

Professional Learning Plan Procedure

Purpose

This explains the Professional Learning Plan requirements and documentation procedures for all Teachers, Teacher Assistants and Family Support staff in Head Start (HS), Early Head Start (EHS), and ECEAP.

Procedure

1. **HS**
Lead Teachers, Family Support, and Teacher Assistant staff in Head Start must complete a minimum of 15 hours of professional learning each year in addition to annual training on performance standards, health and other deliverables.
2. **EHS**
Lead Teachers and Family Support Early Head Start must complete a minimum of 15 hours of professional learning each year in addition to annual training on performance standards, health and other deliverables.
3. **ECEAP**
Lead Teachers and Family Support staff in ECEAP must complete a minimum of 20 hours of professional learning, such as workshops, classes, or job-embedded professional learning each year. Teacher Assistants must complete 15 hours of professional learning per year, such as workshops, classes, or job-embedded professional learning.
4. Head Start, Early Head Start and ECEAP Lead Teachers and Family Support staff in their first year of employment are exempt from the above requirement. Professional Learning Plans for these staff will be the completion of online courses and face-to-face New Staff Training.
5. Professional learning must be of high-quality, sustained, intensive, and focused to have a positive and lasting impact on classroom instruction/family engagement and the staff person's performance in the program. Individual coaching/mentoring may not be included in this requirement.
6. Professional Learning Plans will be data informed and developed in consultation with center leadership. The format used for plans will be left to each Center Director to determine what best aligns with procedures already in place.
7. Completion of professional learning activities should be documented, and evidence of successful completion placed in staff files.
8. Funding for professional learning is available on a limited basis. Requests for professional learning funds should directly link to the annual professional learning plan developed. (See [Professional Learning Funds Procedure](#)).