

Professional Development Plan User Guide

The Professional Development Plan (PD Plan or plan) is where you can create goals and select Professional Development to meet your goals. You can view and edit your plan through your profile, and your program administrator can view and add to your plan via their Organization Dashboard.

Contents

Accessing the Professional Development Plan.....	2
Features of the Professional Development Plan	4
How to Build a Professional Development Plan	5
Adding Additional Years	8
Saving Your Goals	10
Next Steps	12

Accessing the Professional Development Plan

The Professional Development (PD) Plan is available in the Professional Development section of an Ohio Professional Registry profile.

1. Log in to your Ohio Professional Registry (OPR) profile or create one by using this [Create Profile User Guide](#).
2. Click on Professional Development

Sample Profile
OPIN: 1135-1809

Career Pathways Level
Assessed As:
Previous 06/30/2021: 1 2 3 4 5 6
Current 07/15/2022: 1 2 3 4 5 6

Professional Development Certificate
Assessed As:
Previous 06/30/2021: 1 2 3
Current 07/15/2022: 1 2 3

Find Training

Account Applications Credentials Education Employment **Professional Development** Reports Upcoming Trainings

Professional Development Plan + Add Training

Training	Hours	Instructor	Date	Status	Approvals	Actions
				All		

3. Click on Professional Development Plan

Sample Profile
OPIN: 1135-1809

Career Pathways Level
Assessed As:
Previous 06/30/2021: 1 2 3 4 5 6
Current 07/15/2022: 1 2 3 4 5 6

Professional Development Certificate
Assessed As:
Previous 06/30/2021: 1 2 3
Current 07/15/2022: 1 2 3

Find Training

Account Applications Credentials Education Employment Professional Development Reports Upcoming Trainings

Professional Development Plan + Add Training

Training	Hours	Instructor	Date	Status	Approvals	Actions
				All		

4. Click Begin Planning

Sample Profile

OPIN: 1135-1809

Career Pathways Level

Assessed As:

CPL 2

Previous 06/30/2021

1 2 3 4 5 6

Current 07/15/2022

1 2 3 4 5 6

Professional Development Certificate

Assessed As:

Tier 0

Previous 06/30/2021

1 2 3

Current 07/15/2022

1 2 3

Find Training

Account Applications Credentials Education Employment Professional Development Reports Upcoming Trainings

Professional Development Plan

Name: Sample Profile	Start Date: 2022/06/26	Last Modified Date: N/A
Employer: TEst - 9999999	Primary Role: Assistant Teacher	Age Group(s): toddler

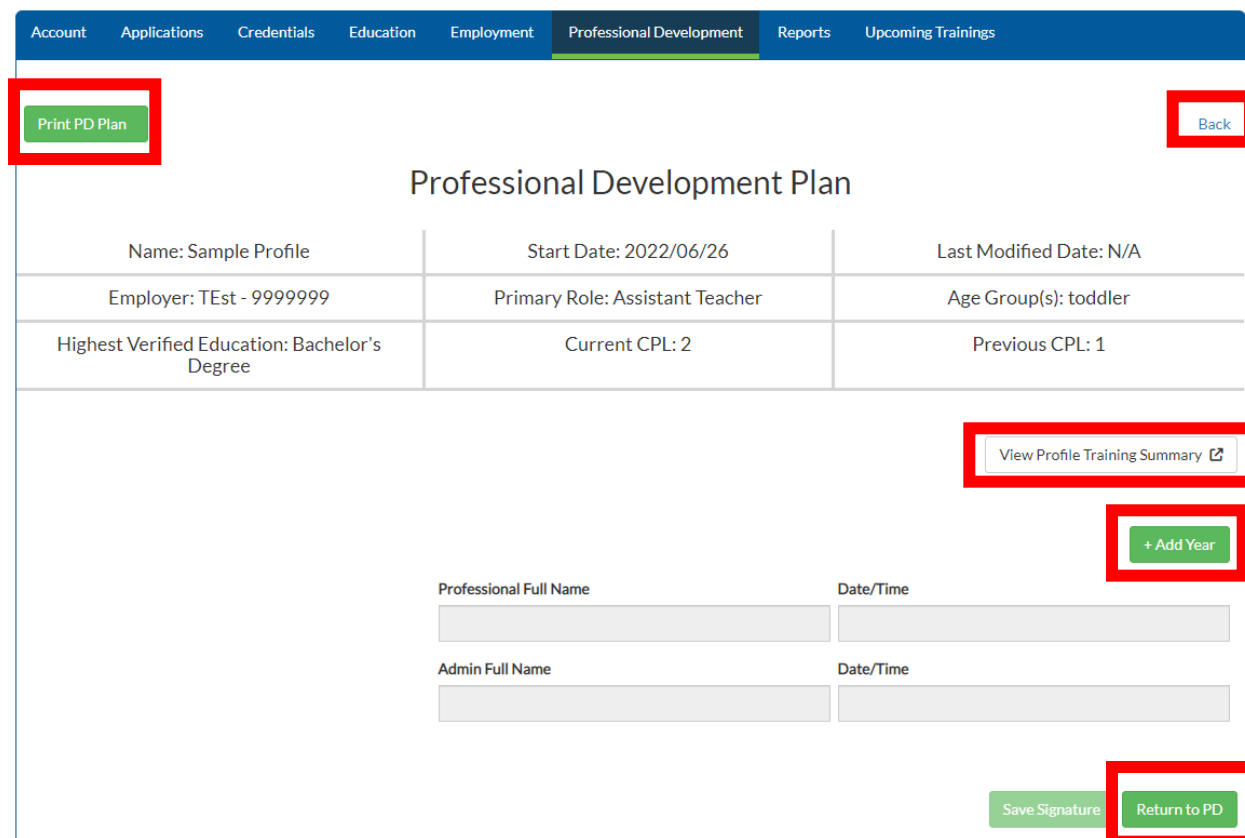
This is your Professional Development Plan where you can create goals and select Professional Development to meet your goals. You can view and edit your plan here through your profile, and your program administrator can view and add to your plan via their Organization Dashboard. Click 'Go to Plan' to select which Professional Development to create.

