



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 [degree in Early Childhood Education](#).
- **All program staff must have a current professional development plan with specific professional goals and timelines related to these Standards. 3 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 college credit hours and/or training certificates into employee file cabinet in ProCare along with new annual PDP.

