

How to Create a Professional Growth Plan

Roles that Have Access: Funder Admin, Professional Growth Manager, Professional Growth Adviser, Coach, Agency Admin & ECE staff roles with certain restrictions

The “Professional Growth Plan” (PGP) features are developed to support the requirements for renewing an Early Childhood Education Permit. The “Professional Growth Plan” features work in tandem with the “Professional Development” and “Quality Improvement Plan” features, as well as with the requirements in the Stipend feature. The Professional Growth Plan lives on an individual’s “Staff Profile” where the goals will be listed out in the “Current Professional Growth Goals” tab and the staff member’s overall PGP in the “Professional Growth Plan” tab where advisors can sign off a staff member’s completed goals. This instruction sheet will show you how to create a PGP in the “Professional Growth Plan” tab and will be in the perspective of the Professional Growth Adviser role.

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Professional Growth Plan Overview

A “Professional Growth Plan” record holds Professional Growth Plans (PGP) and Professional Growth Goals created by a professional growth advisor, supervisor, coach, and/or an ECE staff member. **PGPs** will be stored within the “Professional Growth Plan” tab where users can access them and even eSign them directly from the page. This instruction sheet will focus on these PGPs.

The screenshot shows the 'Professional Growth Plan' interface for Mittie Lin. It features three tabs: 'Current Professional Growth Goals', 'Professional Growth Plan' (selected), and 'Archived Professional Growth Goals'. A 'Create Professional Growth Plan' button is visible. Below is a search bar and a table of goals. The table has columns for ID, Title, Goals Included, Status, Created On, and Actions. One goal is listed with ID PGP18084280 and Title PGP 20-21. The 'Goals Included' column contains a bulleted list of objectives related to ASQ screening and classroom environment. The 'Status' is 'In Progress' and 'Created On' is '1/7/2021 by FunderAdmin'. An 'Actions' column shows a download icon.

ID	Title	Goals Included	Status	Created On	Actions
PGP18084280	PGP 20-21	<ul style="list-style-type: none">The Lead Teachers will implement the ASQ-3 and ASQ:SE-2 screening system for all/100% of the children served in their preschool during the first 90 days of enrollment. Children who score low will be referred to the Applebank Assessment Team for further evaluation and possible referrals.ASQ: The Lead Teachers will implement the ASQ-3 and ASQ:SE-2 screening system for all/100% of the children served in their preschool during the first 90 days of enrollment. Children who score low will be referred to the Riverbank Assessment Team for further evaluation and possible referrals.Parents, grandparents, early childhood providers, and other caregivers participate in developmental monitoring.Improve the quality of the classroom environment for all classrooms at the site. Utilize the 2018 ERS Assessment results as a guide to improvement. Raise the score on the 2020 ERS Assessment by 1 full point at a minimum.Improve the health and safety of the site by implementing a new hand washing and table sanitizing protocol. Improve score on sub-scale 2 of the ECERS by 2 full points.	In Progress	1/7/2021 by FunderAdmin	Download

Professional Growth Goals created for the purpose of a staff’s Professional Growth Plan will be stored in the “Current Professional Growth Goals” and the “Archived Professional Growth Goals” tabs. The Current PG Goals tab will display all goals that the staff member is working on; once a staff member has completed the goal, the goal can be archived in the Archived PG Goals tab.

This screenshot shows the 'Professional Growth Plan' interface for Mittie Lin, highlighting the 'Current Professional Growth Goals' and 'Archived Professional Growth Goals' tabs. A red callout box points to the 'Archive' button in the 'Actions' column of a goal row. The goal is titled 'Effective Teacher-Child Interactions (Element 4) *' and is marked as 'Complete'. The callout text reads: 'Click here to archive this goal (moving it from "Current" to "Archived Professional Growth Goals")'.

