Page 1

# 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**

## Personal Information (please print) – complete a new Page 1 form if any personal information in gray box changes

**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** | **Major** | **Updated Date** |
|  Some High School | N/A |  |
|  GED | N/A |  |
|  High School Diploma | N/A |  |
|  Associate Degree |  |  |
|  Bachelor’s Degree |  |  |
|  Master’s Degree/Grad. |  |  |
|  Director’s Credential | N/A |  |
|  Other (ex: School Age Care Certificate) |  |  |

|  |  |  |
| --- | --- | --- |
| **Certificates/Credentials Earned** | **Expiration Date** | **Updated Date** |
|  High School Certificate of Eligibility |  |  |
|  Commonwealth Child Care Credential |  |  |
|  CDA – Infant/Toddler |  |  |
|  CDA – Preschool |  |  |
|  CDA – Family Child Care |  |  |
|  Trainer’s Credential Credential Level: \_\_\_\_\_\_\_\_\_\_ |  |  |
|  I.E.C.E. Certification | N/A |  |

***Page: \_\_\_\_\_\_\_\_\_***

***Update Page – To Be Completed Annually During Evaluation & Added to Employee Professional Development Plan***

**Name:**

**Self-Reflection:** *My current strengths related to Early Care and Education/Kentucky’s Core Content are…*

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

**Core Content Area/Level:**  **My goal is to...**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activities** | **Timeline**  (Short Term – 3, 6, 9 months; Long Term –  12 months) | **Resources Needed** | **Assessment/**  **In Progress Status** | **Completed/ Date** |
|  |  |  |  |  |
|  |  |  |  |  |

**Core Content Area/Level:**

**My goal is to...**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activities** | **Timeline**  (Short Term – 3, 6, 9 months; Long Term –  12 months) | **Resources Needed** | **Assessment/**  **In Progress Status** | **Completed/ Date** |
|  |  |  |  |  |
|  |  |  |  |  |

**Signature:** **Date Plan Completed:**