

# Home Visiting Professional Development Plan User Guide

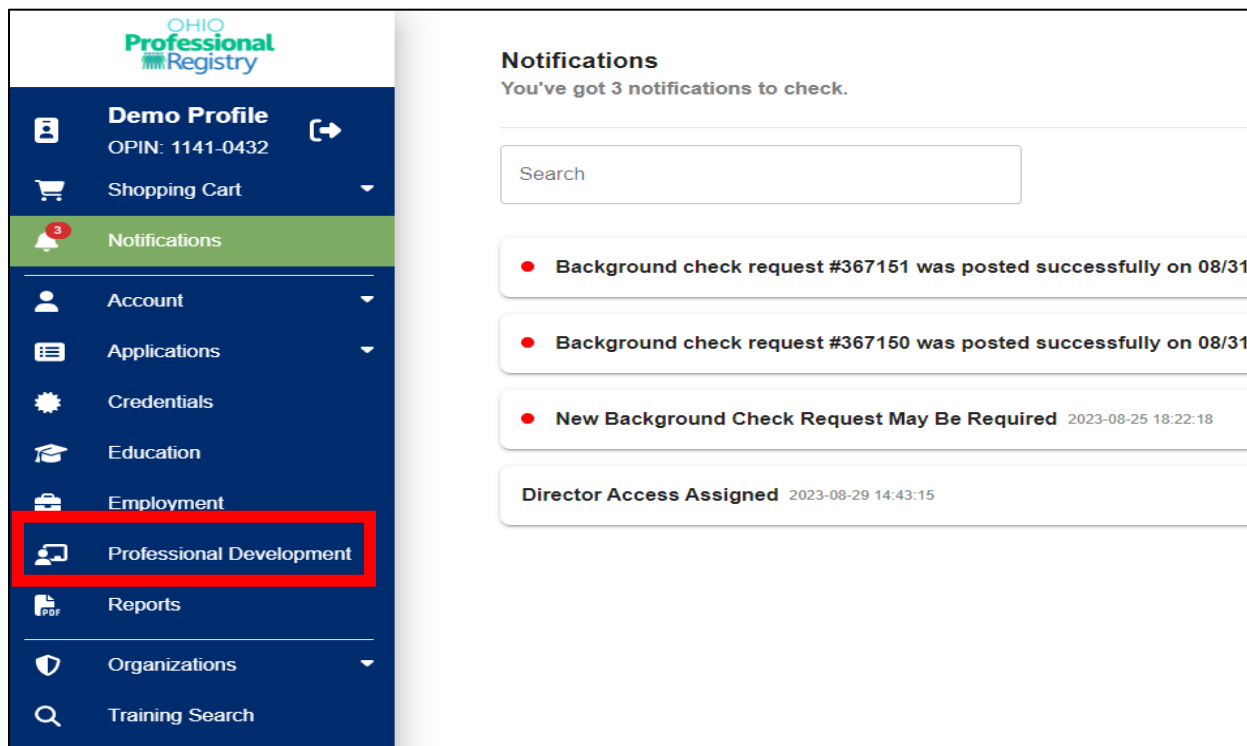
The Professional Development Plan (PD Plan or plan) is where you can create goals and select Professional Development to meet your goals. You can view and edit your plan through your profile, and your program administrator can view and add to your plan via their Organization Dashboard.

## Accessing the Professional Development Plan

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

Sign in to your Ohio Professional Registry (OPR) profile. If you do not already have an OPR profile, and need assistance with creating one, view our [Create OPR Profile Resources](#) webpage for additional details. Do not create duplicate profiles.

1. Click on Professional Development



The screenshot displays the Ohio Professional Registry user interface. On the left is a dark blue navigation sidebar with the following menu items: Demo Profile (OPIN: 1141-0432), Shopping Cart, Notifications (with a red badge showing '3'), Account, Applications, Credentials, Education, Employment, Professional Development (highlighted with a red rectangular box), Reports, Organizations, and Training Search. The main content area on the right is titled 'Notifications' and states 'You've got 3 notifications to check.' Below this is a search bar and a list of three notifications: 'Background check request #367151 was posted successfully on 08/31', 'Background check request #367150 was posted successfully on 08/31', and 'New Background Check Request May Be Required' (dated 2023-08-25 18:22:18). At the bottom of the notification list is 'Director Access Assigned' (dated 2023-08-29 14:43:15).

2. Click on Professional Development Plan

The screenshot shows the 'Professional Development' section of the OHIO Professional Registry. A navigation menu on the left includes options like 'Demo Profile', 'Shopping Cart', 'Notifications', 'Account', 'Applications', 'Credentials', 'Education', 'Employment', and 'Professional Development'. The main content area has a search bar and a table with columns: Training, Hours, Date, Instructor, Status, Approvals, and Actions. The table is currently empty, showing 'No rows'. At the bottom right of the table area, it says 'Rows per page: 10' and '0-0 of 0'. In the top right corner, there are three buttons: 'Home Visiting Self Assessment', 'Professional Development Plan' (highlighted with a red box), and '+ Add Training'.