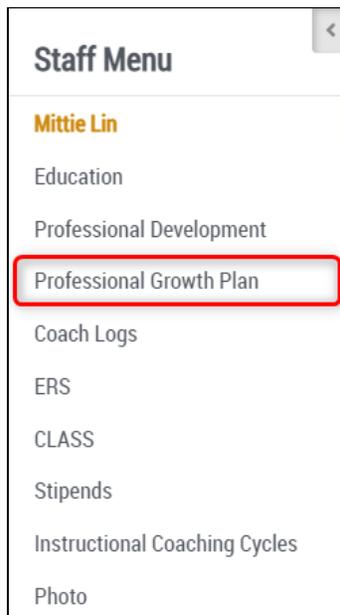
QIP Focus Area(s)	Professional Growth Goal Area(s)	Goal	Progress	Create Date	Created By	Due Date	Actions
Effective Teacher-Child Interactions (Element 4) *		Teachers will manage a classroom environment more efficiently while maintaining an overall calm demeanor.	Complete	1/9/2019	JanLara	5/2/2019	Archive

Creating a Professional Growth Plan

You can think of a Professional Growth Plan (PGP) as a collection of all the goals that will be completed and the goals each as a collection of the activities that it will take to complete that goal. In order to certify the staff member's Professional Growth goals, you must create a PGP containing those goals and then sign the report that is created. You can also then download the eSigned report. This section will show you how to create a PGP. Note that your assigned role may have restrictions, so if you do not see something described in the steps below, please move on to the next part.

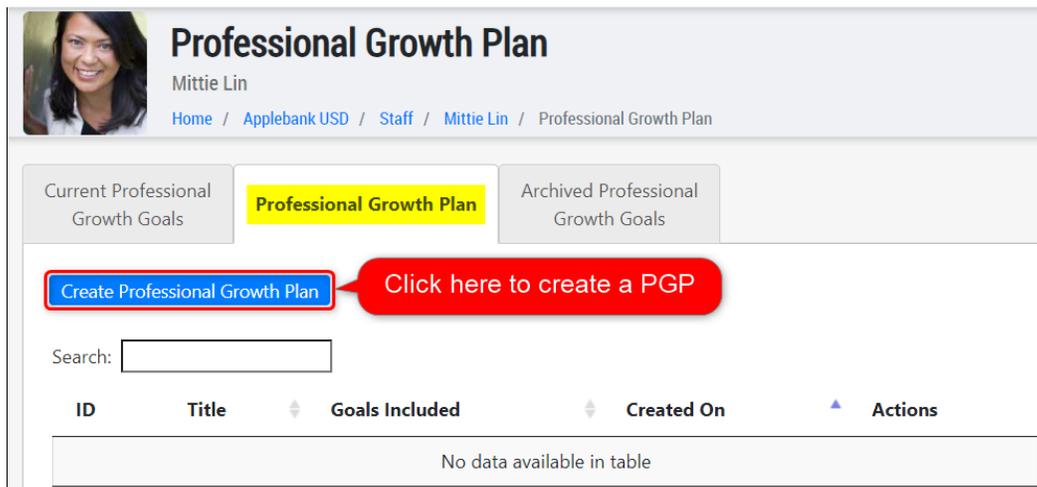
1

First select "Professional Growth Plan" in the Staff Menu to navigate to your PGP. Depending on your assigned role, your staff menu may appear different than the one in the example below.



2

Click on the middle tab in the PGP record titled, "Professional Growth Plan." Click the blue "Create Professional Growth Plan" button to create a PGP. Your grid will be empty if you have yet to create a PGP, as seen in the image below.



3 In the modal that appears, enter the title of the PGP. This title should accurately reflect the goal/theme of the plan.

Professional Growth Plan Title

4 Then select all the goals that you would like to include in the Professional Growth Plan. These are the goals that the staff member is planning on completing this year.

Select Goals to Include in Professional Growth Plan:

- Improve the quality of the classroom environment for all classrooms at the site. Utilize the 2018 ERS Assessment results as a guide to improvement. Raise the score on the 2020 ERS Assessment by 1 full point at a minimum.
- Establish a welcoming environment that is inviting for all families and promotes involvement at the site and in their child(ren)'s classroom.
- Parents, grandparents, early childhood providers, and other caregivers participate in developmental monitoring.
- Improve the health and safety of the site by implementing a new hand washing and table sanitizing protocol. Improve score on sub-scale 2 of the ECERS by 2 full points.
- Attend DRDP-2015 Training and conduct the DRDP Assessment with all my children this year in the fall and again in the spring.
- The Lead Teachers will implement the ASQ-3 and ASQ:SE-2 screening system for all/100% of the children served in their preschool during the first 90 days of enrollment. Children who score low will be referred to the Applebank Assessment Team for further evaluation and possible referrals.
- Teachers will manage a classroom environment more efficiently while maintaining an overall calm demeanor.
- ASQ: The Lead Teachers will implement the ASQ-3 and ASQ:SE-2 screening system for all/100% of

