



Professional Development Plan



Staff name:	Date:
Position:	Date of hire:

- All educators and administrators must have or be taking credit-bearing college course work toward a Bachelor's degree in Early Childhood Education which may qualify them for the New Mexico *Early Childhood Teacher License: Birth through Third Grade* or the New Mexico *Early Childhood Teacher License: Age three through grade three*.
- All program staff must have a current professional development plan with specific professional goals and timelines related to these Standards. 6 credit hours or 24 training hours per year is required.** Staff must document their on-going activities to increase their knowledge, specialization and qualifications in early childhood education, individualization, and family support.

CURRENT EDUCATION: Highest Level of Education Achieved (check one):

X	EDUCATION LEVEL	MAJOR/FIELD	INSTITUTION	YEAR COMPLETED
	High School Diploma or GED	General Ed		
	Associate's Degree			
	Bachelor's Degree			
	Master's Degree			

TRAINING REQUIREMENTS COMPLETED

Training Completed	Date	If Not Completed, Planned Date of Completion
Powerful Interactions		
Full Participation of Each Child		
Quality Child Care Programs for All		
CQI I, II or III (Circle Highest Completed)		
ELS I How Children Learn Through Play		
ELS II Exploring the Foundations		
ELS III Putting it into Practice		
ELS IV Weaving it All Together		

The following is our goal for all educators: Meet the criteria in Essential Element 6: Professionalism of the New Mexico PreK Program Standards by requiring staff to obtain six (6) hours of college credit annually toward the Educational Requirements Compliance Indicators.

- TLC Development Centers will cover tuition fees for one class per semester after 9 months of employment.
- Each staff member will have a current professional development plan in place from date of hire. This plan will be updated each anniversary date.
- Upload documentation of the successful completion of the six (6) college credit hours and/or training certificates into employee file cabinet in ProCare along with new annual PDP.

Complete the following to reflect how the above standards will be achieved.

**CNM Coursework: (CDA-11 or 12 Credits) (AA-64 Credits) (AA-64 Credits Admin Tract*)
COMPLETED AND PLANNED COURSEWORK**

SEMESTER AND YEAR	ECED Course Number	ECME Course Number	Course Name	Credit Hours	Completed?	FINAL GRADE*
	1110	1104	Child Growth, Development and Learning*	3		
	1115	1108	Health Safety and Nutrition*	2		
	1120	2214	Guiding Young Children*	3		
	1130	2206	Family and Community Collaboration*	3		
	1125	2204	Assessment of Children and Eval of Prog*	3		
	2110	1102	Professionalism*	2		
	2115	2201	Introduction to Language, Lit & Reading	3		
	2120	2109	Curriculum Development Through Play	3		
	2121	2190	Curriculum Dev Through Play Practicum	2		
	2130	2212	Curriculum Dev & Imp: Age 3-Grade 3	3		
	2131	2290	Curriculum Dev & Imp: Age 3-Grade 3 Prac	2		
	2215	2220	Program Management	3		
	2140	2222	Effective Program Dev/Diverse Learn/Fam	3		
	2141	2490	Eff Prog Dev/Diverse Learn/Fam - Prac	2		
	2280	2224	Professional Relationships	3		
	2281	2590	Professional Relationships - Practicum	2		

*enter upon completion

Any college courses paid for by TLC Development Centers must be completed with a C or better. If not, tuition and fees paid on your behalf will be deducted from your next education bonus. If you are not eligible for an education bonus, the fees may be payroll deducted.

INDIVIDUAL GOALS FOR PROFESSIONAL DEVELOPMENT:

Attach a minimum of TWO current CQI goals in progress that you will be working on during this anniversary year. Be sure to update PDP if goal is completed prior to anniversary date.

Staff Signature _____ Date _____

Administrator Signature _____ Date _____