Part 4. New Staff Detail (Continued)

Professional Development Plan

For new staff members still in their first year of employment, who have not yet met the required 30 clock hours of continuing education, please complete the Professional Development Plan. This plan is to include all upcoming continuing education hours required to meet NECPA Standards. You may use this form for existing employees who were not able to complete 24 hours of continuing education in the past accreditation year, but must provide a brief explanation regarding the delay in training.

Name of New/Existing Staff Member:

Position:

Date of Hire:

Training Topic	Type of Training (Conference, workshop, college class, public school in-service workshop, in-center training)	Date of Upcoming Training	Number of Hours
		TOTAL Number of Training Hours	

For existing/continuing staff members that were not hired within the past accreditation year: If this form is being used for an existing employee who is not a new hire has not completed 24 hours of continuing education in the past accreditation year, please explain the extenuating circumstances that prevented the staff member from meeting the NECPA continuing education requirement:

Please Note: *By submitting a Professional Development Plan, the program confirms that the staff member who has not yet completed the necessary number of training hours has provided been provided with information on the NECPA continuing education standards and requirements as described on page 6 of this report. If exact dates of training dates or courses have not yet been determined, please provide projected dates and courses/topics of interest for the staff as well as an approximation of hours for each projected training.*

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