



# Professional Development Plan

Use this form to help create a plan around what **classes, training or educational opportunities** you want to complete in the future. This form should be completed within six (6) months of employment and then reviewed annually. All goals should be future focused, NOT a training log of items already completed.

Name:

Position:

Current QRIS Rating Level:    NA    1    2    3    4    5

My long-term professional development goal is:

So I can:

IQ4K Category and Level	Training (minimum of 3)	Steps to Complete	Estimated Date for Achieving	Date Completed
Example: Teaching and Learning Level 1	Take Iowa Early Learning Standards (IELS)	Ask consultant for physical copy of IELS book Complete online training	Fall 2025	Completed early December 2024
Example: Professional Development Level 2	Complete Farm to ECE (to go toward my 15 hours of training annually)	Currently enrolled, will attend January 2025	January 2025	

What barriers have kept you from accomplishing these goals so far?

How will you work to address these barriers and make progress on the timeline for reaching these goals?

Signature of Staff:

Signature of Director/Owner:

Date: