

Professional Development Plan Guidance

The New Hampshire Infant and Toddler, Preschool and Early Childhood Workforce Specialized Competencies documents each include a self-assessment and professional development plan tool. The professional development plan included in those documents may be submitted with signatures* to meet the requirement for a professional development plan.

Please refer to Frequently Asked Questions for guidance on completing a professional development plan based on self-assessment of competencies.

Credential applicants may choose other approved competency tools that may or may not include professional development plan documents. On the following page, you will find a template for completing a professional development plan based on self-assessment of competencies.

***Please note: All professional development plans must be signed and dated by the applicant and the reviewer.**

Professional Development Plan Template

Name: _____

Title/Position: _____

Date of hire: _____ Hours per week: _____ Age group: _____

Competency Document Title: _____

ACTION PLAN FOR PROFESSIONAL GROWTH AND DEVELOPMENT

Competency <i>Result of self-assessment</i>	Action Steps for Professional Growth/ Development <i>What steps will you take to increase your competency?</i>	Resources Needed	Goal Date	Date completed	Evidence of Accomplishment
EXAMPLE <i>I learned that communication with families is a challenge for me.</i>	<i>I will seek out a mentor and observe how the mentor communicates with families.</i>	<i>Mentor</i>	<i>2/1/2016</i>	<i>1/25/2016</i>	<i>Mentor observation of my interactions with families and written feedback from my mentor</i>

Reviewed By: _____

Reviewed By: _____

Initial review Date: _____ Progress review Date: _____