



PROFESSIONAL DEVELOPMENT PLAN

Date _____ to _____

This **Professional Development Plan** (PDP) will be developed by you, the career technical education (CTE) 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 certificate renewal. File it with your application sent to **Idaho Division of Career Technical Education** (IDCTE) certification, 650 W State St Ste 324, Boise, ID 83702-5936 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:			
Credential(s) Sought:			
Professional Development Plan Goal Statement:			
ACTIVITY PLANNED*: Course / Workshop / Seminar	Location of Activity/University	Date(s) Planned	Anticipated Earnings Toward PD Requirements Credits Clock Hours
Local Supervisor: <i>Printed Name</i>		Title/Institution: <i>For Local Supervisor</i>	
Local Supervisor's Signature		Date	
University CTE Teacher Educator: <i>Printed Name</i>		Title/Institution: <i>For University CTE Teacher Educator</i>	
University CTE Teacher Educator's Signature		Date	
Applicant's Signature		Date	
Revisions to your professional development plan can be made at any time. Make note of changes on this sheet and send a copy to the director for IDCTE educator certification at the address noted in the directions above.			
IDCTE Educator Certification Director, 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

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

Related coursework in:

Administrative/Supervisory/Master Teacher Needs

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