Note: The goals that are already checked are the goals that you have selected to include in the PGP within that goal's record, as seen in the image below. This feature simply serves to save time when creating a PGP by auto-selecting all the goals that you have answered "Yes" to in the field featured below within a goal's record. Un-check/check any goals you desire in this modal.

 **Professional Growth Goal**
Mittie Lin
[Home](#) / [Applebank USD](#) / [Staff](#) / [Mittie Lin](#) / Professional Growth Goal

[← Back to Grid](#) [Edit](#) [Archive](#)

Professional Growth ID	Goal (from QIP)	Professional Growth
PG16228018		ation

Progress (from QIP)
In Progress

Due Date (from QIP)
12/31/2020

Date Approved
5/12/2020

Include in Professional Growth Plan
Yes

Created On (from QIP)
3/11/2020

Created By (from QIP)
CookieWookie

If "Yes," this goal will be automatically checked when creating a PGP (but you can also un-select). If "No," this goal will not be checked when creating a PGP (but you can also choose to select).

Following this are the goals and activities in the plan. The goals and activities display approval dates and the advisor that approved it, along with other related information.

Professional Growth Plan			
7. Goal Numbers	8. Professional Growth Goals	9. Date Approved	10. Advisor's Initials
1	Improve the quality of the classroom environment for all classrooms at the site. Utilize the 2018 ERS Assessment results as a guide to improvement. Raise the score on the 2020 ERS Assessment by 1 full point at a minimum.	5/12/2020	Carly Wheaton
2	Parents, grandparents, early childhood providers, and other caregivers participate in developmental monitoring.	9/1/2019	Carly Wheaton
3	Improve the health and safety of the site by implementing a new hand washing and table sanitizing protocol. Improve score on sub-scale 2 of the ECERS by 2 full points.	12/14/2018	Carly Wheaton
4	The Lead Teachers will implement the ASQ-3 and ASQ:SE-2 screening system for all/100% of the children served in their preschool during the first 90 days of enrollment. Children who score low will be referred to the Applebank Assessment Team for further evaluation and possible referrals.	3/12/2019	Carly Wheaton
5	ASQ: The Lead Teachers will implement the ASQ-3 and ASQ:SE-2 screening system for all/100% of the children served in their preschool during the first 90 days of enrollment. Children who score low will be referred to the Riverbank Assessment Team for further evaluation and possible referrals.	9/1/2019	Carly Wheaton

Professional Growth Activities (by goal number and category)				Approval of Planned Activities		Verification of Completed Activities	
11. Professional Growth Activities	Date Activity Completed	12. Goal Numbers	13. Category (two minimum)	14. Date Activity Approved	15. Advisor's Initials	16. Time Spent (In Hours)	17. Advisor's Initials and Date
Purchase New Blocks	7/22/2020	1		5/20/2020 	Carly Wheaton	5.00	Carly Wheaton 5/20/2020 
Rearrange Private Space	6/10/2020	1		5/13/2020 	Carly Wheaton	8.00	Carly Wheaton 5/13/2020 
CA CSEFEL Teaching Pyramid	12/12/2019	4	2	1/2/2020 	Carly Wheaton	10.50	Carly Wheaton 1/2/2020 
Plan Interventions	4/20/2019	5		4/20/2019 	Carly Wheaton	6.00	Carly Wheaton 4/20/2019 
Score ASQs	3/14/2019	4	1, 2	3/12/2019 	Carly Wheaton	0.00	Carly Wheaton 3/12/2019 
Plan Interventions	3/6/2019	4	1, 2	3/5/2019 	Carly Wheaton	5.00	Carly Wheaton 3/5/2019 
Register	2/20/2019	2		2/20/2019 	Carly Wheaton	1.00	Carly Wheaton 2/20/2019 
Make Referrals	2/20/2019	5		2/20/2019 	Carly Wheaton	5.00	Carly Wheaton 2/20/2019 

At the bottom of the page, you have the ability to eSign the report. Please refer to the next section for directions on how to do so.

