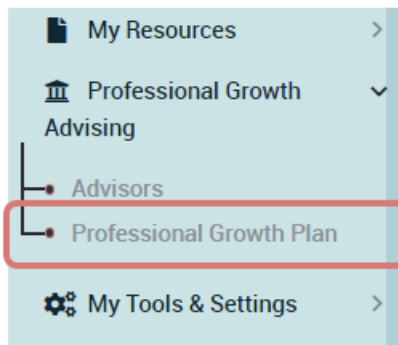


Create your Professional Growth Plan

1. Learn about how to Submit a New Professional Growth Plan:

- Click on *Professional Growth Advising*, above *My Tools and Settings*, and then *Start a New Professional Growth Plan*.



Click here on the left menu to get started

- The landing page provides resources for creating your Plan, which includes:
 - **Goals:** Milestones for your professional and career development.
 - **Activities:** Steps needed to reach your goals.
 - **Documenting Progress:** Upload progress and completed activities.

Professional Growth Plan

A Professional Growth Plan is a useful tool to outline goals, action steps, and document progress towards professional development and career milestones.

A Professional Growth Plan is different from an Education Plan issued by an institution of higher education and is utilized to document your professional and career goals, which may be aligned with the site you are currently employed at, used to obtain and/or renew your permit, or work towards goals to complete the activities needed to be awarded a stipend (if eligible for your county's stipend program).

An Education Plan is specific to whatever program and/or institution of higher education that you are currently enrolled in and will support and guide your coursework as you work towards a degree and/or credential.

Professional Growth plans may include the following components:

- **Goals:** Milestones you wish to accomplish in alignment with your Professional and Career trajectory.
- **Activities:** The things you need to complete to meet the goals you've set.
- **Documenting Progress:** Checking off items on your Professional Growth Plan and keeping documentation of activity progression by uploading news to your Registry Profile.

There are 3 different types of Professional Growth Plans identified currently in the Registry:

- **Self-initiated for individual use only:** This type of plan is entirely initiated by you. You will set your own goals for what you want to accomplish in your ECC career.
- **Employer Requested (individual initiates sharing):** This plan aligns with the overall quality of service goals from the center/school/facility you are currently employed for. This type of plan will be accessible to your employer.
- **Stipend Program Participation:** If you are eligible for your county's stipend program(s), you may be required to complete a Professional Growth Plan. This type of plan will give Stipend Administrators a better understanding of how the pathway(s) you've applied for in their stipend program are aligned with your Professional

2. **Types of Professional Growth Plans:** Select one or more Professional Growth Plan types. If you are using the Plan for a stipend program, make sure you select Stipend Program Requirement. (required field)

- **Self-initiated:** For personal career goals.
- **Employer Requested:** Aligned with your employer’s goals.
- **Stipend Program Participation:** For those in stipend programs, aligning with professional development goals.
- **Quality Counts California - Quality Improvement Plan:** Focuses on early learning quality improvement goals.
- **CA Child Development Permit Renewal:** Required for renewing your permit with the

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There are 5 different types of Professional Growth Plans identified currently in the Registry:

- **Self-initiated for individual use only:** This type of plan is entirely initiated by you. You will set your own goals for what you want to accomplish in your DCC career.
- **Employer Requested (individual initiates sharing):** This plan aligns with the overall quality of service goals from the center/school/facility you are currently employed for. This type of plan will be accessible to your employer.
- **Stipend Program Participation:** If you are eligible for your county's stipend program(s), you may be required to complete a Professional Growth Plan. This type of plan will give Stipend Administrators a better understanding of how the path way(s) you've applied for in their stipend program are aligned with your Professional Development and Career goals. This will support Stipend Administrators with connecting you to the right resources to help you be successful.
- **Quality Counts California - Quality Improvement Plan:** This type of plan is designed to align goals with the DCC Quality Continuum Framework to improve the quality of early learning with a focus in three areas of program quality, child development and readiness for school, teachers and teaching, and program and environment quality. Typically, individuals are encouraged to select one to three Quality Improvement Goals within these areas of focus annually, recording the goal, action steps to completion, start and anticipated completion dates. Progress follow-ups may be expected at 6 and 12 months to assess adjustments and/or additional resources needed to accomplish goals.
- **CA Child Development Permit Upgrade/Renewal (Commission on Teacher Credentialing) Requirement:** The CTC requires a Professional Growth plan for permit renewals. This type of plan will help you and your adviser document your professional growth goals and professional growth activities you must complete over 5 years, to be able to renew your permit.

