

**STAFF PROFESSIONAL DEVELOPMENT PLAN  
FOR STAFF IN CENTERS LICENSED BEFORE 12/31/06**

<b>Date of Hire</b>		<b>First Name</b>		<b>Last Name</b>		<b>Birth Date</b>		<b>Age</b>	
<b>Name of Center &amp; Address</b>									
<b>Title of Position Sought</b>									
<b>Experience</b> : Attach proof of experience/service letters		<b>Year(s):</b>			<b>Month(s):</b>		<b>Experience Needed:</b>		
<b>Education/Training:</b> When completed, attach copies of official transcripts, diplomas, and/or proof of completion									
		<b>Information</b>				<b>Completion Date</b>		<b>Training Needed</b>	
<b>CPR</b> (for children 8 years of age or younger)		<b>Expiration Date:</b>							
<b>CPR</b> (for children 9 years of age or older)		<b>Expiration Date:</b>							
<b>First Aid</b>		<b>Expiration Date:</b>							
<b>Administration of Medication</b>									
<b>High School (General) Diploma or Equivalent</b>									
<b>High School (Vo Tech ECE) Diploma</b>									
<b>High School (EC Career Pathway) Diploma</b>									
<b>DE 1<sup>st</sup> Intro to Child Care</b>									
<b>DE 1<sup>st</sup> Child Development</b>									
<b>Training for Early Care and Education 1</b>		<b>Clock Hours &amp; Course Grade, if applicable:</b> <b>Portfolio Grade:</b> <b>Test-Out Grade:</b>							
<b>Training for Early Care and Education 2</b>		<b>Clock Hours &amp; Course Grade, if applicable:</b>							
<b>Child Dev. Associate Credential (CDA)</b>		<b>Area of Emphasis:</b> <b>Expiration Date:</b>							
<b>ECE Apprenticeship</b>		<b>Level:</b>							
<b>Montessori Full/Associate Credential</b>		<b>Area of Emphasis:</b>							
<b>ECE Diploma program(from a college)</b>									

Topic Areas	Course Titles	Credits	Clock Hours	Completion Date	Training Needed
<b>Child Development</b>					
<b>Developmental Curriculum Planning</b>					
<b>Positive Behavior Management</b>					
<b>Health</b> (may include Safety for credit courses only)					
<b>Safety</b>					
<b>Nutrition</b>					
<b>Family/Community</b>					
<b>Professionalism</b>					
<b>Administration</b>					
<b>Infant/Toddler Training</b>					
<b>School-Age Training</b>					
<b>Associate Degree</b>	<b>Major:</b>				
<b>Bachelor Degree</b>	<b>Major:</b>				
<b>Master Degree</b>	<b>Major:</b>				

**Staff Member Signature:**

**EC Administrator Signature:**

**Date:**

**Date:**