

# Individual Professional Development Plan

School Year:

Time Frame: June 1<sup>st</sup> - May 31<sup>st</sup> or July 1<sup>st</sup> - June 30<sup>th</sup>

ABC Agency:

ABC Site:

Staff Name:

PDR Number:

Required Content Area	Projected Registration Date	Date of Completion	Hours of Completion
<b>New Staff Orientation (Required by Licensing):</b> - AR New Staff Orientation/Childcare Orientation Training (8 hrs.)  - *Refresher Course every 3 years			
<b>CPR/First Aid (Required by Licensing)</b>			
<b>Environmental Assessment (*required training):</b> - *Classroom Quality Assessment Tool Training (ECERS or CLASS)  - Assessment Refresher Training (as needed)			
<b>Child Assessment (*required training):</b> - *Work Sampling Introduction for New Staff (12 hours)  - Work Sampling Refresher (as needed)  - Other (List name of course and attach course description):			
<b>The following are not required to be completed the first year of professional development planning.</b>			
<b>Child Development and Early Learning Standards (CDELS) (*required training):</b> - *CDELS (21 hours)  - Other (List name of course and attach course description):			
<b>Social-Emotional Learning (*required training):</b> - *Pre-K SEL (45 hours)  - Conscious Discipline Six-Day Initial Course (36 hours)  - Other (List name of course and attach course description):			
<b>Emergent Literacy (*required training):</b> - Launchpad (9 hours)  - LETRS for Early Childhood Educators (35.5 hours)  - *U of A Early Care & Education Project (ECEP) Pre-K Early Literacy (30 hours)  - Other (List name of course and attach course description):			

<b>Early Childhood Math/Science (*required training):</b> - *Pre-K Math and Science (30 hours)  - Other (List name of course and attach course description):			
<b>Additional Training – Select Key Content Area from the drop down menu. List name of course and attach course description:</b>			
<b>CLASS® (Classroom Assessment Scoring System) Dimension Support Training List name of course and attach course description:</b>			
<b>Coaching Plan:</b>			

- 1) Training is not considered complete if only partial hours are taken.**
- 2) An updated copy of the Individual Professional Development Plan should be uploaded and maintained in the individual staff record in COPA eDocs.**
- 3) Plans shall be reviewed and updated on an annual basis.**

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

EC Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_