3. Click Begin Planning

The screenshot shows the 'Professional Development Plan' form. It contains the following information:

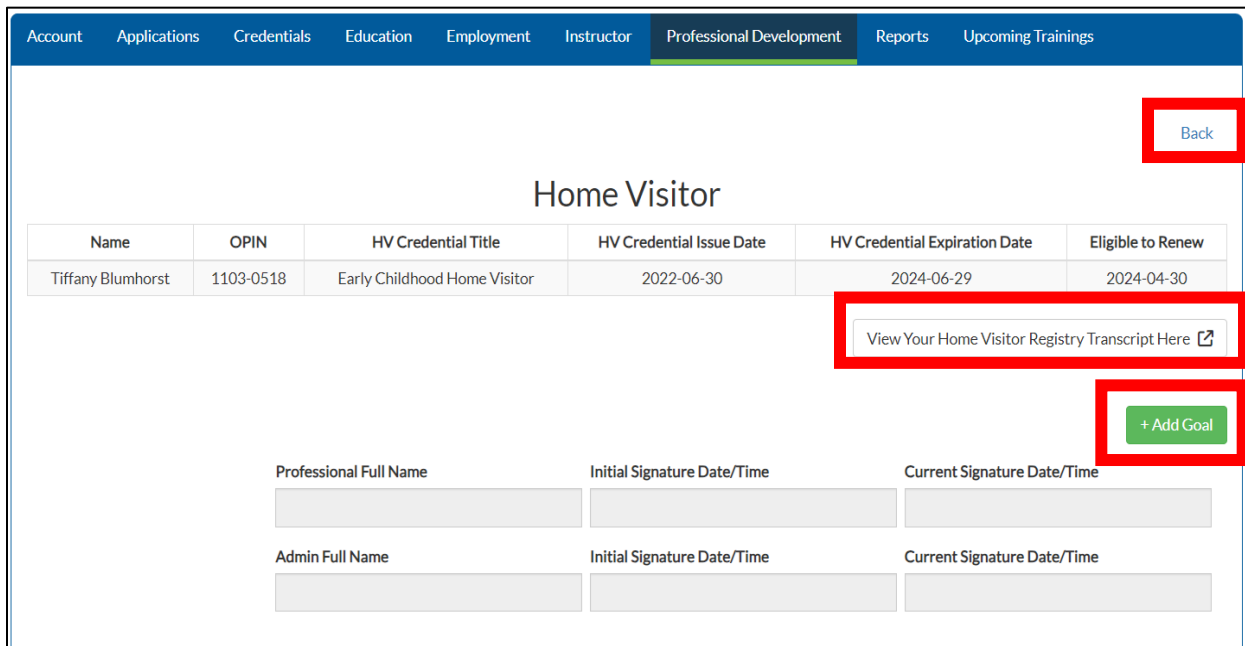
Name: Sample Profile	Start Date: 2022/06/26	Last Modified Date: N/A
Employer: TEst - 9999999	Primary Role: Assistant Teacher	Age Group(s): toddler

Below the table, there is a paragraph of text: "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."

At the bottom right, there are two buttons: 'Cancel' and 'Begin Planning' (highlighted with a red box).

## 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 a web interface with a blue navigation bar at the top containing the following tabs: Account, Applications, Credentials, Education, Employment, Instructor, Professional Development (highlighted), Reports, and Upcoming Trainings. Below the navigation bar, the page title is "Home Visitor". A table displays the following data:

Name	OPIN	HV Credential Title	HV Credential Issue Date	HV Credential Expiration Date	Eligible to Renew
Tiffany Blumhorst	1103-0518	Early Childhood Home Visitor	2022-06-30	2024-06-29	2024-04-30

Below the table, there are several interactive elements:

