







### Individual Professional Development Plan (IPDP) for Family Child Care Educators

#### **Instructions**

This document has been developed to help early learning educators create individual professional development plans (IPDPs) for their professional growth and improvement. IPDPs include specific, concrete professional development goals based on your evaluation of your current knowledge and competencies in the domains of Rhode Island's Workforce Knowledge and Competencies frameworks (WKCs) for early learning educators.

For your convenience, we include on page 2 a link to the RIDE website where you can access the WKCs. We also include a link to the Center for Early Learning Professionals website, where beginning in January 2015 you will find resources that can assist you in completing a self-reflection of your professional strengths and needs. Once you have determined your professional development goals, your next step is to develop an action plan for achieving each goal. If you have a supervisor, we recommend you engage him or her in this process.

Programs can use this form to develop an IPDP that meets requirements for DCYF licensing, BrightStars participation, and RIDE CECE program approval. If your program uses its own form to document IPDPs, this form will need to include the following elements:

- Concrete professional development goals
- A description of the process used to determine those goals
- The specific domains and sub-headings of the WKCs related to each goal
- Concrete action steps for achieving each goal
- Checkpoints to assess and document the progress made toward achieving each goal

To complete your IPDP, fill in the information on page 2. Then, use the attached goal sheets to list your goals and your plan for achieving them. Use one goal sheet for each goal in your IPDP. You can copy and paste in additional sheets for additional goals, as needed. When you are finished, save and store a copy of your IPDP in a safe place so you can retrieve it to track your progress and revise your goals, if necessary.

This document can be completed electronically, by typing directly into the form and then saving it to your computer. We recommend that each time you update this IPDP, you save it as a new document with a new date. If you prefer, you can print this form and fill it out by hand. Be sure to print additional goal sheets for each additional professional development goal.



### Individual Professional Development Plan (IPDP) for Family Child Care Educators

#### **Cover Sheet**

Name:	Date:
Age Group I Work With (select one):	
Infants and Toddlers	
Preschoolers	
School-age	
Birth to 5	
I created this plan collaboratively with my supervisor:	
Supervisor's Name:	
I created this plan on my own:	
Total number of professional development goals in this plan:	
To access the WKCs, visit: <a href="https://www.ride.ri.gov/InstructionAssessment/EarlyChildhoodEduca">www.ride.ri.gov/InstructionAssessment/EarlyChildhoodEduca</a>	ation/Workforce.aspx
Download this form at the Center for Early Learning Professionals website: <a href="https://www.cente">www.cente</a>	r-elp.org



## Family Child Care Educator IPDP Goal Sheet

Goal Number:	
Professional De	velopment Goal:
Information I us	sed to develop this goal: (Select those that apply.)
DCY	F Monitoring Report
Brig	htStars Assessment Report
Cen	ter for Early Learning Professionals WKC Self-Reflection ( <u>www.center-elp.org</u> )
Sup	portive Supervision
Obs	ervation and Feedback (supervisor, peer, family, community, etc.), specify:
Tea	cher observation tool ( <i>CLASS, ERS, etc.</i> ), specify:
	cher observation tool ( <i>CLASS, ERS, etc.</i> ), specify:ool District Observation System
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Scho Oth Workforce Know apply.)	col District Observation System er, specify:  wledge and Competencies Domain and sub-heading(s) related to this goal: (Select all that cal and Mental Health, Safety, and Wellness Knowledge of State and Federal Regulations Safety and Emergency Procedures
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Scho	wledge and Competencies Domain and sub-heading(s) related to this goal: (Select all that cal and Mental Health, Safety, and Wellness Knowledge of State and Federal Regulations Safety and Emergency Procedures Health Food and Nutrition
School Sc	col District Observation System er, specify:  wledge and Competencies Domain and sub-heading(s) related to this goal: (Select all that cal and Mental Health, Safety, and Wellness Knowledge of State and Federal Regulations Safety and Emergency Procedures Health Food and Nutrition y Engagement
School Sc	cool District Observation System  er, specify:  wledge and Competencies Domain and sub-heading(s) related to this goal: (Select all that  cal and Mental Health, Safety, and Wellness  Knowledge of State and Federal Regulations  Safety and Emergency Procedures  Health  Food and Nutrition  y Engagement  Creating Respectful, Reciprocal Relationships with Families
Workforce Known apply.) Physical Familians	cool District Observation System  der, specify:  wledge and Competencies Domain and sub-heading(s) related to this goal: (Select all that stall and Mental Health, Safety, and Wellness  Knowledge of State and Federal Regulations  Safety and Emergency Procedures  Health  Food and Nutrition  y Engagement  Creating Respectful, Reciprocal Relationships with Families  Engaging Families in Their Children's Development and Learning
School School Oth  Workforce Know apply.)  Physic  Famili	ool District Observation System er, specify:  wledge and Competencies Domain and sub-heading(s) related to this goal: (Select all that eal and Mental Health, Safety, and Wellness Knowledge of State and Federal Regulations Safety and Emergency Procedures Health Food and Nutrition y Engagement Creating Respectful, Reciprocal Relationships with Families Engaging Families in Their Children's Development and Learning Utilizing Community Resources to Support Families

