



## CPE PROFESSIONAL DEVELOPMENT PLAN

The American Society of Professional Estimators and its Certification Program encourage Certified Professional Estimators to maintain a personal Professional Development Plan. While not a requirement of the Certification Renewal Program, a Professional Development Plan serves as an aid to ASPE Members as they participate in professional development activities. CPEs that submit a copy of their completed Professional Development Plan along with their Renewal Application, can earn 1 PDU per Renewal Cycle.

### Plan Basics

The Professional Development Plan is a written document that a CPE creates as a tool to focus, evaluate and prioritize professional development activities. The Plan can provide a number of important benefits that maximize an estimator's involvement and continuing educational activities.

When preparing to create your individual Plan, ensure your objectives are *SMART*.

- **Specific** – Objectives should specify your goal.
- **Measurable** – Goals must be measurable.
- **Achievable** – The goals set must be achievable within the time frame identified.
- **Realistic** – The goals must be realistic with the resources on-hand.
- **Time-Related** – A target date for achievement of the goals must be set.

To assist in creating your Professional Development Plan, the following worksheet has been created.

Please direct inquiries, or requests for additional information, to [Certification@ASPEnational.org](mailto:Certification@ASPEnational.org).

# CPE Professional Development Plan

Name	
Certification Number	
Certification Cycle Dates	January 1, 20____ to December 31, 20____

<b>Learning and Development Need</b> Provide a specific description of the desired goal. Example: Skills gained, knowledge acquired, topics/themes/content	<b>Type of Development</b> Example: Course, workshop, conference, volunteering, committee, membership, etc.	<b>Timescales</b> Example: End of April, to be completed in the next 6 months, over the next 1-2 years, etc.	<b>How does this foster your Career?</b>	<b>Estimated PDUs to be earned and list Category</b>

\*Add table cells/rows as needed.

When does your ASPE Chapter hold Meetings?

Where are your ASPE Chapter Meetings held?

Describe the anticipated benefits to yourself from attending your local Chapter Meetings and functions.