

# QUEEN ANNE'S COUNTY PUBLIC SCHOOLS PROFESSIONAL DEVELOPMENT PLAN

All professional educators employed by Queen Anne's County Public Schools must submit a Professional Development Plan (PDP) prior to the renewal of each certificate. The purpose of the plan is to outline professional growth and development efforts. The plan should be developed in collaboration with your Principal or Supervisor. Once the plan is complete with signatures, please forward a copy to the Certification Specialist in Human Resources and retain a copy for your records. Your PDP may be revised at any time as goals change.

Name: \_\_\_\_\_ Employee ID #: \_\_\_\_\_

Current Position: \_\_\_\_\_ Highest Degree: \_\_\_\_\_

New Certificate Type:  SPC I  SPC II  APC Validity Dates: \_\_\_\_\_ to \_\_\_\_\_

## STEP 1: DEFINE PROFESSIONAL DEVELOPMENT GOALS

My goal is to complete the basic requirements for recertification and...

  
  
  
  
  
  
  
  
  
  

## STEP 2: PROPOSED ACTIVITIES TO MEET MY GOALS

LIST ACTIVITIES OR COURSES YOU PLAN TO DO OVER THE NEXT FIVE YEARS TO RENEW YOUR CERTIFICATE.  
DO NOT LIST THINGS YOU HAVE ALREADY COMPLETED.

Course/Workshop Name or Approved Activity Description	Location of Activity	Date when you plan to complete the course/activity	# of Credits	Type of Credit: Undergrad, Graduate, MSDE CPD or QACPS APC credit
Activity ex.: School Improvement Team	School	2015-2016	1	APC Credit
Course ex: Cooperative Discipline	RTC/Gratz College	Summer 2016	3	Graduate credit

If more room is needed please continue listing activities or courses on a separate sheet.

**Developed by:**  
Employee Signature: \_\_\_\_\_  
Department/School: \_\_\_\_\_  
Date: \_\_\_\_\_

**Approved by:**  
Administrator's Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_