

PROFESSIONAL DEVELOPMENT RECORD

Early Care & Education



**MAP YOUR
FUTURE
IN ECE**



Early Care and Education Professional Development Record

- For creating a record of your professional accomplishments in Early Care and Education
- For planning your career development in the field

Your Name: _____

Prepared by the Professional Development Committee of the Early Childhood Council of Boulder County through a grant provided by the Temple Hoyne Buell Foundation. This document has been modeled after the Pennsylvania Pathways Professional Development Record created by the Pennsylvania Child Care/Early Childhood Development Training System. It may be duplicated as needed. For further information on the Early Childhood Council of Boulder County, go to www.earlychildhoodbouldercounty.org or call 303.441.1913.

THE IMPORTANCE OF TRAINING FOR THE EARLY CARE AND EDUCATION PROFESSIONAL

The Early Childhood Council of Boulder County is committed to recognizing and promoting career advancement among those working in the early childhood field. As a caregiver in a child care center or family child care home, it is important to track professional growth and development. Training and educational opportunities are available throughout Boulder County and the state of Colorado to enhance the professional development of caregivers and to improve the quality of care for young children. This booklet is designed to help track one's professional development and to identify the knowledge and skills acquired through education, training and experience. Another goal of the Professional Development Record (PDR) is to assist caregivers in managing and reflecting upon their career in early care and education.

Research has shown that well-trained, skilled caregivers are one of the keys to high quality programs for young children. In order to provide high quality experiences for children in child care and early education programs, caregivers must have specific knowledge and skills. They must also acquire skills that support their ability to work successfully with their colleagues and grow professionally.

Specifically, caregivers need to know:

- How children can be safe, feel secure and remain healthy.
- How vital positive interactions and partnerships with families are to children's development.
- How children grow and develop.
- How and why children's development is assessed.
- How to value and support the diversity of children, families and staff.

Caregivers also need to be able to:

- Create a safe, attractive and stimulating environment for children.
- Plan activities and experiences that are appropriate for the children's ages and capabilities.
- Plan activities that stimulate physical, social, intellectual, linguistic and emotional development.
- Interact with children in ways that guide them toward an understanding of self and others and toward increased self control.
- Communicate and work effectively with parents.

ECE PROFESSIONAL DEVELOPMENT IN COLORADO

Colorado Early Childhood Professional Credentialing System

The Colorado Early Childhood Professional Credential was established in the spring of 2000. Credentials are awarded by the Colorado Department of Human Services and the Colorado Early Childhood Professional Credential Office to offer recognition to ECE providers, acknowledging both academic coursework and practical experience. Six levels of Credentials are included in this tiered career lattice system. Applications are available at the City of Boulder, Children, Youth and Family Services at 2160 Spruce Street or call 303.441.4411.

Colorado Core Knowledge and Standards:

A Guide for Early Childhood Professional Development

The purpose of the Colorado Core Knowledge and Standards is to support all early care and education providers in gaining a common core of knowledge related to the field. Standards are divided into two levels which coincide with the first two levels of the Early Childhood Professional Credential. Training in the early care and education field in Colorado is carefully planned around the following eight designated areas of Core Knowledge: (1) Child Growth and Development, (2) Health, Nutrition and Safety, (3) Developmentally Appropriate Practice, (4) Guidance, (5) Family and Community Relationships, (6) Cultural and Individual Diversity, (7) Professionalism and (8) Administration and Supervision. Order forms are available at the City of Boulder, Children, Youth and Family Services at 2160 Spruce Street or call 303.441.4411.

Colorado Child Care Licensing Professional Development Requirements

The Division of Child Care inspects, licenses and monitors all child care facilities in Colorado. Family child care home providers and child care center staff are required to take 15 continuing education hours of training each year. In addition to these 15 credits, three college level credits must be taken every 5 years to maintain Director Qualification. All training should be documented with a Certificate of Completion for each workshop attended and should be recorded in your Professional Development Record (PDR) under Prior and Ongoing Education and Training Experience. Other required trainings include First Aid, CPR, Universal Precautions and Medication Administration. These training should be recorded in your PDR under Required Training.

Higher Education Opportunities

Various local higher education institutions have offerings in the field of early care and education. Some Colorado universities offer Master's degrees in Early Childhood and Early Childhood/Special Education, including UNC in Greeley and UCD in Denver. Some Colorado colleges and universities, including Naropa University in Boulder and Colorado Christian College in Denver offer bachelor's degrees in Early Childhood. Associates degrees are offered at all community colleges in Colorado, including Front Range in Longmont and Red Rocks in Lakewood. Distance learning opportunities are also available on line at www.cconline.org.

USING YOUR INDIVIDUAL PROFESSIONAL DEVELOPMENT RECORD

The Professional Development Record (PDR) should be used to keep an account of all the education and training you complete for professional growth and development in the early care and education field. **Section I** enables you to list your employment history. **Section II** allows you to record prior training and other professional development activities as well as the training you participate in once you begin using the PDR. **Section III** provides you with the means to write your annual training plans and goals. **Please duplicate pages as needed throughout this booklet.**

IN SECTION I of the PDR, list your employment history. This should include the agencies, organizations and child care facilities where you have been employed, including your current employment situation. You should list the name, address and phone number for each place of employment. Also, indicate the time period of your employment, position or title and salary. It is recommended that you get an official letter on letterhead from your employer verifying the time of your employment.

IN SECTION II of the PDR, record your educational degrees and certificates, awards, achievements and any clearances you may have. Also track and record your required trainings (i.e. first aid, CPR, universal precautions) and any other professional development experiences. For each training you list, please record the title and date of the training, the Core Knowledge category it falls under, the training organization or presenter, number of actual training hours (this does not include breaks, lunches or travel time) and type of training credit (CEU's* or college credit).

