



## **Developing an Individual Professional Development Plan (IPDP)**

### **What is an Individual Professional Development Plan (IPDP)?**

An individual professional development plan is a personalized design for improving professional practice by addressing specific aspects of professional growth including knowledge, skills, and competencies. An example of an IPDP is included in this document for your review.

### **Why is developing an IPDP important in my work?**

Research consistently shows that professional development is an important indicator of quality in early care and education. This research suggests that educated and trained teaching professionals generally provide more developmentally appropriate, nurturing, and responsive care, resulting in better educational experiences for children. Reflecting on and tracking professional development efforts demonstrates a commitment to remaining knowledgeable about the field and being skilled at meeting the needs of children and families.

### **What is important to consider when developing an IPDP?**

An assessment of knowledge and skills will help identify specific areas to target for improvement. The assessment should address an inclusive and broad range of topics representing a balanced and comprehensive base of knowledge and skills. An assessment may also include reflection on areas of growth, skill development, interests, and personal experience or perspective. Information that can be helpful in developing an IPDP includes: record of training, self assessment, and external assessment of knowledge and skills (by a supervisor, director, mentor, parent, trainer, etc.). After assessment and reflection, priorities can be identified. Priorities may then be addressed through goals, action steps and accessing available resources.

### **How is an IPDP included in BrightStars?**

Beginning at Level 2 and continuing at Level 3, Level 4, and Level 5, BrightStars reviews documentation during a site visit relating to the individual professional development plan of the family child care provider or a program's lead group teachers.

#### **Resources:**

- NAEYC Accreditation Performance Criteria (2008), Standard 6: Teachers.
- Vermont Northern Lights Career Development Center, "Planning Professional Development: Creating Your Individual Professional Development Plan", <http://northernlights.vsc.edu/career2.html>.

## Sample Individual Professional Development Plan

Name: \_\_\_\_\_

Date Plan Completed: \_\_\_\_\_

**Long Term Objective(s):** Complete 12 credit hours of college coursework in Early Childhood/Child Development

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**Goal 1:** Complete a 3 credit course in 2010

Action Steps	Resources	Time Frame	Progress
<ul style="list-style-type: none"> <li>-Find out information about available courses at community college: cost of course(s), schedule, credits I will earn, contact person for area of study, enrollment process</li> <li>-Find out whether any trainings or professional development courses I have taken or plan to take can transfer as credit</li> <li>-Find out if place of employment offers incentives for completing coursework or will offer schedule flexibility to allow completion of coursework</li> <li>-Enroll in course and complete all course requirements</li> </ul>	<ul style="list-style-type: none"> <li>-Community college</li> <li>-Community agencies which offer trainings for college credits</li> <li>-Previous college-level coursework that will transfer</li> <li>-Financial aid programs</li> </ul>	<p>3/1/10 – 12/31/10</p>	<p>8/2010 - Enrolled in child development course at community college</p>

***Explanation of Terms:***

Goal: A goal is sometimes called a "dream with a deadline". A goal is an observable and measurable end result to be achieved within a fixed timeframe.

Action Steps: Action steps define *how* you will meet your goal. They are the steps or actions that guide a plan in more detail. Action steps can be used to break down a long-term goal into more short-term, immediate actions.