

Massachusetts Department of Early Education & Care

Individual Professional Development Plan (IPDP) Template (Group and School Age/ Center-Based)

The Individualized Professional Development Plan (IPDP) serves as a tool for program leaders to support their educators in identifying goals and action steps related to their professional growth and development.

The purpose of this tool is to support educators, in partnership with their supervisor or other program leader, to plan for short term and long-term goals and action steps for professional advancement. The development of a plan to support educator professional advancement includes a reflective process to understand an educator's knowledge, skills, and abilities (competencies) and identify goals. Program leaders can incorporate individual goals of educators into their plans for continuous program improvement, provide direct professional learning opportunities in the daily work of educators through activities such as supervision, observation, and feedback, and/or refer them to external resources to accelerate their individual goals.

Educator Information

Name:

Position:

Program Name:

Program Number (P-):

PQ Registry Number:

Supervisor/Program Leader Name:

Date:

Current level of education completed (and area of concentration if relevant)

High School degree/GED

Associates Degree

Bachelor's Degree

Master's Degree

Current degree program and/or college course enrollment (if applicable)

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Current credentials or certifications

Teacher (Preschool)

Teacher (Infant-Toddler)

Lead Teacher (Preschool)

Lead Teacher (Infant-Toddler)

Director I

Director II

Child Development Associate (CDA)

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- 1. What are your long-term goals for professional advancement (3-5 years)?**

- 2. Describe the experience, skills or abilities that you have that will support the advancement of your professional development goals.**

- 3. Describe what barriers might interfere with achieving your goals? (i.e., personal responsibilities, finances, language, transportation, other).**

- 4. What are your immediate goals for professional advancement (6 months-1 year)? Considerations include higher education degrees, professional credentials or certifications, training, etc.**

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5. Are you interested in increasing your knowledge and skills in a particular area? What areas of focus are most relevant to your daily work?

6. **Action Plan for Goals and Professional Development** (*Steps to reach immediate and long term, professional and educational goals*). List three specific, concrete, measurable professional development goals and the date you hope to achieve each:

GOAL	Professional Development Activity	Areas of Focus	Date of activity Date Completed	Individual Activity or Group Activity
GOAL: ____ Required for Educator Qualifications (Y/N)	College Course ____ CEU Training ____ Training ____ Professional Learning Community (PLC) ____ Supervision ____ Observation and Feedback ____ Peer Learning ____ Other ____			
GOAL: ____ Required for Professional Qualifications (Y/N)	College Course ____ CEU Training ____ Training ____ Professional Learning Community (PLC) ____ Supervision ____ Observation and Feedback ____ Other ____			
GOAL:	College Course ____ CEU Training ____ Training ____ Professional Learning Community (PLC) ____			

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_____ Required for Professional Qualifications (Y/N)	Supervision _____ Observation and Feedback _____ Other _____			
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- 7. Describe the support that is needed for the educator to be successful. Consider strategies such as access training or coursework, resources/funding for fees, coaching/mentoring, supervision, observation and feedback, peer learning opportunities, etc.**

- 8. Describe how the supervisor agrees to support the educator in achieving the professional development goals identified in this plan.**

Educator Name: _____ Date: _____

Supervisor Name: _____ Date: _____

Professional Development Centers (PDCs) are available across the Commonwealth to support EEC program leaders and administrators in understanding and effectively utilizing the IPDP with their educators. PDCs may refer program administrators to participate in current and upcoming Professional Learning Communities to strengthen their skills in utilizing the IPDP template to support educators in achieving their goals and pursuing professional development opportunities. For general information, programs can access [this website](#) for information on the PDCs. To contact a regional PDC office, program administrators can reach out to the following email addresses:

Western MA PDC: WesternMaPDC@EECStrongStart.org

Central MA PDC: CentralMaPDC@EECStrongStart.org

Northeast MA PDC: NortheastMaPDC@EECStrongStart.org

Southeast MA PDC: SoutheastMaPDC@EECStrongStart.org

Metro Boston PDC: MetroBostonPDC@EECStrongStart.org