

## **Guidelines for using this Professional Development Advising Binder**

*Dear Advisors,*

*Thank you for your time and energy spent supporting, inspiring, advising and informing our Child Development Professional Workforce. This resource binder is intended to support you in providing accurate, up-to-date and comprehensive advising services to your clients. This resource was also developed to encourage the adoption of a consistent and streamlined advising process across all agencies in Santa Cruz County, so that wherever our advisees go they receive the same information. We hope it will help to facilitate record-keeping both by advisors and advisees.*

*This binder has been set up to be used like a “choose-your-own-path” workbook. Advisees begin by filling out the **Application for Advising Services** and then with an advisor, they complete the **Professional Development and Education Plan** to develop and record goals with timelines and next steps. From there, advisors are encouraged to direct advisees to the sections of the binder that are pertinent to their goals.*

*For example, if the advisee is interested in getting a first time **Child Development Permit**, renewing an existing Permit or moving up on the Child Development Permit Matrix, advisors would direct them to the section of the binder that contains information related to the Permit.*

*If the advisee is interested in completing their A.S. degree in ECE and going on to a four year college or university for a bachelor’s degree, the advisor would refer them to the sections of the binder related to **A.S. Degree** requirements and **Four Year College/University contacts**. Of course many advisees will have multiple goals and therefore utilize multiple sections of the binder.*

*Finally, the documents in this binder are meant to be used by the advisor as a **set of masters** to be photocopied for advisees, as needed. All of the documents in this binder can be downloaded and printed by advisors and/or advisees at:*

<http://www.childcareplanning.org/ProfessionalDevelopmentPlanningToolkit.html>

***On the following page are some specific suggestions to help you in getting started with using this resource binder.***

## ***Getting Started:***

- ***Important:*** Clarify with advisee what kind of advising you provide. These materials are for Professional or “Career” Development Advising. *If the advisee wishes to renew a Child Development Permit* requiring completion of Professional Growth Hours, they will need to consult with a ***Professional Growth Advisor*** to fill out a Professional Growth Plan. See the list of Professional Growth Advisors in Section III of this binder.
- Make copies of forms you will want to give to advisees and keep them in the binder in pocket dividers.
- Consider emailing advisees the electronic toolkit or relevant links, if they have internet access.
- Let advisees know that wherever they are in their professional growth is a good place to start from.
- Go over the form that the advisee has filled out to see if you have all the information you need and to familiarize yourself with the advisee.
- Encourage advisees to think about several levels of goals (short, medium and long term). Be sure to help advisee develop an integrated professional development plan that takes into account all of these goals. Design a plan to best meet their goals in the most streamlined manner possible. Whenever actions can be taken to meet their short, medium and long term goals simultaneously, that is what should be advised.
- Let Advisees know that they will probably have several advising sessions (maybe with different advisors) during their careers and that both of you should keep copies of the plans you make.
- Assess what kinds of resources and information advisee needs to
  - Make their plan
  - Document their current status
  - Implement their plan
- Encourage advisee to seek academic advising from a college counselor (Cabrillo College or other college counselors) regarding general education coursework and degree or transfer information. Be sure to advise them to bring this plan to their appointment with a counselor.
- Make sure you and the advisee sign the plan in the appropriate places.
- Remember that there are parts of this binder that will need to be updated periodically. Please check the website for updates.