Cancel

Begin Planning

Features of the Professional Development Plan

The information at the top of your plan is populated from your profile. The plan is equipped with the following features:



The screenshot shows the 'Professional Development Plan' page. At the top is a navigation bar with links: Account, Applications, Credentials, Education, Employment, Professional Development (active), Reports, and Upcoming Trainings. Below the navigation bar, on the left, is a green button labeled 'Print PD Plan'. On the right is a green button labeled 'Back'. The main content area is titled 'Professional Development Plan' and contains a table with the following information:

Name: Sample Profile	Start Date: 2022/06/26	Last Modified Date: N/A
Employer: TEst - 9999999	Primary Role: Assistant Teacher	Age Group(s): toddler
Highest Verified Education: Bachelor's Degree	Current CPL: 2	Previous CPL: 1

Below the table, on the right, is a green button labeled 'View Profile Training Summary' with an external link icon. Below that is a green button labeled '+ Add Year'. In the center, there are two sets of input fields: 'Professional Full Name' and 'Date/Time', followed by 'Admin Full Name' and 'Date/Time'. At the bottom right, there are two green buttons: 'Save Signature' and 'Return to PD'.

- Print PD Plan – Provides a printable view of your plan that can be downloaded or printed
- Back – Returns you to the previous page
- View Profile Training Summary – Opens your Profile Training Summary report
- +Add Year – Opens the fillable portion of your plan. This is where you will add your goals and action steps Year by Year
- Return to PD – Returns you to the Professional Development section of your profile

Begin Planning

You will select the plan that corresponds to your employment type. There are two types of PD Plan treks:

- The Professional Development Plan
- The Professional Development Plan for Home Visitor or a Home Visitor Supervisor.

How to Build a Professional Development Plan

1. Click Create a Professional Development Plan

Sample Profile

OPIN: 1135-1809

Career Pathways Level

Assessed As:

Previous 06/30/2021 1 2 3 4 5 6

Current 07/15/2022 1 2 3 4 5 6 ⓘ

CPL 2

Professional Development Certificate

Assessed As:

Previous 06/30/2021 1 2 3

Current 07/15/2022 1 2 3 ⓘ

Tier 0

[Find Training](#)

Account Applications Credentials Education Employment **Professional Development** Reports Upcoming Trainings

[Back](#)

Begin Planning

Create a Professional Development Plan

- Create goals, select applicable PD Events (trainings) and easily track progress within your OPR profile.

I am a Home Visitor or a Home Visitor Supervisor

- Create a Professional Development Plan specific to being a Home Visitor or Home Visitor Supervisor.

2. Click +Add Year

Sample Profile

OPIN: 1135-1809

Assessed As:



Previous
06/30/2021
1 2 3 4 5 6
Current
07/15/2022
1 2 3 4 5 6

Assessed As:



Previous
06/30/2021
1 2 3
Current
07/15/2022
1 2 3

Find Training

Account
Applications
Credentials
Education
Employment
Professional Development
Reports
Upcoming Trainings

Print PD Plan
Back

Professional Development Plan

Name: Sample Profile	Start Date: 2022/06/26	Last Modified Date: N/A
Employer: TEst - 9999999	Primary Role: Assistant Teacher	Age Group(s): toddler
Highest Verified Education: Bachelor's Degree	Current CPL: 2	Previous CPL: 1

View Profile Training Summary

+ Add Year

Professional Full Name	Date/Time
Admin Full Name	Date/Time

Save Signature
Return to PD

3. In the text boxes, enter information to build your PD Plan.

Year 1
Delete Year

Individualized Performance Goal (required for all star rating levels)

☐ Goal Complete

Annual Professional Development Performance Goal
Type in this field an annual professional development performance goal

Timeline
Type in this field the timeline to accomplish the goal

Action Steps Needed to Support Professional Development Performance Goal
Type in this field all action steps to support Professional Development Performance Goal.

