

# **Professional Development Plan for Family Child Care Home Providers**

## **Supplemental Documents**

Developed by Child Care Resources Inc. on behalf of the North Carolina Child Care Resource and Referral Council  
With Appreciation to the North Carolina Early Educator Support, Licensure, and Professional Development Office and  
the North Carolina Division of Child Development and Early Education.

Four supplemental supporting documents have been created to assist in the completion of this sample Professional Development Plan (PDP) for Family Child Care Home Providers in North Carolina. Although use of supplemental materials provided is entirely voluntary and up to the individual(s) completing the PDP, the following resources have been made available to support the planning process:

**1. Rated License Education Points & Requirements for Provider/Operator**

This form can be used to determine the number of points a Family Child Care Home Provider currently receives using NC's rated license requirements and can also be used to determine the additional coursework and/or training required to obtain additional education points.

**2. Core Knowledge Areas of Competence**

This form enables family child care home providers to engage in self-reflection about their knowledge on a number of topics related to the early care and education field. This form can also be used by your TA practitioner, coach, or mentor as an assessment of the knowledge and skills displayed by a family child care home provider and/or as a collaborative tool for joint use by yourself and your TA practitioner, coach, or mentor.

**3. Professional Development Goal Setting**

This form provides sample professional development plan goals and includes instructions on how to articulate such goals.

**4. Higher Education Coursework Tracking**

Two forms are included to track higher education coursework completed. The first form lists NC community college early childhood coursework and the second form provides a template on which to document completion of your coursework toward a early childhood related BA/BS or higher degree.

## Rated License Education Points

Individual Rated License Education Points	Goal for Rated License Education Points	Early Educator Certification Level and Expiration Date

### NC Rated License Education Requirements for Provider/Operator

<p>Minimum licensing Requirements met and</p> <p>Be at least 21 years old Must have high school diploma or equivalent</p> <p style="text-align: center;"><b><u>AND</u></b></p> <p>Must take 12 hrs of annual in-service training (8 hrs. if 10 yrs. or more years of exp.)</p>	<p>Completed 4 SH ECE/CD</p> <p style="text-align: center;"><b><u>OR</u></b></p> <p>5 yrs. exp. and 8 hrs add'l training</p>	<p>Completed NCFCCC or equivalent</p> <p style="text-align: center;"><b><u>OR</u></b></p> <p>Level 1 or higher on the EEC scale</p>	<p>Completed 6 SH of ECE/CD</p> <p style="text-align: center;"><b><u>AND</u></b></p> <p>NCFCCC or equivalent</p> <p style="text-align: center;"><b><u>OR</u></b></p> <p>Level 1 or higher on EEC scale</p>	<p>Level 4 or higher on EEC scale and 1 yr. exp.</p> <p style="text-align: center;"><b><u>OR</u></b></p> <p>NCFCCC or equivalent or Level 1</p> <p style="text-align: center;"><b><u>AND</u></b></p> <p>Completed 12 SH of ECE/CD</p> <p style="text-align: center;"><b><u>AND</u></b></p> <p>52 of 12 SH are in child care administration</p> <p style="text-align: center;"><b><u>OR</u></b></p> <p>1 yr. exp.</p>	<p>Level 6 or higher and 1 yr. exp.</p> <p style="text-align: center;"><b><u>OR</u></b></p> <p>NCFCCC or equivalent or Level 1</p> <p style="text-align: center;"><b><u>AND</u></b></p> <p>18 SH hrs. in ECE/CD</p> <p style="text-align: center;"><b><u>AND</u></b></p> <p>5-18 SH in child care administration</p> <p style="text-align: center;"><b><u>OR</u></b></p> <p>2 yrs. exp.</p>	<p>AAS or higher in any major w/12 SH ECE/CD</p> <p style="text-align: center;"><b><u>AND</u></b></p> <p>2 yrs. exp.</p> <p style="text-align: center;"><b><u>OR</u></b></p> <p>AAS or higher in ECE/CD and 18 mo. exp.</p> <p style="text-align: center;"><b><u>OR</u></b></p> <p>Level 6 or higher and 2 yrs. exp.</p>
<b>1 Point</b>	<b>2 Points</b>	<b>3 Points</b>	<b>4 Points</b>	<b>5 Points</b>	<b>6 Points</b>	<b>7 Points</b>
		EEC Level 1 or Higher	EEC Level 2 or Higher	EEC Level 4 or Higher	EEC Level 6 or Higher	EEC Level 6 or Higher

SH - Semester Hours

ECE/CD – Early Childhood Education or Child Development

NCFCCC – North Carolina Family Child Care Credential

EEC – Early Educator Certification

## Core Knowledge Areas of Competence

(For self-assessment or TA practitioner/Coach/Mentor)

The North Carolina Division of Child Development and Early Education has established categories for core knowledge of Early Childhood Education and School Age Child Care Professionals. The topics below are those determined by the North Carolina Division of Child Development and Early Education, and are further detailed by the inclusion of sub-domains of development from the North Carolina Foundations for Early Learning and Development (Foundations) and the Program Administration Scale (PAS). Consider each topic, and rate your knowledge on a scale of one to five, with one being “not knowledgeable” and five being “highly knowledgeable.” This section of the professional development plan can be completed by a child care center staff member as a self-reflection activity, by a supervisor as an assessment tool, or by both parties for use as a part of a discussion on core knowledge areas of competence.

