



# Individualized Professional Development Plan

## Action Plan: Family Child Care Provider Example

**Instructions:** Develop a plan to support career development within current job role or in preparation for a new position.

<b>Staff Name:</b> Jesse T.		<b>Supervisor Name:</b> Maureen B.		<b>Date Achieved:</b>
				<b>Date Developed:</b> 8/15
<b>Staff meets HSPPS qualifications for job role:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Not yet If not yet, job-related degree/certification completion needed: <input checked="" type="checkbox"/> CDA or equivalent <input type="checkbox"/> AA degree <input type="checkbox"/> BA degree <input type="checkbox"/> Advanced <input type="checkbox"/> Coursework, clock hours, or CEUs to maintain certification or credential		<b>Ongoing training and professional development, coaching/mentoring, and reflective supervision, and other included in plan:</b> <input type="checkbox"/> Coursework or training in an area of interest <input type="checkbox"/> Coaching/Mentoring <input type="checkbox"/> Reflective Supervision/Practice <input type="checkbox"/> Team Project(s) <input type="checkbox"/> Rotational Assignment <input checked="" type="checkbox"/> Other:		
<b>GOAL 1:</b> Complete the Family Child Care CDA				
<b>Steps needed to achieve this goal</b>		<b>Resources needed</b> (People, materials, financial support)	<b>Timeframe</b> (Realistic time needed to complete step)	<b>Date Completed</b>
Prepare a CDA portfolio using the competency standards handbook.		CDA® Family Child Care Competency Standards Handbook	9/30	9/28
Review CDA portfolio with Head Start Child Development Specialist prior to CDA visit.		CD Specialist meeting time	10/15	10/15
Complete the application to the Council for Professional Recognition and prepare for the verification visit.		CDA application	11/30	
<b>Potential Challenges:</b> Limited time to prepare the portfolio during the day – will need to complete it in the evening after pickup.				
<b>Date to revisit Goal:</b> 10/15	<input type="checkbox"/> I have achieved this goal by meeting the criteria specified in the goal achievement statement (s) above	<input checked="" type="checkbox"/> I am making progress toward this goal and will keep implementing my action plan	<input type="checkbox"/> I need to make changes to my plan to achieve this goal by revising the goal or changing the action steps	

**Staff Signature and Date:** Jesse T. 8/15

**Supervisor Signature and Date:** Maureen B. 8/15

The Individualized Professional Development Plan Profile and Action Plan are optional forms to help staff and their supervisor or human resources specialist explore potential career goals and plan steps to achieve them. Users can include additional copies of each form as needed.



# Individualized Professional Development Plan

## Action Plan

**Instructions:** Develop a plan to support career development within current job role or in preparation for a new position.

<b>Staff Name:</b> Jesse T.		<b>Supervisor Name:</b> Maureen B.		<b>Date Achieved:</b>
				<b>Date Developed:</b> 8/15
<b>Staff meets HSPPS qualifications for job role:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Not yet If not yet, job-related degree/certification completion needed: <input checked="" type="checkbox"/> CDA or equivalent <input type="checkbox"/> AA degree <input type="checkbox"/> BA degree <input type="checkbox"/> Advanced <input type="checkbox"/> Coursework, clock hours, or CEUs to maintain certification or credential		<b>Ongoing training and professional development, coaching/mentoring, and reflective supervision, and other included in plan:</b> <input checked="" type="checkbox"/> Coursework or training in an area of interest <input type="checkbox"/> Coaching/Mentoring <input type="checkbox"/> Reflective Supervision/Practice <input type="checkbox"/> Team Project(s) <input type="checkbox"/> Rotational Assignment <input type="checkbox"/> Other:		
<b>GOAL 2:</b> Increase understanding of the development of toddlers				
<b>Steps needed to achieve this goal</b>		<b>Resources needed</b> (People, materials, financial support)	<b>Timeframe</b> (Realistic time needed to complete step)	<b>Date Completed</b>
Participate in the Teacher Time Infant Toddler webinar series.		iPad, earphones	Ongoing	In progress
Complete the Critical Competencies for Infant and Toddler Educators iPD course.		ECLKC and iPD account	11/15	In progress
Listen to Parallel Play: A podcast for educators who love toddlers. Listen to archived podcasts by December 15 <sup>th</sup> – continue as new podcasts become available.		iPad, earphones	12/15	In progress
<b>Potential Challenges:</b> No challenges identified at this time.				
<b>Date to revisit</b> <b>Goal:</b> 10/15	<input type="checkbox"/> I have achieved this goal by meeting the criteria specified in the goal achievement statement (s) above	<input checked="" type="checkbox"/> I am making progress toward this goal and will keep implementing my action plan	<input type="checkbox"/> I need to make changes to my plan to achieve this goal by revising the goal or changing the action steps	

**Staff Signature and Date:** Jesse T. 8/15

**Supervisor Signature and Date:** Maureen B. 8/15

The Individualized Professional Development Plan Profile and Action Plan are optional forms to help staff and their supervisor or human resources specialist explore potential career goals and plan steps to achieve them. Users can include additional copies of each form as needed.



# Individualized Professional Development Plan

## Action Plan Follow-up and Status Updates

**Instructions:** Capture progress made toward achieving action plan goal.

Follow-up and Status Updates	Attendees	Date
<p>Jesse is a new family child care provider at Nona's Family Child Care. He joins the owner as a new full-time staff person after working as a part-time aide during the summer months. Jesse has already completed coursework toward a Family Child Care CDA and is ready to complete his portfolio and schedule a verification visit.</p> <p>Jesse reports feeling more comfortable working with preschool-age children and would like to spend more time learning how to be an effective teacher and caregiver to the toddlers in the program. Jesse is open to attending webinars and trying an iPD course to begin learning more about infant/toddler development. During our 8/15 meeting, Jesse registered for both an ECLKC account and the Critical Competencies for Infant-Toddler Educators iPD course.</p> <p><u>Next Steps:</u></p> <ul style="list-style-type: none"> <li>Jesse will begin assembling his portfolio.</li> <li>Jesse will research with Child Development Specialist how to submit the application and schedule a verification visit.</li> <li>The Child Development Specialist will meet with Jesse to review and provide feedback on his CDA portfolio by 10/15.</li> <li>Jesse will register for the next Teacher Time Infant Toddler webinar.</li> <li>Jesse will begin the iPD course following the completion of his CDA portfolio.</li> </ul>	<p>Jesse T. Maureen B.</p>	<p>8/15</p>
<p>Jesse's portfolio is complete and ready for review as part of his CDA application and verification visit.</p> <p>Jesse described the content of the most recent Teacher Time webinar as "very helpful" and has signed up for a MyPeers account to join the Teacher Time community. He has already posted one question to the community asking for ideas for science activities that are appropriate for toddlers and preschoolers. From his MyPeers post, Jesse learned about the Teacher Time STEAM series which is available on ECLKC. He plans to view all eight webinars so that he can gather ideas for the toddlers and preschoolers in the program.</p> <p><u>Next Steps:</u></p> <ul style="list-style-type: none"> <li>Jesse will begin the Critical Competencies for Infant and Toddler Educators iPD course.</li> <li>he will complete the CDA application and verification site visit.</li> </ul>	<p>Jesse T. Maureen B.</p>	<p>10/15</p>

The Individualized Professional Development Plan Profile and Action Plan are optional forms to help staff and their supervisor or human resources specialist explore potential career goals and plan steps to achieve them. Users can include additional copies of each form as needed.