19. Certification of Initial Plan by Advisor
I certify that, to the best of my knowledge, the plan activities comply with state laws and regulations. [Sign](#)

Advisor's Name *Advisor's Signature* *Date*

20. Verification by Credential Holder
Under penalty of perjury, I certify that, to the best of my knowledge, the information on this form is accurate. [Sign](#)

Permit Holder's Signature *Date*

21. Verification of Completion
I certify that I have been this permit holder's advisor, and that, to the best of my knowledge, the above information is accurate. [Sign](#)

Advisor's Name *Advisor's Signature*

Name of Employing Agency *Daytime Telephone Number* *Date of Verification*

I certify that I have been this permit holder's advisor, and that, to the best of my knowledge, the above information is accurate. [Sign](#)

Advisor's Name *Advisor's Signature*

Name of Employing Agency *Daytime Telephone Number* *Date of Verification*

At any point, you can click the yellow “Re-Sync Professional Growth Plan” button at the top of the page to update the information in the plan, such as the staff name, address, etc. and credentials, and advisors. A pop-up modal will appear in which you can also choose to include more goals or exclude goals previously included. Upon clicking save in the modal, the plan will then have all the updated staff information and plan details.

Professional Growth Plan
Mittie Lin
[Home](#) / [Staff](#) / [Mittie Lin](#) / Professional Growth Plan

[Back](#) [Download PGP](#) [Re-Sync Professional Growth Plan](#) **Status:** In Progress [Edit](#)

