors can assist you with:

- Determining qualification for programming and scholarships
 - Scholarships available to help fund clock hour and college credentials and degree course work
 - CDA Mini Grants
 - National Accreditation Mini Grants for facilities and programs
 - Development of an Annual Professional Development Plan
 - Contact them at: www.kentuckypartnership.org or 800-956-8950
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Kentucky's Early Care and Education Core Content:

1. **Child growth and development:** Experiences for any child, regardless of age, must be planned around the child's developmental abilities.
2. **Health, safety and nutrition:** These are the basic needs of all human beings, and early childhood environment must ensure them.
3. **Professional development/Professionalism:** Adults providing early care and education must take advantage of opportunities to grow professionally, follow ethical standards of behavior; and demonstrate knowledge of and involvement in advocacy for early childhood learning environments.
4. **Learning environments and curriculum:** Developmentally appropriate environments and curricula have a positive impact on a child's emotional, physical, cognitive, communicative, creative and social care.
5. **Child assessment:** Ongoing assessment helps early childhood educators evaluate all areas of a child's growth and development.
6. **Family and community partnerships:** Understanding the roles that family members and others play in children's lives is vital for early childhood educators.
7. **Program management and evaluation:** Adults providing early care and education must use all available resources for a quality program.

Kentucky's Early Care and Education Training Levels:

Level 1	Level 2	Level 3	Level 4	Level 5
Participants have limited knowledge and experience in early childhood education.	Participants may have a CDA and/or two or three years of experience.	Participants may have at least an associate degree in early childhood and/or three years of experience, and already have competence in curriculum planning.	Participants may have at least a four-year degree in early childhood education or a related field and two years of experience.	Participants may have a four-year degree in early childhood education and advanced study and four years experience including the supervision or teaching of others.