

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

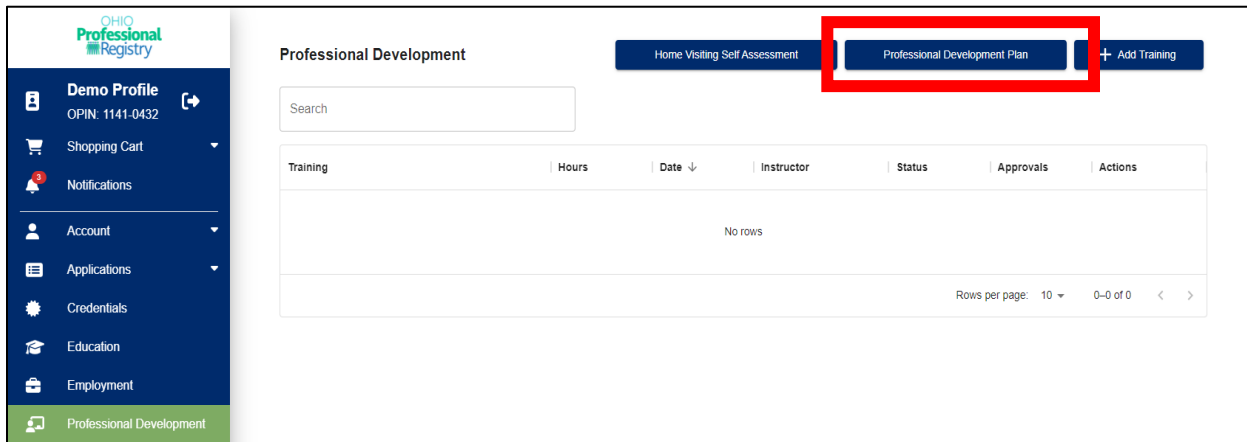
The Professional Development (PD) Plan is available in the Professional Development section of an Ohio Professional Registry profile.

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

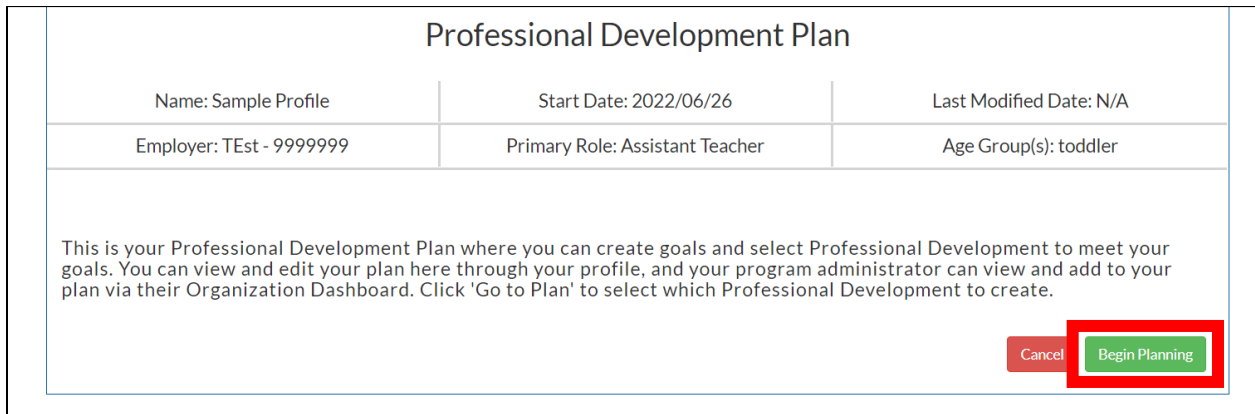
The screenshot displays the Ohio Professional Registry user interface. On the left is a dark blue navigation sidebar with the following menu items: Demo Profile (OPIN: 1141-0432), Shopping Cart, Notifications (with a red badge showing '3'), Account, Applications, Credentials, Education, Employment, Professional 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 notification items: '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. At the top right, there are three buttons: 'Home Visiting Self Assessment', 'Professional Development Plan' (highlighted with a red box), and '+ Add Training'. Below these buttons is a search bar. A table with columns for Training, Hours, Date, Instructor, Status, Approvals, and Actions is shown, but it contains no data rows. At the bottom right of the table area, it says 'Rows per page: 10' and '0-0 of 0'.