To learn more about the [California Early Learning Career Lattice](#), [click here](#).

To learn more about the [California Child Development Permit](#), [click here](#).

To get started, [click here](#) to initiate a Professional Growth Plan.

To view active Professional Growth Plans, [click here](#).

CTC.

3. Start a New Professional Growth Plan

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To get started, [click here](#) to initiate a Professional Growth Plan.

To view active Professional Growth Plans, [click here](#).

Click here to start/initiate a Professional Growth Plan

4. Short-Term Goal Options, select up to three: (required field) Short-term (1-2 years) and long-term goals (3-5 years)

a. Select up to three short-term goals for your Professional Growth Plan

- Obtain a Family Child Care Home License (from CA CDSS Community Care Licensing)
- Obtain 16 Hours of Health and Safety Training for a CCL License
- Obtain a Child Care Center License (from CA CDSS Community Care Licensing)
- Obtain training in ECE/child development
- Complete up to 21 hours of professional development
- Complete at least one to three college courses
- Complete at least six college courses
- Complete Core ECE/CD coursework
- Obtain my first Child Development Permit
- Renew my Child Development Permit
- Obtain a higher Child Development Permit
- Obtain a CA Teaching Credential
- Complete an Associate's Degree
- Complete a Bachelor's Degree
- Complete a Master's Degree
- Complete a Doctorate Degree
- Other Short Term Goal not listed, specify

b. Indicate what you need to achieve your short-term goal(s)

5. Long-Term Goals: (required field) Short-term (1-2 years) and long-term goals (3-5 years)

a. Select up to 2 long-term goals for your Professional Growth Plan

- Obtain a Family Child Care Home License (from CA CDSS Community Care Licensing)
- Obtain a Child Care Center License (from CA CDSS Community Care Licensing)
- Complete GED

- Complete on-going professional development in ECE/Child Development
- Complete Core ECE/Child Development Coursework
- Obtain your first CA Child Development Permit
- Renew a CA Child Development Permit
- Obtain a higher CA Child Development Permit
- Complete an Associate's Degree
- Complete a Bachelor's Degree
- Obtain a Teaching Credential
- Complete a Master's Degree
- Complete a Doctorate Degree
- Other Long Term Goal not listed, specify

b. Indicate what you need to achieve your long-term goal(s)

6. Summary of Short-Term and Long-Term Goals:

- Choose up to 3 short-term goals and 2 long-term goals.
- Goals will be populated into a separate box below long-term goals, **4. Summarized Goals.**

Example 1: College Credit Pathway

4. Summarized Goals - (List of all the short and long term goals selected above)

Goal #	Goal	Goal Type
1	Complete at least six college courses	Short Term
2	Complete Core ECE/CD coursework	Short Term
3	Obtain my first Child Development Permit	Short Term
4	Complete a Bachelor's Degree	Long Term
5	Obtain a Teaching Credential	Long Term

Example 2: Professional Development Hours Pathway

4. Summarized Goals - (List of all the short and long term goals selected above)

Goal #	Goal	Goal Type
1	Complete up to 21 hours of professional development	Short Term
2	Obtain my first Child Development Permit	Short Term
3	Complete on-going professional development in ECE/Child Development	Long Term
4	Other - Take training in child development an...	Long Term

7. Identify Activities related to your short-term and long-term goals:

- Review the Activity Types in the chart below, or click the information (i) link after Professional Growth Plan Activities
- The Activity Type is aligned with the activity types identified in the Commission on Teacher Credentialing [Child Development Permit Professional Growth Manual](#) or [Child Development Permit \(CL-797\)](#).
- **Professional Development Activity Types and Details** ([English](#), [Español](#), [简体中文](#))

