

# Professional Development Plan Update Form - ECEAP

Staff Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Center: \_\_\_\_\_ Site: \_\_\_\_\_

Hire date for this position: \_\_\_\_\_ Anticipated PDP completion date: \_\_\_\_\_  
(within 5 years of hire)

**1. Position:**  Teacher  Teaching Assistant  Family Support Specialist

**2. What was completed in the past 12 months?** (Check all that apply)

- Associate Degree
- Teaching Certificate with early childhood (Pre-K to grade 3) or early childhood special education endorsement Expires: \_\_\_\_\_
- CDA credential Expires: \_\_\_\_\_
- College credits Number of countable credits: \_\_\_\_\_  
(see *Staff Position Qualifications Guidance – ECEAP*)

**3. What is still needed to complete PDP?** (Check all that apply)

- Associate Degree
- Teaching Certificate with early childhood (Pre-K to grade 3) or early childhood special education endorsement
- Complete or renew a CDA credential
- Earn college credits Number of credits still needed: \_\_\_\_\_

**4. PDP status** (based on information in 1-3)

- Adequate Progress: has completed a minimum of 1/5 of the requirements needed to meet full qualifications in the past 12 months.
- Insufficient Progress: has completed less than 1/5 of the requirements needed to meet full qualifications in the past 12 months.  
Explain: \_\_\_\_\_
- No record of progress  
Explain: \_\_\_\_\_
- PDP is complete Date completed: \_\_\_\_\_  
Must submit new ECEAP Staff Qualifications Application in MERIT (See *Completing the ECEAP Staff Qualifications Application in MERIT Procedure*)

I have reviewed and verify the information above.

Center Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_