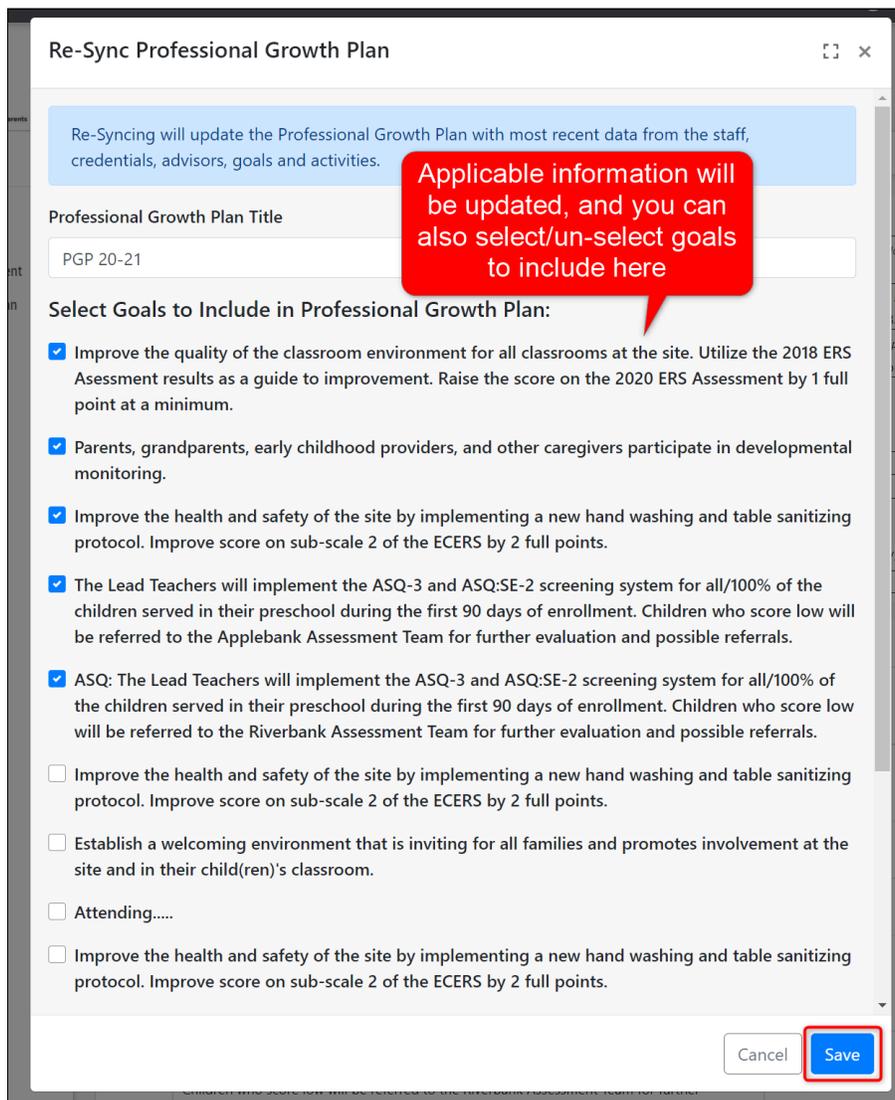
1. **Name:** _____ *Middle*

2. **Home Address:** _____ *Apt. No*
_____ *91827*
_____ *City* _____ *State* _____ *Zip*

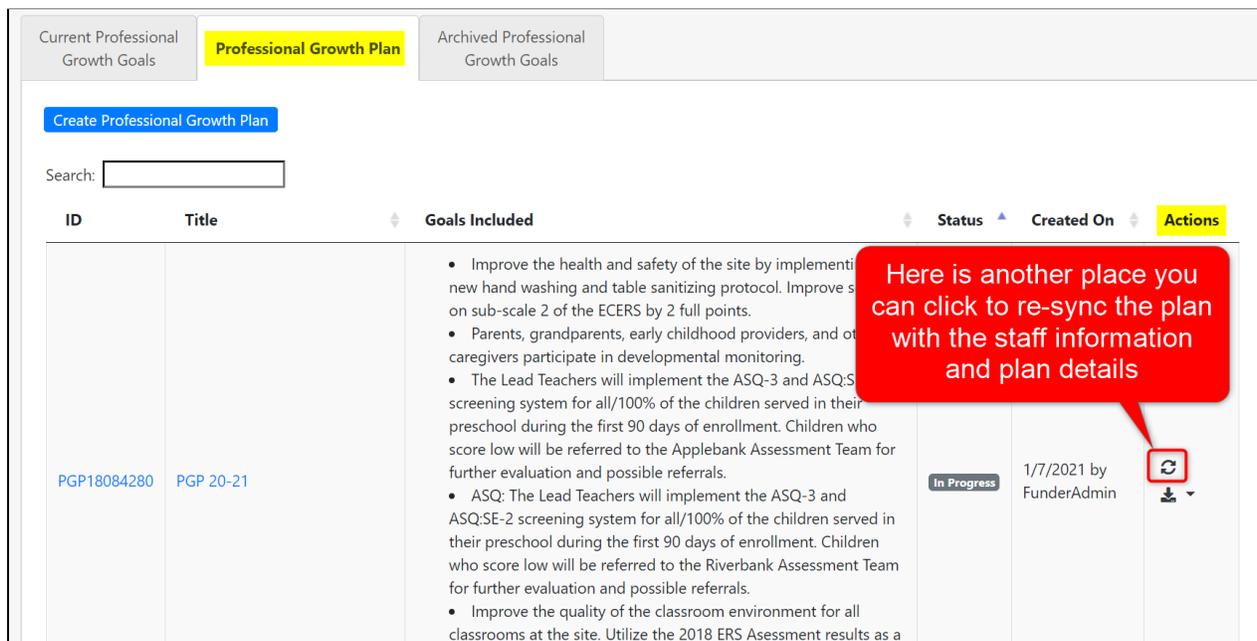
3. **Daytime Phone Number:** 555-515-2689 **Email Address:** mittie.lin@gmail.com

Click to update the PGP with applicable information changed outside of this plan in Hubbe

