



## 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.

**Short Term Goals** (*what you want to accomplish in the next 6-12 months*)

- 1.
- 2.
- 3.

### Document Your Current Preparation

✓	Activity	Date Completed	Target Date to Complete
	Complete Getting Started (15 clock hours)		
	Become a member of the ND Growing Futures Workforce Registry and apply for a Career Pathway Placement.		
	Linked my individual Growing Futures account to my program’s Organization 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	Course Title	Target Date to Complete
STEP 2	II. Learning Environments and Curriculum <ul style="list-style-type: none"> <li>▪ Topic Area: Environment Rating Scales (3 clock hours)</li> </ul>		
	II. Learning Environments and Curriculum <ul style="list-style-type: none"> <li>▪ Topic Area: Learning Environments (10 clock hours)</li> </ul>		
STEP 3	II. Learning Environments and Curriculum <ul style="list-style-type: none"> <li>▪ Topic Area: Curriculum (10 clock hours)</li> </ul>		
	III. Assessment and Planning for Individual Needs <ul style="list-style-type: none"> <li>▪ Topic Area: Observation and Assessment (10 clock hours)</li> </ul>		
	GOLD® Objectives for Development and Learning		
	GOLD® Interrater Reliability Certification		
STEP 4	<b>For Center and Preschool Licensed Programs:</b> Aim4Excellence Director's Credential		
	<b>For Family or Group Licensed Programs:</b> VIII. Program Planning and Evaluation <ul style="list-style-type: none"> <li>▪ Topic Area: Business Practices (10 clock hours)</li> </ul>		