

Professional Development Plan

Staff _____ Transcripts reviewed by: _____ Program Year _____

Current Degree _____ Related Field Yes No Currently Enrolled in Degree Program? Yes No

Plans to Enroll in Degree Program by _____ CDA Yes No CDA Renewal due date _____

Education staff with related degrees (staff must have at least 3 courses in addition to the 3 core courses for a minimum of 6 courses, totaling 24 quarter hours or at least 12 semester hours.)

Education staff completing course work as a part of an existing degree plan

Staff taking course work to maintain a current CDA (must be a three credit course in early childhood)

Required Core Courses: (minimum of 2 credits each)	Course Completed?		Target Completion Date	College/University	Credits	Date Completed	Course Name/ Number	Documentation Received	
	Yes	No						Yes	No
Child Growth and Development									
Guidance and Classroom Management									
Observation, Assessment and Recording									

Additional Required Courses for related field degrees: May be chosen from topics such as: Language Development; Creative Curriculum; Child Abuse and Neglect (for credit only); Family and Child Relationships; Curriculum Development; Technology in the Classroom; Motor Development; Science and Exploration; Music, Art and Creativity for Young Children; Literature for Young Children; Working with Special Needs; Feeding Relationships; Foods and Nutrition; Social Services Competency Training.

Course Name and Number	Target Completion Date	College/University	Credits	Date Completed	Course Description	Documentation Received	
						Yes	No
Total Credits							

Staff Signature and Date

Supervisors Signature and Date

Executive Director Signature and Date

Completion Summary:

Required Courses:

- 1. Child Growth and Development: Credits: _____
- 2. Guidance and Classroom Management: Credits: _____
- 3. Observation, Assessment and Recording: Credits: _____
- 4. Credits: _____
- 5. Credits: _____
- 6. Credits: _____
- 7. Credits: _____
- 8. Credits: _____
- 9. Credits: _____
- 10. Credits: _____

Staff Initial/Date

Supervisor=s Initial/Date