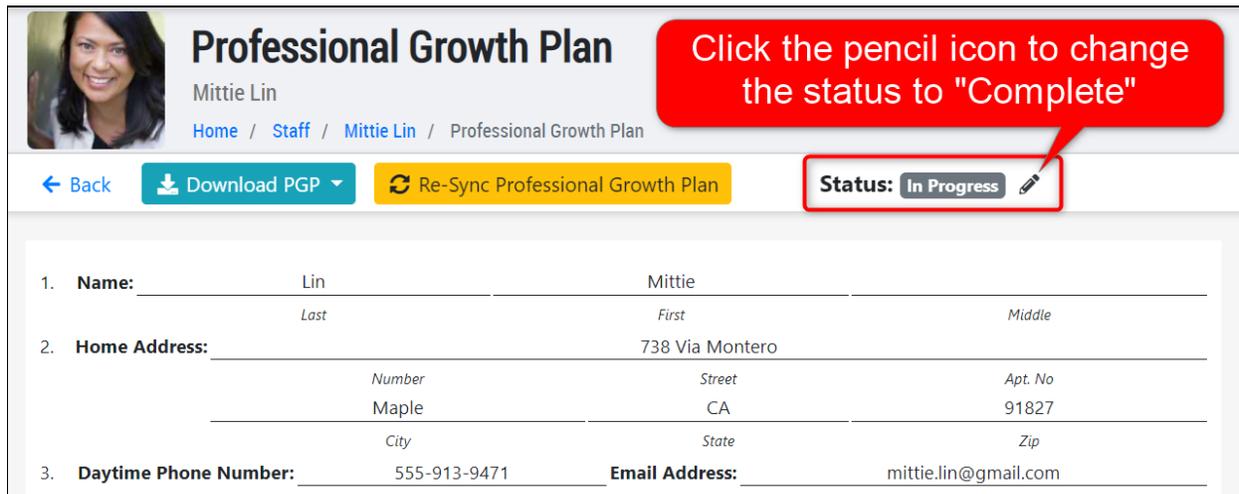




Back in the “Professional Growth Plan” tab is another location where you can re-sync the plan by clicking the sync icon in the “Actions” column.



To the right of the re-sync button in the PGP form record, the status of the PGP is displayed. There are two statuses: *In Progress* and *Complete*. The PGP will read “In Progress” until you change it to Complete. To do so, click the pencil icon beside the status. In the pop-up modal, select “Complete” and then click “Save.” The “Complete” status will then display at the top of the page.



Professional Growth Plan
Mittie Lin
Home / Staff / Mittie Lin / Professional Growth Plan

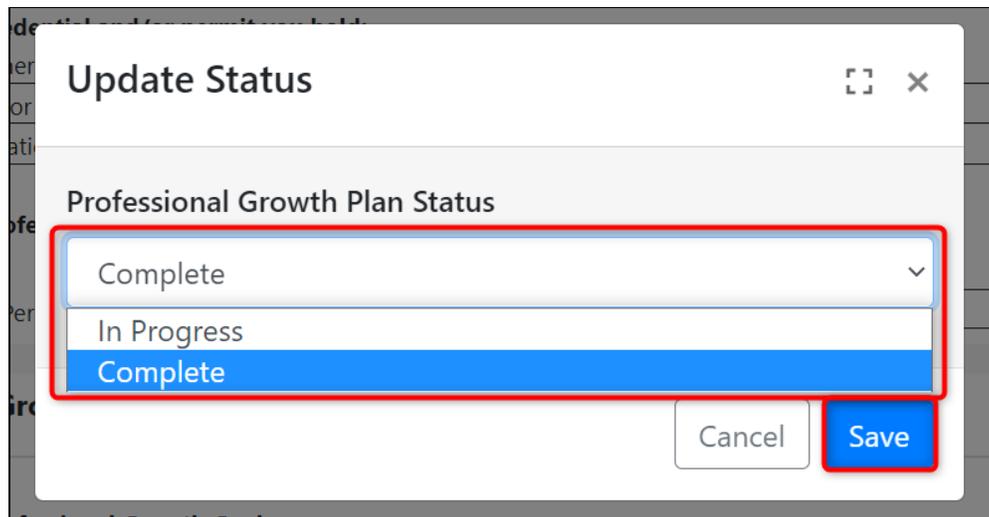
← Back Download PGP Re-Sync Professional Growth Plan Status: **In Progress** ✎

1. **Name:** Lin Mittie
Last First Middle

2. **Home Address:** 738 Via Montero
Number Street Apt. No
Maple CA 91827
City State Zip

3. **Daytime Phone Number:** 555-913-9471 **Email Address:** mittie.lin@gmail.com

Callout box: Click the pencil icon to change the status to "Complete"