+ Select Professional Development

+ Add 3-5 star goal requirements
+ Add 4-5 star goal requirements
Save

4. Click +Select Professional Development to access Professional Development events that are Verified or Registered in the Professional Development section of your profile. Selecting Professional Development is not required.

Year 1
Delete Year

Individualized Performance Goal (required for all star rating levels)

☐ Goal Complete

Annual Professional Development Performance Goal
Type in this field an annual professional development performance goal

Timeline
Type in this field the timeline to accomplish the goal

Action Steps Needed to Support Professional Development Performance Goal
Type in this field all action steps to support Professional Development Performance Goal.

+ Select Professional Development

5. Then click a title to add it to your plan.

Professional Development Name	Date Completed	Verified & Registered PD hours
<div> <div>Select Professional Development</div> <div> <div>+ Child Development Training 1</div> <div>+ Administrative training</div> <div>+ Trauma Informed Training</div> <div>+ Social Emotional Development</div> </div> </div> <div> <div>2022-07-10</div> <div>2021-12-28</div> <div>2021-07-02</div> <div>2020-03-03</div> </div> <div> <div>4 hrs</div> <div>2 hrs</div> <div>3 hrs</div> <div>10 hrs</div> </div> <div>×</div>		

Adding Additional Years

Year 1

Delete Year

Individualized Performance Goal (required for all star rating levels)

☐ Goal Complete

Annual Professional Development Performance Goal

Type in this field an annual professional development performance goal

Timeline

Type in this field the timeline to accomplish the goal

Action Steps Needed to Support Professional Development Performance Goal

Type in this field all action steps to support Professional Development Performance Goal.

Professional Development Name	Date Completed	Verified & Registered PD hours
+ Child Development Training 1	2022-07-10	4 hrs
+ Select Professional Development		

+ Add 3-5 star goal requirements

+ Add 4-5 star goal requirements

Save

Clicking Add 3–5-star goal requirements opens text boxes to add additional goals based on the Formal Observation:

Goal Based on the Formal Observation (3-5 star)

☐ Goal Complete

Performance Goal

Timeline

Action Steps Needed to Support Professional Development Performance Goal

Select Professional Development

+ Add 4-5 star goal requirements

Save

Clicking +Add 4–5-star goal requirements opens text boxes to add additional goals based on the Classroom Self-Assessment:

Goal Based on the Results of the Classroom Self-Assessment (4-5 star)

☐ Goal Complete

Performance Goal

Timeline

Action Steps Needed to Support Professional Development Performance Goal

Select Professional Development

+ Add 3-5 star goal requirements

Save


3. Type your name in the Professional Full Name

Professional Development Name Child Development Training 1	Date Completed 2022-07-10	Verified & Registered PD hours 4 hrs
+ Add 3-5 star goal requirements + Add 4-5 star goal requirements		Save
		+ Add Year
Professional Full Name <input type="text"/>	Date/Time	
	Date/Time	
		Save Signature Return to PD

4. Click Save Signature

		+ Add Year
Professional Full Name <input type="text"/> Sample Profile	Date/Time	
Admin Full Name <input type="text"/>	Date/Time	
		Save Signature Return to PD

5. Clicking Save Signature will prompt the Signature Saved message. Carefully read the message, then click Close.


RESOURCES
0 - ITEMS
SAMPLE PROFILE

Signature Saved!

You have successfully completed your Professional Development Plan. To make any changes, please select the Edit button above. Note: The saved plan will be visible and editable for the program administrator via the Organization Dashboard.

[Close](#)

Individualized Performance Goal
☐ Goal Complete
Annual Professional Development Performance Goal
 Type in this field an annual professional development goal.
Action Steps Needed to Support Professional Development Performance Goal
 Type in this field all action steps to support Professional Development Performance Goal.

6. The plan now displays your electronic signature with a Date/Time stamp. You have the option to +Add Year or Return to PD.

Individualized Performance Goal (required for all star rating levels)

☐ Goal Complete

Annual Professional Development Performance Goal

Type in this field an annual professional development performance goal

Timeline

Type in this field the timeline to accomplish the goal

Action Steps Needed to Support Professional Development Performance Goal

Type in this field all action steps to support Professional Development Performance Goal.

Professional Development Name	Date Completed	Verified & Registered PD hours
<div>Child Development Training 1</div> <div> <div>+ Add 3-5 star goal requirements</div> <div>+ Add 4-5 star goal requirements</div> </div>	2022-07-10	4 hrs
<div>Save</div>		

Professional Full Name

Sample Profile

Date/Time

2022/07/18 9:15:45 AM

Admin Full Name

Date/Time

+ Add Year

Save Signature

Return to PD

Next Steps

Once your goal is saved and signature is added, your program administrator can review, edit, and sign your Professional Development Plan in their Organization Dashboard.