



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

Quality Case ID: 139187

Summary	Work Experience	Education	Credentials	Program Participation
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? Professional Development Plan: Part 1 of 3 - Goals

* Indicates Required Info

* Five Year Goals:

* Plan Format: ←

Northern Lights Core Competencies ✓

Mentor:

* Plan Date: ←
(mm/dd/yyyy)

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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Professional Development Plan: Part 2 of 3 - Self Assessment

* Indicates Required Info

Core Area: Child Development

Current Skill & Knowledge Levels:

knowledge of child development key milestones three to five; knowledge of attachment, effect of trauma, and

Areas for Growth:

knowledge of children birth to three deeper understanding of children on the autism spectrum

Priorities:

Core Area: Family and Community

Current Skill & Knowledge Levels:

skills with different kinds of families; resources for families in my community; how to develop goals with

Areas for Growth:

specific health resources for families with special needs

Priorities:

Core Area: Teaching and Learning

Current Skill & Knowledge Levels:

setting up an engaging classroom for 3-5; using observations for planning; individualizing curricula

Areas for Growth:

integrating sensory needs of each child into the environment and schedule

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

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Professional Development Plan: Part 3 of 3 - Plan Details

* Indicates Required Info

Core Area: Child Development

Goals:	I will be able to describe red flags for children on the autism spectrum; and have 3 current resources I can use
Strategies:	contact CIS and EEE for red flag list; research Autism training offered by Higher Ed Collaborative; review
Resources Needed:	Higher Ed Collab course offerings; CIS and EEE contacts; funding for HEC class; child care to take face to face
Timeline:	resources ID by Dec. 2016
Status:	Started

Core Area: Family and Community

Goals:	
Strategies:	
Resources Needed:	
Timeline:	
Status:	Not Started