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# 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:**