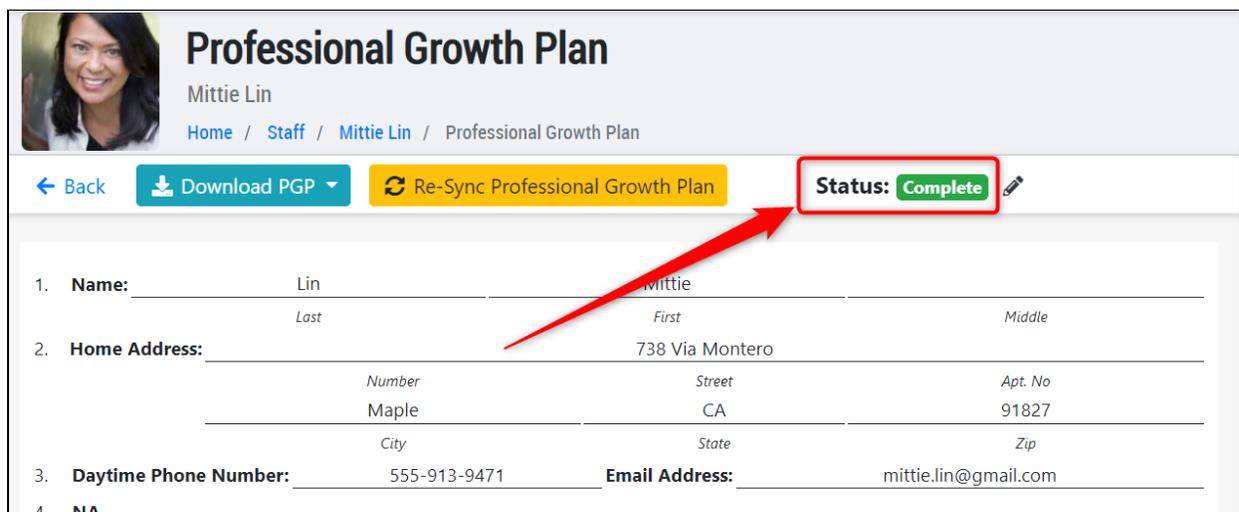


Update Status [Close]

Professional Growth Plan Status

Complete
In Progress
Complete

Cancel Save



Professional Growth Plan
Mittie Lin
Home / Staff / Mittie Lin / Professional Growth Plan

← Back Download PGP Re-Sync Professional Growth Plan Status: **Complete** ✎

1. **Name:** Lin Mittie
Last First Middle

2. **Home Address:** 738 Via Montero
Number Street Apt. No
Maple CA 91827
City State Zip

3. **Daytime Phone Number:** 555-913-9471 **Email Address:** mittie.lin@gmail.com

4. NA

Red arrow points from the status 'Complete' to the 'Save' button in the modal above.

Click “Back” at the top of the page to view the PGP in the “Professional Growth Plan” tab.

Professional Growth Plan
Mittie Lin
Home / Staff / Mittie Lin / Professional Growth Plan

[← Back](#) [Download PGP](#) [Re-Sync Professional Growth Plan](#) **Status: Complete**

1. **Name:** Lin Mittie



ID	Title	Goals Included	Status	Created On	Actions
PGP18084280	PGP 20-21	<ul style="list-style-type: none">Parents, grandparents, early childhood providers, and other caregivers participate in developmental monitoring.ASQ: The Lead Teachers will implement the ASQ-3 and ASQ:SE-2 screening system for all/100% of the children served in their preschool during the first 90 days of enrollment. Children who score low will be referred to the Riverbank Assessment Team for further evaluation and possible referrals.Improve the health and safety of the site by implementing a new hand washing and table sanitizing protocol. Improve score on sub-scale 2 of the ECERS by 2 full points.Improve the quality of the classroom environment for all classrooms at the site. Utilize the 2018 ERS Assessment results as a guide to improvement. Raise the score on the 2020 ERS Assessment by 1 full point at a minimum.The Lead Teachers will implement the ASQ-3 and ASQ:SE-2 screening system for all/100% of the children served in their preschool during the first 90 days of enrollment. Children who score low will be referred to the Applebank Assessment Team for further evaluation and possible referrals.	Complete	1/7/2021 by FunderAdmin	Re-sync Download

In the far right column titled, “Actions,” you can download the PGP as a Record form in English or Spanish by clicking the download icon. Depending on your assigned role, you may also be able to delete the PGP in the grid by clicking on the trash can icon. *Please note that Professional Growth Advisers cannot delete the PGP.* There is also the option to re-sync the plan, as mentioned previously.

