

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 cannot be used to renew SPC or to qualify for an initial APC.**

_____	_____
Name	Employee ID
_____	_____
School or Location	Current Assignment
_____	_____
Current Certificate Held	Expiration Date

Working Towards	

I. Professional Goal: _____

II. Proposed Professional Experience: _____

III. The PDP is for the renewal of the Advanced Professional Certificate only. The activities listed below cannot be used to renew the SPC or qualify for an initial APC.

Activity	Location of Activity	Date	Credits/ Hours

I have completed the requirements for certification renewal and shared this PDP and any accompanying documentation with my next in line administrator.

Certificate Holder Signature and Date

Next in Line Administrator Signature and Date

The PDP will be reviewed by the certificate holder and 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 distributed as follows:

1. Certificate Holder

2. Principal

3. Human Resources Office