

## INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN

All educators are required to develop an IPDP that describes his/her goals and anticipated strategies for accomplishing those goals. The plan shall be based on the needs of the educator, and be congruent with the school and district plan for professional development and the needs of the students. (ORC 3301-24-08 2b) Educators with renewable certificates must submit their IPDP to the LPDC prior to beginning any coursework or professional development.

In addition to being consistent with established professional goals, the professional development activities chosen should be research-based and/or proven in practice, be relevant to the work assignment and compatible with other practices that are currently or will be in use.

### Writing Your Professional Development Goal

- When writing your goals, remember that **you are the student** in this plan. Avoid language that talks about how the goal will affect the students directly or that involves student actions.
- The IPDP goal should contain a verb that relates to learning. Use language such as: **I will explore...; I will investigate...; I will research...; I will study...; I will gain knowledge.**
- The IPDP goal should cite an area of knowledge to be learned. Examples include: I will explore **alternative assessment**; I will study **problem based learning**; I will become familiar with **Internet research**.
- The IPDP may include a rationale for the goal. Examples include: I will explore alternative assessment **to help improve math achievement**. I will study problem based learning **to deepen understanding in science**. I will become familiar with Internet research **to help improve language arts instruction**.
- The IPDP must have a Catholic Identity goal and must be aligned with at least one school goal. Educators are encouraged to have 2-3 goals. Do not limit yourself to only one type of professional development by having only one goal.
- The importance of the IPDP is increased due to the fact that the LPDC must verify that the hours and CEUs match the educator's IPDP.
- Goals may be used over several years. You may update or revise your IPDP more often as your goals are accomplished or changed.

**Action Plan**

This section describes how you will achieve the goal. It is an action plan of activities that you will complete. See samples below.

- I will attend workshops, conferences, in-services, and seminars.
- I will begin/complete a Master's program at an accredited university.
- I will complete the requirements for the National Board Certification.
- I will present information to colleagues at a workshop or an in-service session.
- I will take graduate courses and/or attend workshops and conferences related to my professional goals and my current teaching assignments.
- I will continue training as a mentor and serve as a mentor to entry year teachers.
- I will serve on a diocesan, school, local, or state educational committee.

**Implementation – Professional Development**

This section is a list of the professional development activities that you completed toward the goal. List the dates of the activity, the name of the activity and the number of CEUS or semester/quarter hours of college work.

**Reflection**

The reflection tells about what you have learned and how this learning has enhanced your teaching or administrative work in the school. This section requires sentences.

The principal and the LPDC will review IPDPs based on the following criteria.

The IPDP must:

- Have a Catholic Identity or faith-based goal
- Align with at least one school goal
- Be written in terms of teacher outcomes
- Be relevant to the current position or future licensure

The Approved Professional Development Options for educators in the Archdiocese of Cincinnati are found on the website [www.CatholicCincinnati.org/schools](http://www.CatholicCincinnati.org/schools) under Forms for Professional Development. These are the only activities, approved at this time, which may be used to renew certificates or licenses.

The Approved Professional Development Options can also be found in the CEUs section of this manual.