3. Click Begin Planning



The screenshot shows the 'Professional Development Plan' details page. It displays the following information:

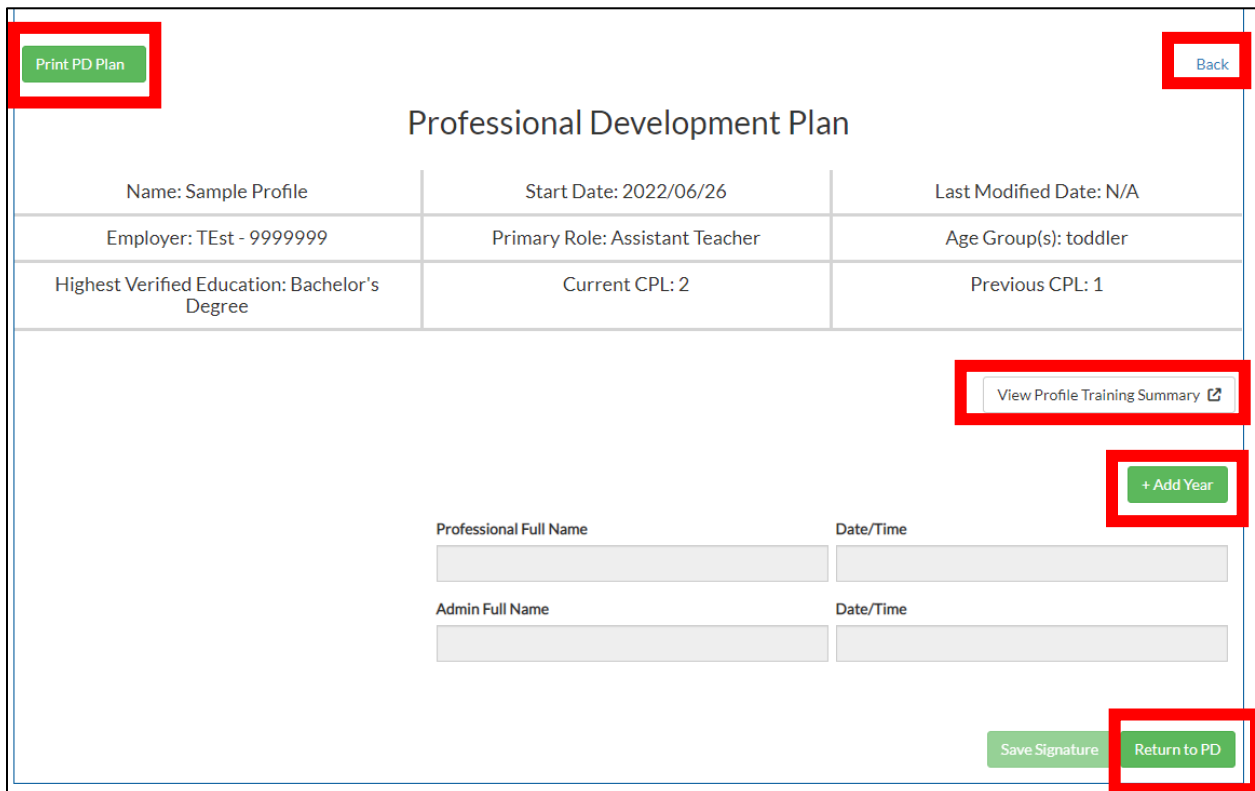
Name: Sample Profile	Start Date: 2022/06/26	Last Modified Date: N/A
Employer: TEst - 9999999	Primary Role: Assistant Teacher	Age Group(s): toddler

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 the Professional Development Plan interface. At the top left is a green button labeled "Print PD Plan". At the top right is a blue button labeled "Back". The main title is "Professional Development Plan". Below the title is a table with three columns:

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, there is a green button labeled "View Profile Training Summary" with an external link icon. To its right is a green button labeled "+ Add Year". Below these are two rows of input fields for "Professional Full Name" and "Admin Full Name", each with a "Date/Time" field. 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

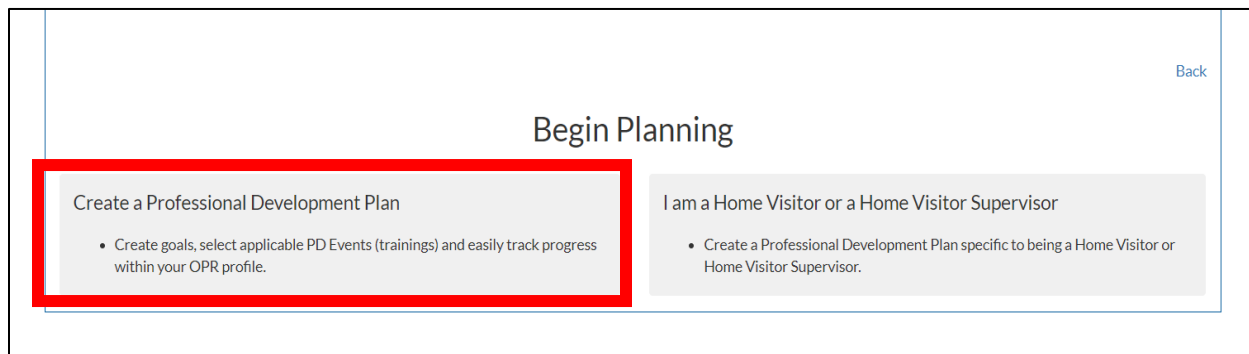
Begin Planning

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



The screenshot shows a web interface titled "Begin Planning" with a "Back" link in the top right corner. There are two main options presented in light gray boxes:

- 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.


The first option, "Create a Professional Development Plan", is highlighted with a red rectangular border.

