

# Tennessee Child Care Provider Annual Professional Development Plan

## Personal Information (completed by staff member)

First & Last Name \_\_\_\_\_

Position \_\_\_\_\_ Date of employment \_\_\_\_\_

Facility \_\_\_\_\_ Phone \_\_\_\_\_

Licensing Date: From \_\_\_\_\_ to \_\_\_\_\_ Year \_\_\_\_\_

Highest level of education attained: circle one

*GED, High School, Some College, CDA, Associate's Degree, Bachelor's Degree, Master's Degree*

What is your educational goal? circle one

*Improve my job skills, GED, High School, Some College, CDA, Associate's Degree, Bachelor's Degree, Master's Degree, Doctorate*

## Professional Survey (completed by administrator with input from staff member)

Please mark **SK** if staff person is somewhat knowledgeable, **K** if knowledgeable, or **N** if more information is needed about the following:

_____ Child Development	_____ Family Relationships	_____ Guidance
_____ Professionalism	_____ Health & Safety	_____ Individual & Cultural Diversity
_____ Learning Environments	_____ Developmentally Appropriate Practice	
_____ Administration	_____ Inclusion/special needs	_____ Observation & Assessment
_____ Language/literacy	_____ Curriculum Planning	_____ Technology

## Professional Areas for Improvement/Short-term goals (completed by staff member with input from administrator)

Choose at least two areas (from the above survey or content list in guide) to complete this sentence: "This licensing year I would like to improve my knowledge and/or skills in 1. \_\_\_\_\_ and 2. \_\_\_\_\_."

Other short-term goals:

## Professional Plan of Action to Improve Knowledge and/or Skills (completed by staff member with input from administrator)

How do you intend to build knowledge on each short-term goal this year? Check all that apply.

1.  Workshops  Professional Conferences  Academic Coursework  Targeted Technical Assistance  
 Other (explain) \_\_\_\_\_

2.  Workshops  Professional Conferences  Academic Coursework  Targeted Technical Assistance  
 Other (explain) \_\_\_\_\_

## Long-term goals (completed by staff member)

Professionally, in five years ...

Needed to achieve long-term goal:

- Job security
- Advancement opportunities
- Administrative support
- Financial assistance

I would be interested in:

- Accreditation
- Administrator's Credential
- Infant/Toddler Credential
- Other: \_\_\_\_\_

\_\_\_\_\_  
Director's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

**Highland Rim Head Start  
Individual Staff Development Plan**

Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

**Educational Background**

**Please circle the highest level of education completed:**

GED	Technical	Bachelor Degree
High School	Some College	Master Degree
CDA	Associate Degree	

**Please circle the level of education you would like to obtain:**

CDA    Technical    Associate Degree    Bachelor Degree    Masters Degree

**CDA Information**

Current CDA: yes    no                      Working towards a CDA: yes    no    n/a

Renewal date: \_\_\_\_\_                      Expected date of completion: \_\_\_\_\_

**Current Degree: yes    no    n/a**

**Working towards a degree: yes    no    n/a**

Type of Degree:

Associate \_\_\_\_\_ Major \_\_\_\_\_

Associate \_\_\_\_\_ Major \_\_\_\_\_

Bachelor \_\_\_\_\_ Major \_\_\_\_\_

Bachelor \_\_\_\_\_ Major \_\_\_\_\_

Master \_\_\_\_\_ Major \_\_\_\_\_

Master \_\_\_\_\_ Major \_\_\_\_\_

Expected date of completion: \_\_\_\_\_

**WHAT ARE YOUR PROFESSIONAL DEVELOPMENT GOALS?**

1.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Verification: Staff person and supervisor or person assisting in developing the plan will sign upon completion of plan and update periodically.**

\_\_\_\_\_  
**Signature                      Date**

\_\_\_\_\_  
**Signature                      Date**

\_\_\_\_\_  
**Signature                      Date**

\_\_\_\_\_  
**Signature                      Date**

\_\_\_\_\_  
**Signature                      Date**

\_\_\_\_\_  
**Signature                      Date**