ACTIVITY TYPE	DETAIL
Complete college/university courses	<p>Complete one or more college or university courses College or university course work, aside from offering high-quality educational experiences, will help you work toward the next level of the permit and may lead to a degree. (CTC: Commission on Teacher Credentialing)</p>
Attend conference, institute...	<p>Attend conferences, workshops, institutes, academies, symposia, teacher center programs, or staff development programs Participation in any of the above-named activities that contribute to your goals is acceptable. (Child Development Permit holders who attend workshops offering guidance on how to become a professional growth advisor may count those hours toward their own professional growth requirements.) (CTC: Commission on Teacher Credentialing)</p>
Provide service in a leadership role QIP	<p>Provide service in a leadership role in which you contribute to the improvement of the center or group of centers above and beyond the requirements of your job Examples of acceptable activities are developing curriculum or early literacy activities for the teachers in the center, making materials to be shared with the teachers in the center, acting as a committee member</p>

ACTIVITY TYPE	DETAIL
	<p>to benefit the center, acting as a mentor to a new staff member, and acting as an advocate for early childhood education programs. (CTC: Commission on Teacher Credentialing)</p>
<p>Provide service in a leadership role...</p>	<p>Provide service in a leadership role in a professional organization Examples of acceptable activities are serving as an elected officer, serving as a chair of a committee, acting as an official representative of an organization of professional early childhood educators, and acting as an advocate for early childhood education programs on behalf of the organization. (CTC: Commission on Teacher Credentialing)</p>
<p>Provide service as a prof growth advisor...</p>	<p>Provide service as a professional growth advisor for holders of a Child Development Permit Individuals who serve in this capacity may use up to 50 clock-hours of the time spent advising holders of the Child Development Permit about professional growth activities toward the renewal of their own permit. (CTC: Commission on Teacher Credentialing)</p>
<p>Conduct educational research...</p>	<p>Conduct educational research and innovation Examples of acceptable activities are time spent planning and evaluating a field test of curriculum or curriculum materials for young children; and time spent planning and evaluating a research project in the field of early childhood education, such as a program focusing on early literacy based on current research or a program aimed at helping young children cope with the effects of violence. (CTC: Commission on Teacher Credentialing)</p>
<p>Perform systematic programs of observ...</p>	<p>Perform systematic programs of observation and analysis of teaching, curriculum, classroom management techniques, play, or circle activities at a similar professional level in your field Written notes and conclusions must be shared with your advisor. (CTC: Commission on Teacher Credentialing)</p>
<p>Participate in a program of indep study...</p>	<p>Participate in a program of independent study This is acceptable if you investigate a specified aspect of education, such as create a classroom environment that supports literacy, produce a written report or other tangible product, and evaluate the independent</p>

ACTIVITY TYPE	DETAIL
	<p>study and its product. (CTC: Commission on Teacher Credentialing)</p>
<p>Improve basic skills</p>	<p>Improve basic skills Activities that contribute to your ability to contribute to the profession, such as improved writing and communication skills, are considered acceptable if you and your advisor agree that these skills will enhance your professionalism. Examples of acceptable skill improvement are courses in basic reading and writing, writing grant proposals, writing professional articles, and writing a review of the literature on a specific topic in early childhood education. (CTC: Commission on Teacher Credentialing)</p>
<p>Participate in creative endeavors</p>	<p>Participate in creative endeavors This is acceptable if you either create a tangible product that exhibits originality of thought and execution, or exhibit a creative talent while participating in a group production, and provided that the activity relates to early childhood education. Examples of acceptable activities are membership in a storytelling group, participation in a puppet theater production, writing bilingual children’s books, and editing a newsletter for early childhood educators. (CTC: Commission on Teacher Credentialing)</p>
<p>Complete Cardiopulmonary Resuscitation (CPR) or First Aid</p>	<p>Receive instruction in Cardiopulmonary Resuscitation (CPR) or First Aid Instruction in cardiopulmonary resuscitation (CPR), including training in subdiaphragmatic abdominal thrust (also known as the “Heimlich Maneuver”), may be an acceptable activity if it meets the standards of quality of either the American Heart Association (AHA) or the American Red Cross (ARC) or can be shown to be of equivalent quality. A course in first aid that meets or exceeds the ARC standards is acceptable. (CTC: Commission on Teacher Credentialing)</p>
<p>Other, specify</p>	<p>Enter other activities in description that are not previously listed from the Commission on Teacher Credentialing, that may be recommended/required by another program participation.</p>

