PROFESSIONAL DEVELOPMENT PLAN

Idaho Career & Technical Education Certificated Personnel

Date _____ to _____

This **Professional Development Plan** will be developed by you, the career technical education professional, with the agreement of your employer or supervisor and an approved Idaho State University or University of Idaho CTE teacher educator (when appropriate), as indicated by signatures below. Develop the plan prior to applying for initial certification, and update and submit it each time you apply for certificate renewal. File it with the **Idaho Career & Technical Education Certification** (ICTE) **Office**, PO Box 83720, Boise, ID 83720-0095 or email it to certification@cte.idaho.gov.

Name:	**EDUID Number:**
Home Address:	**Home/Cell Phone:**
Work Address:	**Work Phone:**

Current Position:

Current Credential(s) Held: Currently applying for Limited Occupational Specialist Certificate.

Credential(s) Sought: Seeking Standard or Advanced Occupational Specialist Certificate.

Professional Development Plan Goal Statement:
Within the three-year validity period of the Limited Occupational Specialist, engage in educator pedagogical training to qualify for a Standard or Advanced Occupational Specialist Certificate upon renewal.

ACTIVITY PLANNED*: Course / Workshop / Seminar	Location of Activity/University	Date(s) Planned	Anticipated Earnings Toward PD Requirements	
			Credits	Clock Hours
Pre-Service Academy - Year One	To be determined yearly	Summer 2020		80
Methods of Teaching CTE/CTSOs	ISU or U of I	TBD	3	
Principles/Philosophies of CTE	ISU or U of I	TBD	3	
Evaluation and Assessment	ISU or U of I	TBD	3	
Guidance/Transition to Work	ISU or U of I	TBD	3	
Occ Analysis/Curriculum Design	ISU or U of I	TBD	3	

Local Supervisor: *Printed Name*	**Title/Institution:** *For Local Supervisor*
Local Supervisor's Signature	**Date**
University CTE Teacher Educator: *Printed Name*	**Title/Institution:** *For University CTE Teacher Educator*
University CTE Teacher Educator's *Signature*	**Date**
Applicant's *Signature*	**Date**

Revisions to this professional development plan can be made at any time. Make note of changes on this sheet and send a copy to the director for *Idaho Career & Technical Education* certification at the address noted in the directions above.

Received by ICTE Certification Office, on Date:

*See next page for suggested activities

PROFESSIONAL DEVELOPMENT PLAN SUGGESTED ACTIVITIES

INDIVIDUALIZED NEEDS ASSESSMENT

Identified below are topic areas that might be identified as areas of personal professional development need. Some of these areas might relate to a specific class, workshop, or seminar that is available to career technical education professionals. Read through the list and check those areas that are of interest or meet personal needs. Use this information to assist in developing your professional development plan.

Needs Related Directly to Instruction

- ☐ Planning, development and evaluation Surveys adv. committee, occupational analysis.
- ☐ Platform skills/instructional execution/basic methods.
- ☐ Managing instruction. Budgeting, filing, inventory, records.
- ☐ School-community relations. Public relations aspects.
- ☐ Professional role development. Teaching profession, establishing a philosophy.
- ☐ Implementing competency-based education, materials and organization.
- ☐ Assisting students in improving their basic skills. Communications and math.
- ☐ Conferencing techniques. Planning for and conducting small/large conferences.
- ☐ Human development. Theories of learning related to human growth and development.
- ☐ Research. How to read and use the information from research.
- ☐ Laboratory management. Safety, layout of equipment, organizing student, maintenance.
- ☐ Instructional planning. Develop units of instruction, prepare materials/learners.
- ☐ Evaluating instruction. Assessing learner performance.
- ☐ Career technical education guidance. Gathering student data, providing information/education and careers.
- ☐ Establishing and maintaining a career technical student organization.
- ☐ Coordinating a cooperative career technical education program.
- ☐ Special needs students in career technical education program. How to teach and meet their needs.
- ☐ Computer applications in career technical education.
- ☐ Statistics. Reading, understanding, and utilizing statistical information.
- ☐ Multicultural students. Their needs and interests, and how to relate to them.
- ☐ Occupational upgrade.

Related coursework in:

_____

_____

Administrative/Supervisory/Master Teacher Needs

- ☐ Local program planning, development, and evaluation.
- ☐ Managing student recruitment and retention
- ☐ Appraising staff development needs and planning for staff development
- ☐ Business and financial management
- ☐ Communication
- ☐ Research. How to conduct research and analyze and utilize findings
- ☐ Coordination of professional-technical programs
- ☐ Administration and supervisors of career technical programs, and curriculum development
- ☐ Personnel and personnel affairs management
- ☐ Facilities planning and maintenance
- ☐ Establishing linkages with industry
- ☐ Supervisorship/foremanship