# Professional Development Plan (PDP) Worksheet

Use this worksheet to complete your PDP as an early learning professional to meet licensing or ECEAP staff qualification needs. Programs will use this PDP Worksheet until an electronic PDP is available for their program.

Early learning providers will be able to record their choice in MERIT in fall 2021. Use the Guide to Professional Development Plans (PDP) for Early Learning Providers as a resource.

Name: _____    Role/Position: _____

Program Type: _____    Date of Hire: _____    STARS ID#: _____

## 1. Step One: Know What Education is Needed for Your Role.
☐ Initial Certificate                ☐ State Certificate
☐ Short Certificate                  ☐ AA in ECE

## 2. Step Two: Think About Your Goals.
☐ What are my education goals?       ☐ How do my choices today get me closer to my
☐ What are my job goals?                 goals?
☐ Where do I want to be in the future?

## 3. Step Three: Where Are You Starting from?
☐ Do I have prior education and credentials    ☐ Do I have the support network needed to be
   earned in MERIT?                                successful?
☐ Do I need to submit an education application in   ☐ Do I have the resources (funding, scholarships,
   MERIT?                                           and time) to get started?

**My Education:** Use this space to write the education you have verified in MERIT:

Degrees: _____
Certificates: _____
ECE-Related College Credit: _____

## 4. Step Four: Know Your Options.
☐ Review the Guide to PDPs for Early Learning Providers to learn more about each available option for your role.

## 5. Step Five: Make a Plan and Tell DCYF.
Choose One: This is the option you will select in MERIT on your professional dashboard once it's available for your program. *Note: Not all options are available for every role or for ECEAP providers. To learn more about what is available for your role, review the* [Equivalent Options for Education](#) *document.*
☐ I meet the eligibility requirements for **experience-based competency**, and want to meet education requirement with my experience. (Not available for ECEAP programs.)
☐ I am going to **college** to complete my required education within five years.
☐ I am going to complete the **community-based training** model. (Not available for ECEAP programs.)
☐ I believe the education I have will qualify me, and I will get my **education verified**.

**My Next Steps:** Use this space to record what you will do next – contact a college, write down the courses you need to complete, or talk to an advisor.