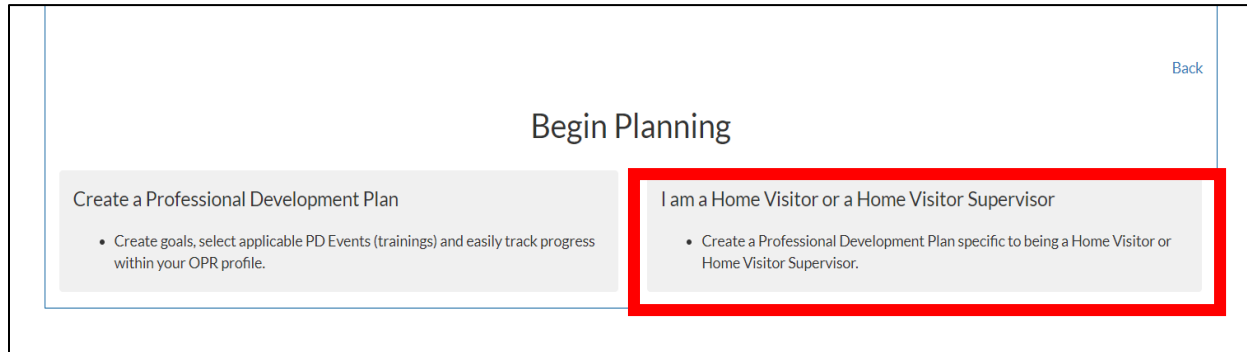
- A "Back" button in the top right corner.
- A button labeled "View Your Home Visitor Registry Transcript Here" with an external link icon.
- A green "+ Add Goal" button.
- Two rows of input fields for signatures:
  - Professional Full Name, Initial Signature Date/Time, Current Signature Date/Time
  - Admin Full Name, Initial Signature Date/Time, Current Signature Date/Time

- Back – Returns you to the previous page.
- Print PD Plan – will download a PDF record of the completed PD Plan.
- In the box you will see information about your credential pulled directly from your OPR profile including issue date, expiration and date and the date you are eligible to renew that credential in the OPR.
- View Your Home Visitor Registry Transcript Here – Opens your Home Visiting Registry Transcript.
- +Add Goal – Opens the fillable portion of your plan. This is where you will add your goals, timelines, action steps, and align any Professional Development events.

## 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.



The screenshot shows a web interface titled "Begin Planning". In the top right corner, there is a "Back" link. The main content area contains two selectable options, each with a list of bullet points. The second option, "I am a Home Visitor or a Home Visitor Supervisor", is highlighted with a red rectangular border.

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.

## How to Build a Professional Development Plan

Begin goal planning by selecting +Add Goal. Home Visiting goals can also be added directly from the Home Visiting Self-Assessment if one has been completed.

- a. Delete Goal: Allows you to delete the entire goal.
- b. Goal Complete: Allows you to visually indicate this goal has been completed. The goal does not get removed from the plan unless the professional selects 'Delete Goal'
- c. Professional Development Goal: where you list the goal you would like to work towards
- d. Timeline: the timeline to complete this goal
- e. Actions steps for this goal: list out one or more action steps needed to complete the goal.
- f. Select Professional Development (optional): you can align Professional Development to this goal if you choose. Selecting the +Professional Development button will show you all the PD events you are registered for or have completed directly from your OPR profile.
- g. Save: Clicking save will prompt you to sign your PD plan when completed and will save this goal.
- h. To add another goal, select +Add goal and repeat these steps.

Goal 1 Delete Goal

Goal Complete

<p><b>Professional Development Goal</b></p> <div style="border: 1px solid gray; padding: 5px; min-height: 20px;">Improve quality of my visits</div>	<p><b>Timeline</b></p> <div style="border: 1px solid gray; padding: 5px; min-height: 20px;">6 months</div>
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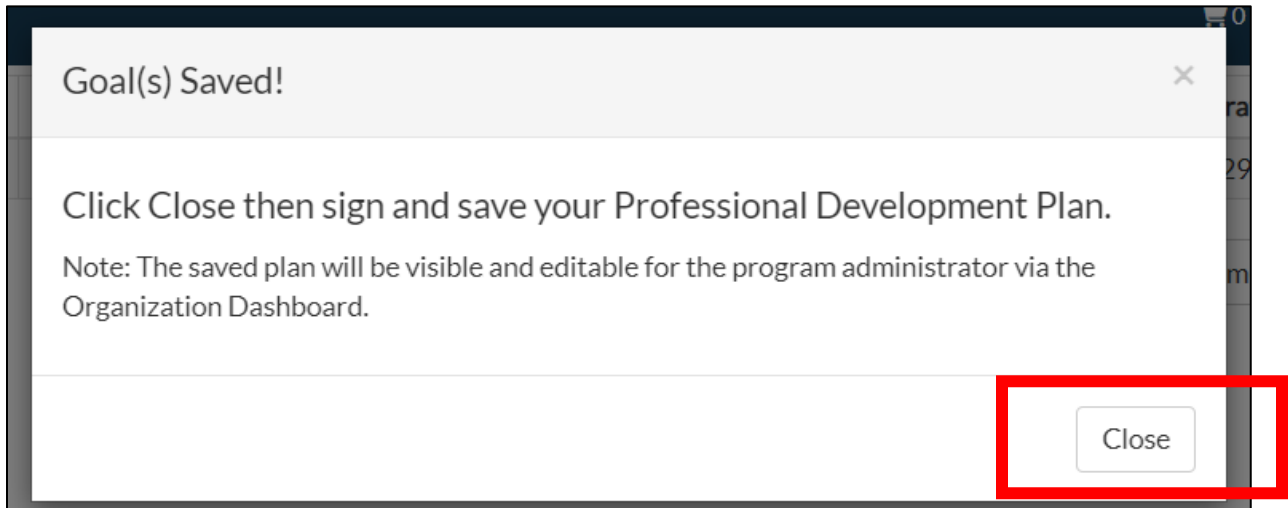
**Action Steps for this goal**

