

## Guidance for Completing the FY 2011 Individual Professional Development Plan (IPDP)

The Individual Professional Development Plan (IPDP) is designed to help you chart a course to reach your professional development priorities selected in the self-assessment. The IPDP is a road map of what you will be doing as you attempt to increase your skills identified by the practitioners' standards.

○ **Part I:**

The main components of the IPDP are: **Required trainings** represent foundational skills and knowledge that all **new** ABLÉ staff members need in respect to their particular job functions. Required trainings are defined by the State ABLÉ Program.

- **Other trainings/activities** provide expanded skills and knowledge in specialized areas of instructional, administrative or support job functions.
- **Conferences**

○ **Part II**

- The **Record of Accomplishments** allows you to reflect on how you applied what you learned. The Record of Accomplishments should be:
  - Updated periodically or as you accomplish a goal so you can indicate significant achievements as they happen,
  - Signed jointly by you and your supervisor to reflect your goal achievements for the year, and
  - Kept at the main office of the program and available for review by the State ABLÉ Staff.
- You should also maintain a copy at the program site and a personal copy of your completed Record of Accomplishments. Any professional development that is intended to improve your skills related to your ABLÉ position, regardless of the funding, can be tracked with this record.

**You are required to engage in a minimum of two activities if you work more than seven (7) hours per week paid from ABLÉ funds and in a minimum of one activity if you work seven (7) hours or fewer per week paid from ABLÉ funds.** All activities or revisions must be approved by your immediate supervisor. Examples of activities include:

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| • Workshops sponsored by the Ohio ABLÉ Resource Center Network | • Local workshops supported by your Regional Resource Center | • Involvement in professional organizations      |
| • Action research  | • Focus/study groups   | • Training offered by other educational entities |
| • Presentations  | • Coaching/mentoring   | • Media packages                                 |
| • Conferences  | • Classroom visits and peer observations                     | • Bookclubs                                      |
| • Resource Center visits                                       | • College classes  | • Video teleconferences                          |
| • Participation in special projects                            | • Online courses   |  |
|  | • Internet-based research                                    |  |

Before completing your IPDP, you may want to refer to the **Professional Development Catalog** for a listing of professional development activities as well as PD requirements for new staff. If you are a new staff person, your IPDP will include required trainings, but you are also encouraged to pursue professional development needs to broaden your knowledge base.

## FY 2011 Individual Professional Development Plan (IPDP)

Name	Position	Date Submitted
Program Name	Phone Number	
Email address	Number of years in ABLE	Number of hours per week paid by ABLE

<b>Part 1: Planned Individual Professional Development Activities</b> (Complete sections 1 – 4, as applicable.)		
<b>1. Required Trainings (Please refer to the policy for listing of required trainings.)</b>		
<b>1A.</b> Please indicate which of the following trainings you will attend.		
<input type="checkbox"/> New Administrator Orientation (NAO) <input type="checkbox"/> New Staff Orientation (NSO) <input type="checkbox"/> New Teacher Orientation (NTO) <input type="checkbox"/> Serving Adults with Disabilities (formerly LD 101)		
<input type="checkbox"/> Beginning ABLELink <input type="checkbox"/> ESOL Basics <input type="checkbox"/> CASAS <input type="checkbox"/> Introduction to <i>Learning to Achieve</i> (formerly LD 201)		
<input type="checkbox"/> Technology for Point Person <input type="checkbox"/> TABE 9/10 <input type="checkbox"/> BEST Plus <input type="checkbox"/> <i>Learning to Achieve</i> (formerly LD 202)		
<input type="checkbox"/> EL/Civics Online <input type="checkbox"/> TABE CLAS-E		
List the indicators from the Practitioners Standards being addressed (include number, e.g., 1.1.3):		
<b>2. Other Trainings/Activities</b>		
<b>2A.</b> List the indicators from the Practitioners Standards being addressed (include number, e.g., 1.1.3):		
Proposed Activities	Timeline	Provider
<b>2B.</b> List the indicators from the Practitioners Standards being addressed (include number, e.g., 1.1.3):		
Proposed Activities	Timeline	Provider
<b>3. Conferences (Please refer to the policy for eligibility for conferences.)</b>		
<b>3A.</b> List the indicators from the Practitioners Standards being addressed (include number, e.g., 1.1.3):		
State: <input type="checkbox"/> OAACE <input type="checkbox"/> Ohio ACTE <input type="checkbox"/> Ohio TESOL <input type="checkbox"/> Other _____	National: <input type="checkbox"/> COABE <input type="checkbox"/> TESOL <input type="checkbox"/> ProLiteracy <input type="checkbox"/> Other _____	

4. College Course ( Please refer to the policy for eligibility for college courses. )		
4 A. List the indicators from the Practitioners Standards being addressed (include number, e.g., 1.1.3):		
Proposed Activities	Timeline	Provider

Employee Signature _____	Immediate Supervisor's Signature _____
Date _____	Date _____

Copies needed for:     **Supervisor**  
                                   **Staff Member**  
                                   **OBR**

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**Part 2: Record of Accomplishments for FY 2011**

The **Record of Accomplishments** allows you to reflect on how you applied what you learned. The Record of Accomplishments should be:

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- Signed jointly by you and your supervisor to reflect your goal achievements for the year, and
- Kept at the main office of the program and available for review by the State ABLÉ Staff.
- You should also maintain a personal copy of your completed Record of Accomplishments. Any professional development that is intended to improve your skills related to your ABLÉ position, regardless of the funding, can be tracked with this record.

**Part 2: Record of Accomplishments for FY 2011**

Date(s)	Standard and Indicator of Effective Practice	Activities	Documentation of Impact (How you applied what you learned)

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Date(s)	Standard and Indicator of Effective Practice	Activities	Documentation of Impact (How you applied what you learned)

Employee Signature \_\_\_\_\_

Immediate Supervisor's Signature \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

**Copies needed for: Personnel File; Staff Member**