Core Knowledge Area	Not Knowledgeable		Somewhat Knowledgeable		Highly Knowledgeable
<b>Program Management</b>					
Qualifications and Professional Development	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Income and Benefits	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Work Environment	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Fiscal Management	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Recordkeeping	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Risk Management	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Provider-Parent Communication	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Community Resources	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Internal Communications	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Marketing and Public Relations	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Provider as Employer	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5

<b>General</b>					
Professionalism	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Observing & Recording Children's Behavior	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Productive Relationships with Families	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
<b>Children's Social &amp; Emotional Development</b>					
Developing a Sense of Self	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Developing a Sense of Self with Others	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Learning about Feelings	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
<b>Planning a Safe &amp; Healthy Learning Environment</b>					
Physical Health & Growth	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Self-Care	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Safety Awareness	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
<b>Children's Physical &amp; Intellectual Development</b>					
Motor Development	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Learning to Communicate	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Foundations for Reading	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Foundations for Writing	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Construction of Knowledge: Thinking & Reasoning	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Creative Expression	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Social Connections	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Mathematical Thinking and Expression	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Scientific Exploration and Knowledge	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Curiosity, Information Seeking, and Eagerness	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Play and Imagination	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Risk-taking, Problem-Solving, and Flexibility	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Attentiveness, Effort, and Persistence	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5

**Next steps- Developing Your Professional Development Goals**

Reflect on your results above regarding your Core Knowledge Areas of Competence. In what areas are you finding achievement? In what areas do you want to gain further knowledge and skills? What is your professional vision and mission statement? Write some initial thoughts below.

## Professional Development Goal Setting

Goals are established to guide your personal professional growth. In this section, you will be asked to develop professional development goals for yourself. Some tips for writing professional development goals:

1. Goals can be short term, and related to your current position, as well as long-term and related to future career goals. Having both short- and long-term professional development goals can help determine a path for continuing education and training to ensure you are making adequate progress.
2. Goals should be related to your growth in the core knowledge areas of competence specified in this plan.
3. Goals should use the S.M.A.R.T. model as a tool to help ensure that all of your goals and action steps are: **Specific, Measureable, Attainable, Realistic, and can be completed within a specific Timeframe.**

The table below provides some examples of SMART goals, and possible paths toward the completion of each goal.

Goal	Action Steps <i>What activities &amp; steps will help you achieve your goal?</i>	Resources Needed <i>Are there any resources that you need to achieve your goal?</i>	Person Responsible <i>Who is responsible for each action step and/or for finding/providing necessary resources</i>	Progress towards Goal <i>Evidence of Completion for Action Steps</i>	Date Completed <i>Indicate the date you achieved your goal</i>
<b>EXAMPLE:</b> <b>Short Term Goal:</b> Further develop my understanding of the emotional and social needs of young children, particularly infants and toddlers.	<ul style="list-style-type: none"> <li>• Look in regional training calendar for training session or CEU on this topic</li> <li>• Register for and attend event</li> </ul>	Registration Fee	Self	<ul style="list-style-type: none"> <li>• Attended training session on the emotional and social development of Infants and Toddlers</li> <li>• Certificate on file</li> </ul>	June 11, 2014
<b>EXAMPLE:</b> <b>Intermediate Goal:</b> Obtain Early Educator Certification	<ul style="list-style-type: none"> <li>• Gather transcripts for submission</li> <li>• Complete Application</li> <li>• Submit Application</li> </ul>	\$50 for certification fee. Transcripts	Self	<ul style="list-style-type: none"> <li>• Received transcripts</li> <li>• Completed Application</li> <li>• Submitted Application</li> </ul>	August 2014
<b>EXAMPLE:</b> <b>Long-Term Goal:</b> Complete Associate's Degree in Early Childhood Education	<ul style="list-style-type: none"> <li>• Apply to local community college</li> <li>• Ask about financial aid options</li> <li>• Contact TEACH Early Childhood about possible scholarships</li> <li>• Connect with advisor at local community college to discuss class options</li> </ul>	Financial Aid	Self	<ul style="list-style-type: none"> <li>• Completed Community College Application</li> <li>• Completed application for TEACH Scholarship</li> </ul>	In process. Estimated Completion: June 2017

### Community College ECE Coursework

Prefix	Course Title	Date of Completion
EDU 119	Intro to ECE	
EDU 144	Child Development 1	
EDU 146	Child Guidance	
EDU 151	Creative Activities	
EDU 151 A	Creative Activities Lab	
EDU 145	Child Development II	
EDU 131	Children, Family, and Community	
EDU 153	Health, Safety, and Nutrition	
EDU 184	Practicum I- Early Childhood Intro Practicum	
EDU 251	Exploration Activities	
EDU 251 A	Exploration Activities Lab	
EDU 280	Language and Literacy Experiences	
EDU 280 A	Language and Literacy Experiences Lab	
EDU 221	Children with Exceptionalities	
EDU 229	Curriculum Planning	
EDU 234	Infant, Toddlers, and Twos	
EDU 271	Educational Technology	
EDU 284	Practicum II - EC Capstone Practicum	
English Requirements		
Math Requirements		

**Family Child Care Provider's Current Transcript in Provider's Possession: Yes  No**