Required:
Click Add
Activity to
add
another
activity

- Identify activities, from drop down list, and align short-term (1-2 years) and long-term goals (3-5 years) needed to achieve them.
- Professional Development Activity Types and Details ([English](#), [Español](#), [简体中文](#))

To view a list of Activity Types and details about the type, click here, or view links above.

5. Professional Growth Plan Activities ⓘ

Activity Type	Description	Detail	Value Type	Goal Alignment	Self-Reported Status	Self-Reported Date
Please Select				- Please Select -	Please S	mm/dd/yyyy

➕ Add Activity

Please Select

- Complete college/university courses
- Attend conference, institute...
- Provide service in a leadership role QIP
- Provide service in a leadership role...
- Provide service as a prof growth advisor...
- Conduct educational research...
- Perform systematic programs of observ...
- Participate in a program of indep study...
- Improve basic skills
- Participate in creative endeavors
- Complete Cardiopulmonary Resuscitation (CPR) or First Aid
- Other

Required: Add information specific to the activity selected

Required: Indicate the current status of your activity and the estimated or actual completion date.

Most stipend programs funded activities are in the circled activities under Please Select. If you need additional support, contact your professional growth advisor or your stipend administrator.

8. Enrollment in a degree program in a college or university: Indicate if you are currently enrolled in a degree program and which degree you are pursuing: If you are not currently enrolled in a community college or university, select No.

6. Are you enrolled in a degree program? *

Yes

6.1 Select Degree Program *

Associates

9. **Professional Growth Advisement Options:** Indicate if you would like to be connected to an advisor to support you in your professional growth/development.

7. My Advisement Preferences

Would you like to receive Career/Professional Growth Advisement on your Professional Growth Plan? *

Yes

7.1 What type of advisement would meet your needs? *

Group and Individual

7.2 What are the best days and times to participate in advisement? (select all that apply) *

- Monday - Friday: Mornings
- Monday - Friday: Afternoons
- Monday - Friday: Evenings
- Saturday - Sunday: Afternoons
- Saturday - Sunday: Mornings

Submit Professional Development Plan Save For Later Cancel

10. To Submit your Professional Growth Plan or Save for Later

- o **Submit your Professional Development Plan:** When all sections are completed, Submit your Professional Development Plan
 - You will be taken to My Professional Growth Plans

My Professional Growth Plans

- To view/edit your Professional Growth Plan, click on the hyperlink in Status.
- To view/download your Professional Growth Plan, click View.
- To view/download your Education and Training Report, click View.

Status Date	PGP ID	Status	PG Plan Type	CTC Permit on File	PGP PDF	Education and Training Report	Edit
08/29/2024	3	Submitted	Individual, Self-initiated	Yes	View	View	✎
09/05/2024	12	Submitted	Stipend Program Requirement	Yes	View	View	✎

Showing 1 to 2 of 2 entries

Previous **1** Next

[Start a new Professional Growth Plan](#)

[Go To Home](#)

- o **Save for Later:** Pick up where you left off have and build on them instead of starting
- o **Cancel:** Erases the data and does not save

11. To view your **Professional Growth Plan(s)** at any time
- Click on **Professional Growth Advising** and then **Professional Growth Plan**



12. To view a PDF Version of your completed **Professional Growth Plan** or **Education and Training Report** (with verified qualification data)

My Professional Growth Plans

- To view/edit your Professional Growth Plan, click on the hyperlink in Status.
- To view/download your Professional Growth Plan, click View.
- To view/download your Education and Training Report, click View.

Status Date	PGP ID	Status	PG Plan Type	CTC Permit on File	PGP PDF	Education and Training Report	Edit
08/29/2024	3	Submitted	Individual, Self-initiated	Yes	View	View	✎
09/05/2024	12	Submitted	Stipend Program Requirement	Yes	View	View	✎