

Appendix D

Professional Development Plan

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 *or* the optional Professional Development Plan Template on the next page may be used.

Credential applicants may choose other approved competency tools that may or may not include professional development plan documents. The template on the next page may be used to complete the professional development plan based on self-assessment of competencies.

Your Professional Development Plan must be based on self-assessment of competencies and must be reviewed and signed and dated by the same person with whom you discussed action steps and your reflection. Remember to also sign and date the form.



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

<u>Competency</u> <i>Result of self-assessment</i>	<u>Action Steps for Professional Growth/ Development</u> <i>What steps will you take to increase your competency?</i>	<u>Resources Needed</u>	<u>Goal Date</u>	<u>Date completed</u>	<u>Evidence of Accomplishment</u>
<u>Example</u> <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>2/1/2023</i>	<i>1/25/2023</i>	<i>Mentor observation of my interactions with families and written feedback from my mentor</i>

Applicant Signature: _____

Date: _____

Reviewed By: _____

Date: _____