1. Complete a PD event around Quality
2. Talk with a mentor to learn additional skills.

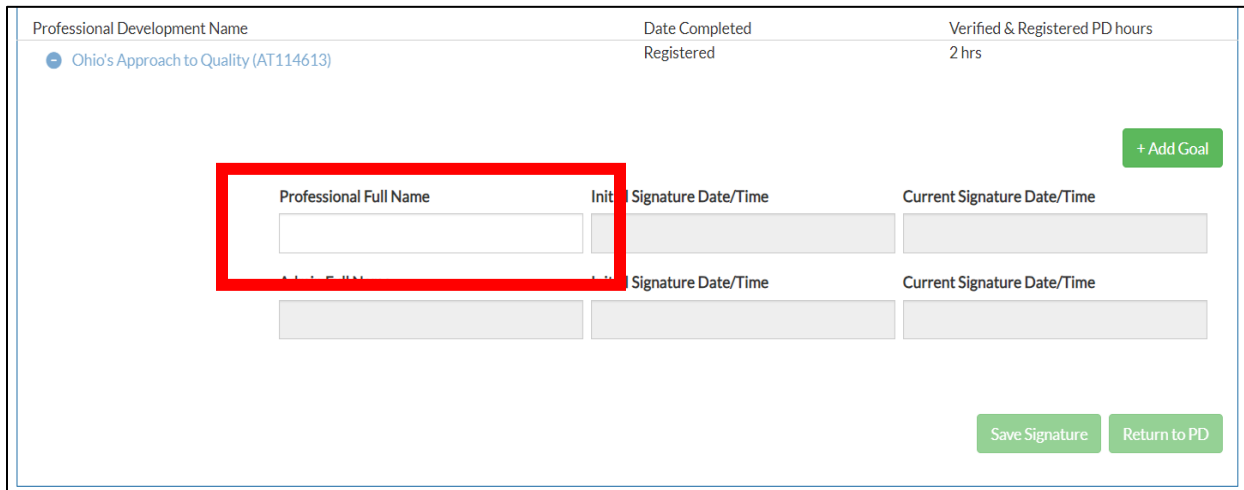
Professional Development Name	Date Completed	Verified & Registered PD hours
<span style="color: blue;">-</span> Ohio's Approach to Quality (AT114613)	Registered	2 hrs
<span style="color: blue;">+</span> Select Professional Development		

Save

Clicking Save will prompt a Goal(s) Saved message. You need to click Close.



Sign your Professional Development Plan and click Save Signature.



A screenshot of a web form for signing a Professional Development Plan. The form has a table-like structure with the following columns: "Professional Development Name", "Date Completed", and "Verified & Registered PD hours". The first row contains "Ohio's Approach to Quality (AT114613)", "Registered", and "2 hrs". Below the table, there are two rows of signature fields. Each row has four input fields: "Professional Full Name", "Initials", "Signature Date/Time", and "Current Signature Date/Time". A red rectangular box highlights the "Professional Full Name" and "Initials" fields of the first row. At the bottom right of the form, there are two buttons: "Save Signature" and "Return to PD". A "+ Add Goal" button is located at the top right of the form area.

The plan now displays your electronic signature with a Date/Time stamp. You have the options to Edit current goals, add a new Goal or Return to PD.

Goal 1 [Edit](#)

Goal Complete

Professional Development Goal	Timeline
Improve quality of my visits	6 months

**Action Steps for this goal**

1. Complete a PD event around Quality
2. Talk with a mentor to learn additional skills.

Professional Development Name	Date Completed	Verified & Registered PD hours
<span style="color: blue;">+</span> Ohio's Approach to Quality (AT114613)	Registered	2 hrs

[+ Add Goal](#)

Professional Full Name	Initial Signature Date/Time	Current Signature Date/Time
Sample Profile	2023/06/08 08:44:44 AM	2023/06/08 08:44:44 AM
<input type="text"/>	<input type="text"/>	<input type="text"/>

Admin Full Name	Initial Signature Date/Time	Current Signature Date/Time
<input type="text"/>	<input type="text"/>	<input type="text"/>

[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 Home Visiting Professional Development Plan in their Organization Dashboard.