

# Professional Development and Education Plan

To be completed at advising session by advisor/counselor

Advisee Name: \_\_\_\_\_

Advisee Phone: \_\_\_\_\_

## Advising Sessions

Advisor's Name/Agency:

Date:

Advisor's Name/Agency:

Date:

Advisor's Name/Agency:

Date:

## IMPORTANT INFORMATION – PLEASE READ PRIOR TO CREATING A PLAN

- Many advisees working in the Early Care and Education field are required to have a Child Development permit, issued by the state Commission on Teacher Credentialing. For information on education, work experience and professional development requirements related to obtaining or renewing a permit see the Child Development Permit Checklist in Section III of the Early Care and Education Professional Development Planning Toolkit: [www.childcareplanning.org](http://www.childcareplanning.org)
- If the advisee wishes to renew a Child Development Permit, they will need to consult with a certified **Professional Growth Advisor** and have them authorize the professional growth activities completed by signing an official permit renewal form issued by the state. Please refer advisee to a professional growth advisor from the list included in Section III of the Early Care and Education Professional Development Planning Toolkit: [www.childcareplanning.org](http://www.childcareplanning.org)
- For Cabrillo students, see Cabrillo College catalogue for education requirements related to obtaining a degree in Section IV of the Early Care and Education Professional Development Planning Toolkit: [www.childcareplanning.org](http://www.childcareplanning.org). **Advisees must meet with a College Academic Counselor regarding completion of general education requirements towards obtaining a degree.** For degree requirements and course offerings at other colleges, visit those colleges' websites listed in Section IV of the Early Care and Education Professional Development Planning Toolkit: [www.childcareplanning.org](http://www.childcareplanning.org)
- Encourage advisee 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.
- For each goal, complete one Goal Setting Worksheet (following page), making additional copies as necessary. Then complete the course plan on page 3 including courses required for **ALL** of the advisee's goals.

**Goal Setting Worksheet (make additional copies of this page for each goal as needed)**

What is your goal?

By when would you like to achieve your goal?

**EDUCATION**

What are the education requirements related to your goal (if any)?

Which of these requirements have you completed to date?

What are the remaining requirements you must complete to meet your goal? (See Course Plan on page 3)

**WORK EXPERIENCE**

What is the work experience requirement related to your goal (if any)?

What work experience have you completed to date?

What additional work experience must you complete to meet your goal?  
How do you plan to accomplish this?

**PROFESSIONAL DEVELOPMENT**

What are the professional development requirements related to your goal (if any)?

Which of these requirements have you completed to date?

What are the remaining requirements you must complete to meet your goal?

List professional development activities you intend to complete (including when and where):

What are your next steps/future goals?

**College Course Plan**

Year: _____	Fall Semester	Winter Session	Spring Semester	Summer Session
	Course #'s:	Course #'s:	Course #'s:	Course #'s:
Year: _____	Fall Semester	Winter Session	Spring Semester	Summer Session
	Course #'s:	Course #'s:	Course #'s:	Course #'s:
Year: _____	Fall Semester	Winter Session	Spring Semester	Summer Session
	Course #'s:	Course #'s:	Course #'s:	Course #'s:

**Notes**

Date:

Advisor's Signature: \_\_\_\_\_

Date:

Advisor's Signature: \_\_\_\_\_

Date:

Advisor's Signature: \_\_\_\_\_