Professional Development Plan

Complete all areas of this form and submit to your licensor with your variance request, a completed Personnel Information Form, and documentation of training completed within the past five years from the list of DHS Licensing approved training organizations for the staff person for whom you are requesting the variance. Training in First Aid, CPR, Sudden Unexpected Infant Death, and Abusive Head Trauma will not be counted for a variance request. If the staff person has a completed a Professional Development Plan for Parent Aware or Achieve, a copy of the plan may be submitted with this form.

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<th>Name</th>
<th>Position Requested with Variance</th>
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<th>Program Name</th>
<th>License Number</th>
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**Career Goals – Describe the staff person’s short and long-term career goals**

Short-Term Career Goal (in 12 months): _________________________________________________________________
__________________________________________________________________________________________________

Long-Term Career Goal (in 5 years): _____________________________________________________________________
__________________________________________________________________________________________________

**Training Action Plan**

Training completed while the variance is in effect should fall within the following Knowledge and Competency Framework (KCF) areas. See page two for more detailed information about the KCF content areas and associated skills.

I. Child Development and Learning
II. Developmentally Appropriate Learning Experiences
III. Relationships with Families
IV. Assessment, Evaluation and Individualization
V. Historical and Contemporary Development of Early Childhood Education
VI. Professionalism
VII. Health, Safety, and Nutrition
VIII. Application through Clinical Experiences

**Agreement**

I understand I will be required to complete trainings from the list of DHS Licensing Approved Early Childhood and School Age Related Training each calendar year and that failure to complete the required training hours may result in rescission of the variance. I understand that these trainings will also count toward the total number of in-service training hours I am required to complete each calendar year. I agree to complete the training requirements associated with the position selected below:

- Assistant Teacher: 10 hours of approved trainings each calendar year
- Teacher: 14 hours of approved trainings each calendar year
- Director: 20 hours of approved trainings each calendar year

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<th>Signature of Staff Person</th>
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<th>Signature of Supervisor</th>
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For help finding training and creating your short and long-term career goals, contact your local Child Care Aware office for support from a Professional Development Advisor.
Skills Associated with Knowledge and Competency Framework (KCF) Areas

I. Child Development and Learning
   • **Apply** research-based, appropriate practices that encourage development in physical, social, emotional, cognitive, and creative and language
   • **Apply** current research to promoting children’s learning and development, including recognizing expressions of stress and trauma and its impact
   • **Understand** and **apply** how children differ in their learning and development within a range, that children are best understood as part of family, culture and society

II. Developmentally Appropriate Learning Experiences
   • **Create** a positive learning environment that includes predictable routines, positive relationships, inclusion, daily routines, and learning centers for the individual, small group, and large group
   • **Develop** appropriate learning goals for individual children that align with research-based benchmarks and **assess** the steps children make toward meeting those goals
   • **Plan** and/or **carry-out** learning activities that promote curiosity, build literacy and early math skills, support self-regulation and positive peer relationships, encourage expression of emotions, positive, child-centered child guidance and classroom management, promote physical development, encourage creative development, self-expression and dramatic play

III. Relationships with Families
   • **Develop** supportive, encouraging communication with families
   • **Understand** the partnership between the family and early care and education
   • **Provide** research-based resources to families when appropriate

IV. Assessment, Evaluation and Individualization
   • **Observe**, **record**, and **assess** development
   • **Apply** assessment data to plan for the child’s next steps
   • **Assess** program quality

V. Historical and Contemporary Development of Early Childhood Education
   • **Understand** the foundations of the development of Early Childhood Education, historical practices and major development theories in the field
   • **Comply** with policies of the state, federal, local agencies, including the value of quality improvement

VI. Professionalism
   • **Engage** with professional development through in-service, training and/or formal post-secondary coursework
   • **Demonstrate** professional behaviors

VII. Health, Safety and Nutrition
   • **Establish** healthy practices as part of the daily routine
   • **Maintain** confidentiality
   • **Provide** healthy nutrition
   • **Prevent** hazard exposures

VIII. Application through Clinical Experiences – i.e. field experience, practicum, or student teaching

For more information on KCF content areas, including information in a variety of languages, visit the Minnesota Department of Education website for additional detailed information.