



## Professional Development Action Plan

Programs that are currently in a Bright & Early ND cohort and experience turnover in the 90 days prior to submitting their Quality Standards Inventory must use the Professional Development Action Plan with all newly hired Lead employees. This includes the following positions: Program Director, Lead Teacher or Lead Caregiver.

The Bright & Early ND Professional Development Action Plan is to be used with employees that have been hired within 90 days prior to submitting the Quality Standards Inventory. This allows the newly hired employee time to accomplish the requirements of licensing and those of the program's Bright & Early ND Step goal. This plan is to be completed by the employee and will be used as evidence to verify Professional Development requirements for Bright & Early ND. All goals and action items must be within 1 year of the employee's hire date.

**Program Name:** \_\_\_\_\_ **Organization ID#:** \_\_\_\_\_

**Individual Name:** \_\_\_\_\_ **Date of Action Plan:** \_\_\_\_\_

**Job Title:**  Director  Lead Teacher  Lead Caregiver

### Set Your Goals

Review the Bright & Early ND Playbook for details on the Professional Development requirements for each Step.




<b>Short Term Goals</b> <i>(what you want to accomplish in the next 6-12 months)</i>	
1.	
2.	
3.	

### Document Your Current Preparation

✓	Activity	Target Date to Complete	Date Completed
	Complete Getting Started <i>(15 clock hours)</i>		
	Become a member of the ND Growing Futures Workforce Registry and apply for a Career Pathway Placement.		
	List my current employer under the 'Employment' tab in my individual Growing Futures account.		

## Action Steps Worksheet

Now that you have planned your goals, you are ready to find specific courses to meet the Bright & Early ND requirements. This template will be helpful in planning your education and training related to the Bright & Early ND Quality Standards that require training.

Requirement	Goal	Date to Complete
 <b>STEP 2</b>		
<p><b>Lead Teachers and/or Lead Caregivers</b> Have a current Career Pathway placement of Category E or Higher</p> <p><b>-OR-</b> Have a current Career Pathway placement and have completed the following coursework:</p> <ul style="list-style-type: none"> <li>▪ At least 10 clock hours in Core Competency Area II. Learning Environment and Curriculum</li> <li>▪ At least 3 clock hours specific to the Environment Rating Scales®</li> </ul>		
 <b>STEP 3</b>		
<p><b>Lead Teachers and/or Lead Caregivers</b> Have a current Career Pathway placement of Category E or Higher</p> <p><b>-OR-</b> Have a current Career Pathway placement and have completed coursework listed under Step 2 and the following coursework:</p> <ul style="list-style-type: none"> <li>▪ At least 10 clock hours in Core Competency Area II. Learning Environment and Curriculum</li> <li>▪ At least 10 clock hours in Core Competency Area III. Assessment and Planning for Individual Needs</li> </ul>		
<p>The following trainings are required for Directors, Lead Teachers and/or Lead Caregivers regardless of Career Pathway placement:</p> <ul style="list-style-type: none"> <li>▪ GOLD® Objectives for Development and Learning</li> <li>▪ GOLD® Interrater Reliability</li> </ul>		
 <b>STEP 4</b>		
<p><b>Director</b> Has a current Career Pathway placement of Category G or Higher</p> <p><b>-AND-</b> Has a current Aim4Excellence Directors Credential</p> <p><b>Lead Teachers</b> Have a current Career Pathway placement of Category E or Higher</p> <p><b>Lead Caregivers</b> Have a current Career Pathway placement of Category E or Higher</p> <p><b>-AND-</b> Have completed the following coursework:</p> <ul style="list-style-type: none"> <li>▪ At least 10 clock hours in Core Competency Area VIII. Program Planning and Evaluation</li> </ul>		
<p>The following CLASS®-based professional development is required for all Lead Teachers and/or Lead Caregivers regardless of Career Pathway placement:</p> <ul style="list-style-type: none"> <li>▪ Active participation in myTeachstone™ during the program's cohort.</li> </ul>		