Cı	urriculum						
	Content						
<del></del>	Process						
_	 Teaching	g and Facilitating					
_	Context	,					
_	Building	Meaningful Curric	ulum				
Cł	hild Assessmer	nt					
	Knowled	lge of Early Childho	ood Assessme	nt			
	•	enting a Comprehe iate Authentic Asso		ient Plan an	nd Conduc	ting Developmental	lly
	Practicin	g Responsible Asse	essment				
	Collects	Assessment Data f	rom Multiple	Sources Usi	ng a Varie	ty of Methods	
	Docume	nting and Organizi	ng Assessmen	t Data			
	Using As	sessment Data in (	Curriculum Pla	ınning			
	Commur	nicating Assessmer	nt Data to Oth	ers			
Pr	rofessionalism						
	Identifyi	ng and Involving O	neself with th	e Early Child	dhood Pro	fession	
	Ethical S	tandards and Profe	essional Guide	lines			
	Valuing [	Diversity					
	Advocati	ing for Children, Fa	milies, and th	e Professior	n		
<u> </u>	Commitr	ment to Ongoing P	rofessional De	evelopment			
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current w	1	wledge and Comp		-		_	
	Level 1	Level 2	Lev	el 3	Lev	vel 4	
I have ident	ified the follo	wing strengths and	d areas I need	to strength	nen in this	domain area:	
Current Stre	naths:						
	<b>3</b>						
Knowledge d	and Competen	cies I need to stren	ngthen:				

Steps I will take to make progress toward achieving my goal	Time Frame	Date Completed
	Time Hame	Date Completed
Resources and supports that will help me achieve this goal:		
Progress Notes:		
8 Months:		
5 Months:		
Months		
Months:		
Months:		
Months:		
9 Months: 2 Months:		



## Family Child Care Educator IPDP Goal Sheet

Curriculum
Content
Process
Teaching and Facilitating
Context
Building Meaningful Curriculum
Child Assessment
 Knowledge of Early Childhood Assessment
Implementing a Comprehensive Assessment Plan and Conducting Developmentally
Appropriate Authentic Assessments
Practicing Responsible Assessment
Collects Assessment Data from Multiple Sources Using a Variety of Methods
Documenting and Organizing Assessment Data
Using Assessment Data in Curriculum Planning
Communicating Assessment Data to Others
Professionalism
Identifying and Involving Oneself with the Early Childhood Profession
Ethical Standards and Professional Guidelines
Valuing Diversity
Advocating for Children, Families, and the Profession
Commitment to Ongoing Professional Development
Current Workforce Knowledge and Competencies Career Pathway Level related to this goal:
Level 1 Level 2 Level 3 Level 4
have identified the following strengths and areas I need to strengthen in this domain area:
Current Strengths:
current strengths.
Knowledge and Competencies I need to strengthen:

Steps I will take to make progress toward achieving my goal	Time Frame	Date Completed
	I	
esources and supports that will help me achieve this goal:		
rogress Notes:		
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Months:		
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Months:  Months:  Months:		
Months:  Months:		



# Family Child Care Educator IPDP Goal Sheet

Goal Numbe	r:
Professional	Development Goal:
Information	I used to develop this goal: (Select those that apply.)
	OCYF Monitoring Report
	BrightStars Assessment Report
	Center for Early Learning Professionals WKC Self-Reflection ( <a href="https://www.center-elp.org">www.center-elp.org</a> )
;	Supportive Supervision
	Observation and Feedback (supervisor, peer, family, community, etc.), specify:
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Workforce K apply.) Ph	Other, specify:  nowledge and Competencies Domain and sub-heading(s) related to this goal: (Select all that sysical and Mental Health, Safety, and Wellness  Knowledge of State and Federal Regulations Safety and Emergency Procedures Health Food and Nutrition mily Engagement Creating Respectful, Reciprocal Relationships with Families
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Second Process   Process	Other, specify:  Inowledge and Competencies Domain and sub-heading(s) related to this goal: (Select all that special and Mental Health, Safety, and Wellness  Knowledge of State and Federal Regulations  Safety and Emergency Procedures  Health  Food and Nutrition  mily Engagement  Creating Respectful, Reciprocal Relationships with Families  Engaging Families in Their Children's Development and Learning  Utilizing Community Resources to Support Families

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Resources and supports that will help me achieve this goal:		
Progress Notes:		
Progress Notes: 3 Months:		
3 Months:		
3 Months:		
3 Months:		
3 Months: 6 Months:		
3 Months: 5 Months:		
3 Months: 5 Months:		
3 Months: 6 Months: 9 Months:		
3 Months: 6 Months:		
3 Months: 5 Months: 9 Months:		
3 Months:  6 Months:  9 Months:		