

PROFESSIONAL DEVELOPMENT PLAN

A Professional Development Plan (PDP) is designed by the employee to describe professional growth and development efforts and to fulfill certification requirements. **The PDP is for the renewal of the Advanced Professional Certificate only. The activities listed below can not be used to renew the SPC or to qualify for an initial APC.**

Name	Employee ID #
School or Site	Current Assignment
Current Certificate Held	Certification Expiration Date
Working Towards	

I. Professional Goal: _____

II. Proposed Professional Experiences: _____

Signature of Certificate Holder & Date Submitted

Signature of Next-in-Line Administrator & Date Reviewed/Approved

Professional goals and proposed professional experiences should be determined in collaboration with your next-in-line administrator within the first year of your certificate issue date.

III. The credits documented on the PDP are for the renewal of the Advanced Professional Certificate only. The activities listed below can not be used to renew the SPC or to qualify for an initial APC.

Courses/workshops/seminars/other experience	Location of Activity	Date	Credit/Clock Hours

I have completed the requirements for certification renewal and shared this PDP with my next-in-line administrator

Signature of Certificate Holder/Date

Signature of Next-in-Line Administrator/Date

Monitoring - The PDP will be reviewed by the certificate holder and the next-in-line Administrator during the evaluation conference. The completed PDP will be forwarded to the Human Resources Office when the current certificate is due for renewal. It is the certificate holder's responsibility to ensure design approval and completion of the PDP. This form does not replace the tuition reimbursement forms.

- Copies should be made and distributed as follows:
- 1. Certificate Holder 2. Principal 3. Human Resources Office