Delete the PGP

Re-sync the PGP

Download the PGP

- Download Professional Growth Plan (English)
- Download Professional Growth Plan (Spanish)

Certification of Initial Plan by Advisor

I certify that, to the best of my knowledge, the plan activities comply with state laws and regulations.

Advisor's Name: Josef Koy
Date: 08/20/2021

Signature:  x

For field 21 titled “Verification of Completion,” click the blue “Sign” button. In the modal that appears, enter your full name, your employing agency, your daytime phone number, the date of verification, and then provide your eSignature. Click “Save” when you are done.

21. Verification of Completion

I certify that I have been this permit holder’s advisor, and that, to the best of my knowledge, the above information is accurate.

Advisor's Name _____ Advisor's Signature _____

Name of Employing Agency _____ Daytime Telephone Number _____ Date of Verification _____



Verification of Completion

I certify that I have been this permit holder’s advisor, and that, to the best of my knowledge, the above information is accurate.

Advisor's Name: Josef Koy **1**

Name of Employing Agency: Maple County USD **2**

Daytime Telephone Number: (555)289-3897 **3**

Date of Verification: 08/20/2021 **4**

Signature:  x **5**

6

4

For participating staff only:

Provide your eSignature on field 20 titled, "Verification by Credential Holder." To eSign, click the blue "Sign" button. In the modal that appears, enter the date of verification (auto-populated with today's date), and provide your eSignature. Click "Save."

20. **Verification by Credential Holder**
Under penalty of perjury, I certify that, to the best of my knowledge, the information on this form is accurate.

Permit Holder's Signature Date





Verification by Credential Holder

Under penalty of perjury, I certify that, to the best of my knowledge, the information on this form is accurate.

Date **1**
08/20/2021 

Signature **2**


3
Cancel Save

Will be auto-populated with today's date

5

Before the report is finished, you will need to provide the "Approximate Dates of Service" that the professional growth advisor has advised the staff member near the top of the report.

Professional Growth Plan
Mittie Lin
Home / Applebank USD / Staff / Mittie Lin / Professional Growth Plan

Back Download PGP Re-Sync Professional Growth Plan Status: Complete

1. Name: Lin, Mittie
Last First Middle

2. Home Address: 738 Via Montero
Number Street Apt. No.
Maple CA 91827
City State Zip

3. Daytime Phone Number: 555-515-2689 Email Address: mittie.lin@gmail.com

4. NA

5. List each credential and/or permit you hold: Expiration Date:
Master Teacher 1/11/2019
Site Supervisor 7/1/2020
Special Education 6/11/2030

6. List each professional growth advisor who has advised you.
First Advisor Carly Wheaton **Approximate Dates of Service**

Credentials/Permits Held: Master's Degree, Program Director (P012336589654)

Professional Growth Plan

Click the pencil icon. Enter the advising start date and end date and then click “Save.”

6. List each professional growth advisor who has advised you.

Advisor Name Carly Wheaton **Approximate Dates of Service** 

Credentials/Permits Held Masters Degree, Program Director (#012336589654)



Update Approximate Dates of Service

Advising Start Date **1**

09/01/2020 

Advising End Date **2**

01/04/2021 

3

Cancel Save

6 Once all fields have been completed, you can download the Professional Growth Plan with the signatures. For more detailed instructions on all the downloads available, please refer to the instruction sheet titled, “[Download Options for Professional Growth Plan.](#)”

Professional Growth Plan

Mittie Lin

Home / Applebank USD / Staff / Mittie Lin / Professional Growth Plan

← Back **Download PGP**  Sync Professional Growth Plan **Status: Complete** 

Download Professional Growth Plan (English)

Download Professional Growth Plan (Spanish)

1. Name: Mittie

2. Home Address: 738 Via Montero

Number	Street	Apt. N
Maple	CA	9182



