BFIS: Individual Professional Development Plan (IPDP) - Guidance –

Find your IPDP in your BFIS Credential Account under the RESUME tab then the SUMMARY tab below it
- “Record Professional Development Plan” to write/change your IPDP
- “View Plan” to see and print it
- Child Care licensing regulations do not require you to have your IPDP in BFIS, but it helps if you do!

Part 1 of 3- Goals

A. Select the PLAN FORMAT
- “Northern Lights Core Competencies” for anyone
- “CDA” format best if you have or are working on your CDA
- DONT USE: “VT Education Dept.’s 5 Standards for VT Educators”
- If write your IPDP in one plan format, it will not automatically transfer to another plan format

B. You have to fill in sections marked with a red*
- “Five year goals” are helpful but not a requirement
- “Plan Date” is the date you WROTE your plan

[Image of Quality Case ID: 139187 and Professional Development Plan: Part 1 of 3 - Goals]

* Indicates Required Info
* Five Year Goals:
- become a queen

* Plan Format:
- Northern Lights Core Competencies

Mentor:
- snow white

* Plan Date:
- 09/01/2016

Save & Exit   Continue >
### Part 2 of 3 - Self-Assessment

A. There is a limited amount of room in each box. If you put in too much it will not let you submit your IPDP

B. Fill in under *each* Core Area:
   - “Current Skills and Knowledge” - what you already know and do
   - “Areas for Growth” - what you want to learn more about, get better at, change, develop. It is like a wish list.

C. “Priorities” is way to think about how important this area is, or what you want to focus on. It is optional.

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#### Quality Case ID: 139187

| Core Area: Child Development | Current Skill & Knowledge Levels:
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>knowledge of child development key milestones three to five; knowledge of attachment, effect of trauma, and</td>
</tr>
</tbody>
</table>

Areas for Growth:

Priorities:

#### Core Area: Family and Community

<table>
<thead>
<tr>
<th>Current Skill &amp; Knowledge Levels:</th>
</tr>
</thead>
<tbody>
<tr>
<td>skills with different kinds of families; resources for families in my community; how to develop goals with</td>
</tr>
</tbody>
</table>

Areas for Growth:

Priorities:

#### Core Area: Teaching and Learning

<table>
<thead>
<tr>
<th>Current Skill &amp; Knowledge Levels:</th>
</tr>
</thead>
<tbody>
<tr>
<td>setting up an engaging classroom for 3-5; using observations for planning; individualizing curricula</td>
</tr>
</tbody>
</table>

Areas for Growth:

Priorities:
Part 3 of 3 - Plan Details

A. There is a limited amount of room in each box. If you put in too much it will not let you submit your IPDP

B. “Goals”: Fully complete 3 goals on this page (you can leave the rest blank)
   - Goals come from the “Areas for Growth” in your IPDP Self-Assessment (part 2 of 3)
   - Goals should be Specific, Measureable, Achievable
   - Goals should start with “I will ….”
   - Check yourself: how will I know that I have met this goal?
   - A Goal is not a strategy: “Describe ages and stages of gross motor development” is a goal. “Complete training on child development” is a strategy.

C. “Timeline” is when you will meet your goal in the near future: month and year
   - Don’t use “ongoing” or “next month”
   - If you don’t know when you will meet your goal, it is not specific enough, so re-write the goal
   - For Career Ladder and CDD Grant applications your IPDP needs to be written or updated in the past three months
   - For STARS and child care program licensing regulations, your IPDP needs to be written or updated every 365 days (annually)

D. Be sure to click “Save Plan” at the bottom of the page