SECTION III of the PDR provides you with a form to write your annual professional development training plan and to evaluate what you have accomplished at the end of the year. Using this form will help you to identify the knowledge and skill areas where you need training. Your training plans should be developed on an annual basis and evaluated at the end of each year to determine if your training goals were achieved. Knowing this will assist you in putting together your next annual professional development training plan.

Your Professional Development Record is an important document of your growth and development as an ECE provider. Keep the original copy and accompanying documentation as a personal portfolio. You may wish to make copies for your personnel file at your place of employment.

**A CEU is a continuing education unit. This is a nationally recognized unit of measure used to quantify continuing education and training activities. A certificate is provided to individuals who participate in the training.*

SECTION I: Employment History

List the information for the agencies, organizations and child care facilities for each place of employment. If you operate a family child care program in your home, put your name where it asks for “Facility Name” and indicate “Self –Employed FCC.” Be sure to add a new listing when your job title or job description changes. Start with your first place of full-time or part-time employment and end your list with your present or most recent employer.

Facility Name:	Starting Salary Ending Salary Hourly or Yearly to
Supervisor/Contact Person:	Job Title or Position:
Address of Facility:	Job Description:
Telephone Number of Facility:	E-mail Address of Facility:
Employed from: Month / Year to Month / Year	Reason for leaving:

Employment History (continued)

Facility Name:	Starting Salary	Ending Salary
	Hourly or Yearly	to
Supervisor/Contact Person:	Job Title or Position:	
Address of Facility:	Job Description:	
Telephone Number of Facility	E-mail Address of Facility:	
Employed from: Month/Year	to Month/Year	Reason for leaving:

Facility Name:	Starting Salary	Ending Salary
	Hourly or Yearly	to
Supervisor/Contact Person:	Job Title or Position:	
Address of Facility:	Job Description:	
Telephone Number of Facility ()	E-mail Address of Facility:	
Employed from: Month/Year	to Month/Year	Reason for leaving:

Employment History (continued)

Duplicate this page as needed

Facility Name:	Starting Salary Ending Salary
	Hourly or Yearly to
Supervisor/Contact Person:	Job Title or Position:
Address of Facility:	Job Description:
Telephone Number of Facility	E-mail Address of Facility:
Employed from: Month/Year to Month/Year	Reason for leaving:

Facility Name:	Starting Salary Ending Salary
	Hourly or Yearly to
Supervisor/Contact Person:	Job Title or Position:
Address of Facility:	Job Description:
Telephone Number of Facility ()	E-mail Address of Facility:
Employed from: Month/Year to Month/Year	Reason for leaving:

SECTION II: Professional Development History

In this section, record your previous education and training, as well as other professional development activities you wish to track. Please note that you should retain all educational records, certificates and transcripts. You may want to keep them in this Professional Development Record, creating a professional development portfolio which documents your progress.

Educational Degrees and Certificates

Please list your current educational degrees and certifications in the space provided below.

Name of School Or Agency	Location	Major Field/Area of Certification	Year of Graduation or Certification	Degree/Certificate
			<i>Starting date – Ending date</i>	
			<i>Starting date – Ending date</i>	
			<i>Starting date – Ending date</i>	
			<i>Starting date – Ending date</i>	
			<i>Starting date – Ending date</i>	

Awards, Achievements or Credentials (e.g. Colorado Early Childhood Credential)

Please list any awards or achievements in the space provided below.

Name of Award or Achievement	Description of Award or Achievement	Granting Organization	Year Received

Clearances

Please list your clearances in the space provided below, indicating the date the clearance was received.

Clearance	Date Received
Criminal Record Clearance : CBI or FBI fingerprint check	
Child Abuse Clearance: Central Registry background check through Colorado Department of Human Services	

Required Training

Use the form below to list completed training that is required on a regular basis (e.g. first aid, CPR, Universal Precautions). Use the space provided to track the dates you are certified and when you will be required to take the training again. Additional space is provided for other required training (e.g. medication administration).

Date Certified/ValidThrough	First- Aid	CPR	Universal Precautions	Medication Administration	Other
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Other Professional Development Experiences

Use this form to record other professional development experiences in which you have participated (e.g. reading, watching educational videos, attending professional meetings etc.). For each activity please record the following: title and/or type of activity (e.g. book/title of book, video/title of video, meeting/title of meeting etc.), the date or dates of the activity and what you gained as a result (i.e. new practices, new theory, classroom ideas etc.).

Title and/or Type of Activity	Date	What did you gain from participating in this activity?

Other Professional Development Experiences (continued)

Duplicate this page as needed

Title and/or Type of Activity	Date	What did you gain from participating in this activity?

Prior and Ongoing Education and Training Experiences

Use this form to record your prior and ongoing education and training. First, list the professional development activities (e.g. workshops, college courses, mentoring activities etc.) that you participated in prior to using this Professional Development Record. Then record the education and training activities that you participate in from the date you begin using this Professional Development Record.

For each training, please record all the information required in the table below.

Core Knowledge Category	Title of Training	Date	Training Organizer or Presenter	Number of Training Hours	If applicable, indicate type of training hours (CEU or College credit)

Prior and Ongoing Education Experiences (continued)

Core Knowledge Category	Title of Training	Date	Training Organizer or Presenter	Number of Training Hours	If applicable, indicate type of training hours (CEU or College credit)

Prior and Ongoing Education Experiences (continued)

Duplicate this page as needed

Core Knowledge Category	Title of Training	Date	Training Organizer or Presenter	Number of Training Hours	If applicable, indicate type of training hours (CEU or College credit)

