

Individual Professional Development Planning (IPDP)



What is an Individual Professional Development Plan (IPDP)?

An **I**ndividual **P**rofessional **D**evelopment **P**lan (**IPDP**) is a thoughtfully developed written plan designed by you that follows a four-step process for continuing your professional growth. The process is ongoing, and includes:

1. **Self-Assessment** (What are my current interests, knowledge and skills?)
2. **Goals** (What would I like to learn more about?)
3. **Strategies** (How will I do this, and what resources will I need to make it happen?)
4. **Timeline** (How much time will I need to complete each goal?)

Why is an Individual Professional Development Plan (IPDP) important?

The quality of children's experiences depends largely on the knowledge, experience, skills, and the dispositions of the people who work with them. As your personal interests and demands of the field change, it is important to expand your knowledge and skills. Your IPDP is a process as well as a document. It guides your professional growth and reflects changes over time.

Who needs an IPDP?

Everybody who works in a regulated early childhood or afterschool program, and any one who is a licensed teacher or a professional needs an Individual Professional Development Plan (IPDP). This includes people who work in both home-based and center-based programs. IPDP's are required by Child Care Licensing, for Level Certificates, and are part of Vermont's Step Ahead Recognition System (STARS).



Did You Know...?

- The Early Childhood, Afterschool and Program Director Competency documents each include a self-assessment tool that can be used to help you identify strengths and goals.
- Learning how to develop an IPDP is included in the statewide Level I: Fundamentals course.
- The Northern Lights Career Development Center provides free IPDP training throughout the state. Contact us about coming to your area.

Links:

Step Ahead Recognition System (STARS)

<http://dcf.vermont.gov/cdd/stars/>

Career Ladder and Level Certificate Applications:

http://northernlights.vsc.edu/career_ladder.html

Vermont Northern Lights Career Development Center
<http://northernlightscdc.org>
Phone: (802)828-2876

See the reverse side for more information on Individual Professional Development Planning

Individual Professional Development Planning (IPDP)

(continued)



What will my IPDP look like?

Some individuals work in programs or organizations that are already using their own goal-setting and professional planning formats. Others may choose to use a framework compatible to early childhood or afterschool Core Knowledge Areas, the Child Development Associate (CDA) learning areas, or Vermont Teacher Licensure Standards.

Many formats are acceptable as long as they include these four basic components:

1. Self-Assessment
2. Goals
3. Strategies/Resources
4. Timeline

An IPDP also shows that the person who wrote it has practiced self-reflection. This may be indicated through personal statements, or through your response to feedback from others. When you engage in reflective practice, you are willing to investigate ways to improve your professional practice. This helps keep the work more interesting!

Who can help me with my IPDP?

Think about the people that you already know in the field, and select someone to help you. Look for someone with more experience and expertise who can be sensitive, respectful and supportive. Mentors may be:

- Colleagues in similar jobs
- Instructors or Trainers
- Directors or Supervisors
- Specialists
- Consultants or Career Advisors
- Northern Lights staff and others who provide technical assistance in Vermont

You are the best qualified person to choose who will support you. If you imagine that your professional development is a journey, then your mentor is a guide who knows the lay of the land!

Did You Know...?

- Some programs require the director to sign off on an individual's IPDP. This is not a requirement when you apply for a Career Level Certificate.
- Examples of completed IPDP's and formats can be found on the Northern Lights website at <http://northernlightscdc.org> Look for *PLANNING YOUR PROFESSIONAL DEVELOPMENT (IPDP)*
- You can write your IPDP online in your *Quality and Credential Resume* in the Bright Futures Information System (BFIS) <http://brightfutures.dcf.state.vt.us>



Vermont Northern Lights Career Development Center
<http://northernlightscdc.org>
Phone: (802)828-2876

Northern Lights Career Development Center
CCV—PO Box 489
Montpelier, VT 05601