



Professional Development Action Plan

Research consistently shows that professional development is an important indicator of quality in early care and education. This research suggests that educated and trained caregivers generally provide more developmentally appropriate, nurturing, and responsive care, resulting in better experiences for children. When you plan your professional development, it allows you to grow your knowledge and skills through meaningful, intentional training and education.

Program Name: _____ **Organization ID#:** _____

Individual Name: _____ **Date of Action Plan:** _____

Job Title: Director Lead Teacher Lead Caregiver

ND Growing Futures Career Pathway Placement:

Not Placed A B C D E F G H I J **Expiration Date:** _____

Document Your Current Preparation




✓	Activity	Target Date to Complete	Date Completed	Is it on your Learning Record?
	Join the ND Growing Futures Workforce Registry. Create an Individual Profile.			<input type="checkbox"/> Yes <input type="checkbox"/> No
	Complete Getting Started (15 clock hours)			<input type="checkbox"/> Yes <input type="checkbox"/> No
	Become a member of Growing Futures and receive a Career Pathway placement. If your current Career Placement is 'Not Placed' or in expired status, renew your membership.			<input type="checkbox"/> Yes <input type="checkbox"/> No
	To verify your education, send in a copy of your High School Diploma or an official College Transcript (<i>if applicable</i>) to Growing Futures.			<input type="checkbox"/> Yes <input type="checkbox"/> No
	To verify your employment, add your current employer under the 'Employment' tab in your Growing Futures Profile.			<input type="checkbox"/> Yes <input type="checkbox"/> No

Plan your goals ahead of time! You should allow up to 8 weeks for processing of new memberships and updates to your current account.

Professional Development Action Plan

For Lead Teachers or Lead Caregivers




Now that you have completed the basics, 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.

	Requirements	Goal	Date to Complete
	<p>Has a current Career Pathway placement of Category E or Higher.</p> <p>-OR-</p> <p>Has a current Career Pathway placement and have completed the following coursework:</p> <ul style="list-style-type: none"> ▪ At least 10 clock hours in Core Competency Area II. Learning Environment and Curriculum ▪ At least 3 clock hours specific to the Environment Rating Scales® 		
	<p>Has a current Career Pathway placement of Category E or Higher.</p> <p>-OR-</p> <p>Has a current Career Pathway placement and have completed the following coursework (Step 2 Requirements):</p> <ul style="list-style-type: none"> ▪ At least 10 clock hours in Core Competency Area II. Learning Environment and Curriculum ▪ At least 3 clock hours specific to the Environment Rating Scales® 		
	<p>Has completed specific GOLD®-based professional development through MyTeachingStrategies™. Required trainings are listed below:</p> <ul style="list-style-type: none"> ▪ Introducing MyTeachingStrategies™ ▪ GOLD® Introduction ▪ Objectives for Development & Learning ▪ GOLD® Interrater Reliability 		
	<p>Has a current Career Pathway placement of Category E or Higher.</p> <p>Has completed specific CLASS®-based professional development through myTeachstone™.</p> <p><i>For Family and Group Lead Caregivers Only</i></p> <p>Has completed the following coursework:</p> <ul style="list-style-type: none"> ▪ At least 10 clock hours in Core Competency Area VIII. Program Planning and Evaluation. 		

Professional Development Quality Standards

For Program Directors

Now that you have completed the basics, 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.

	Requirements	Goal	Date to Complete
	<p>Director has a current Career Pathway placement of Category E or Higher.</p> <p>-OR-</p> <p>Has a current Career Pathway placement and meets Director qualifications according to licensing section:</p> <ul style="list-style-type: none">▪ Preschool: 75-03-11-08.1▪ Center 75-03-10-10 <p>Program Directors with a current Career Pathway placement of Category A-D, will need to complete the Director Qualification Worksheet as supplemental evidence.</p>		
	<p>Director has a current Career Pathway placement of Category E or Higher.</p> <p>-OR-</p> <p>Has a current Career Pathway placement and meets Director qualifications according to licensing section:</p> <ul style="list-style-type: none">▪ Preschool: 75-03-11-08.1▪ Center 75-03-10-10 <p>Program Directors with a current Career Pathway placement of Category A-D, will need to complete the Director Qualification Worksheet as supplemental evidence.</p>		
	<p>Director has completed specific GOLD®-based professional development through MyTeachingStrategies™. Required trainings are listed below:</p> <ul style="list-style-type: none">▪ Introducing MyTeachingStrategies™▪ GOLD® Introduction▪ Objectives for Development and Learning▪ GOLD® Interrater Reliability		
	<p>Director has a current Career Pathway placement of Category G or Higher.</p> <p>Director has a current Aim4Excellence Directors Credential.</p>		

Details

Credentials, Certificates and Diplomas

Bright & Early ND will verify all credentials, including the Aim4Excellence™ Center Director Credential and the Child Development Associate (CDA); certificates, including the Montessori Teacher Certificate; and diplomas, including associate's and bachelor's degrees, via the ND Growing Futures Workforce Registry. Log in to your Individual Profile in the ND Growing Futures Workforce Registry and use the 'Education' tab to record any credentials, certificates or diplomas you have received. Please ensure all credentials, certificates and diplomas are listed on your Learning Record under 'Summary of Education, Certificates and Credentials'.

Training Verification

Bright & Early ND will verify Career Pathway, For Credit and Registered training via the ND Growing Futures Workforce Registry. Log in to your Individual Profile in the ND Growing Futures Workforce Registry and use the 'Training' tab to record previous and current training. Make sure to review your verified training history on your Learning Record under 'Current Training List'.

Turnover in Lead Positions

Programs that are currently in a Bright & Early ND cohort and experience turnover within 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.

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.