2. Click +Add Year

[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

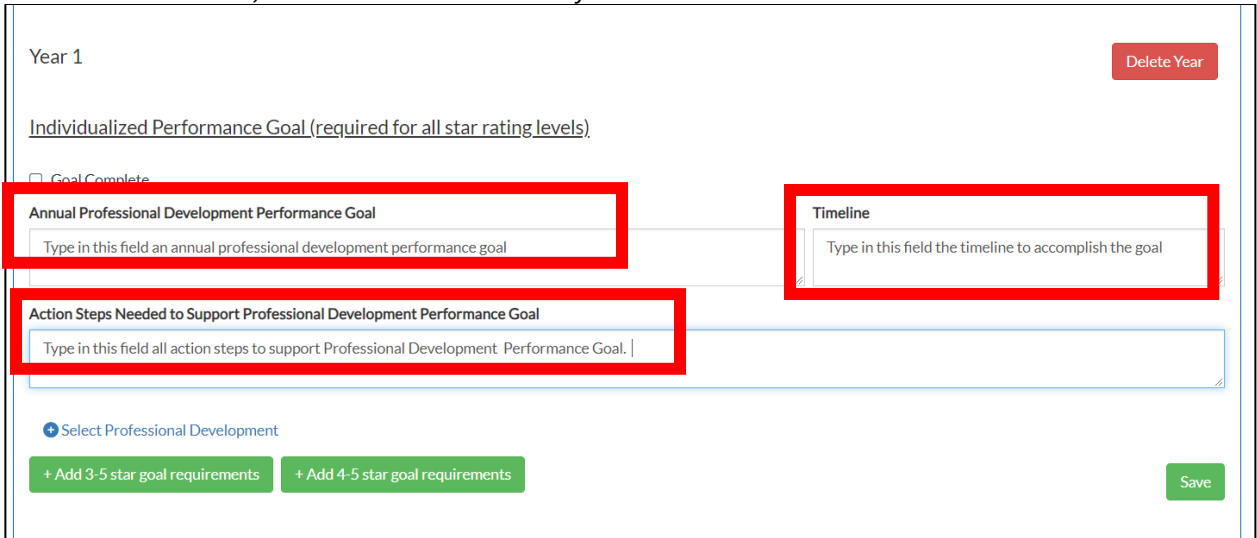
[View Profile Training Summary](#) 

[+ Add Year](#)

Professional Full Name	Date/Time
<input type="text"/>	<input type="text"/>
Admin Full Name	Date/Time
<input type="text"/>	<input type="text"/>

[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

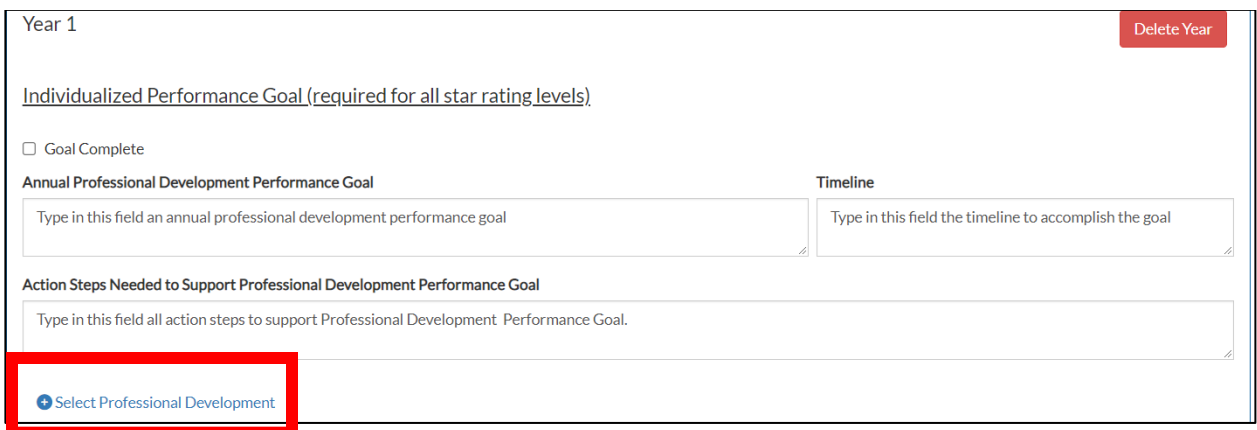
Timeline
Type in this field the timeline to accomplish the goal

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
Select Professional Development ✕		
+ Child Development Training 1	2022-07-10	4 hrs
+ Administrative training	2021-12-28	2 hrs
+ Trauma Informed Training	2021-07-02	3 hrs
+ Social Emotional Development	2020-03-03	10 hrs

Adding Additional Years

Year 1 Delete Year

Individualized Performance Goal (required for all star rating levels)

Goal Complete

Annual Professional Development Performance Goal **Timeline**

Type in this field an annual professional development performance goal

Type in this field the timeline to accomplish the goal

Action Steps Needed to Support Professional Development Performance Goal

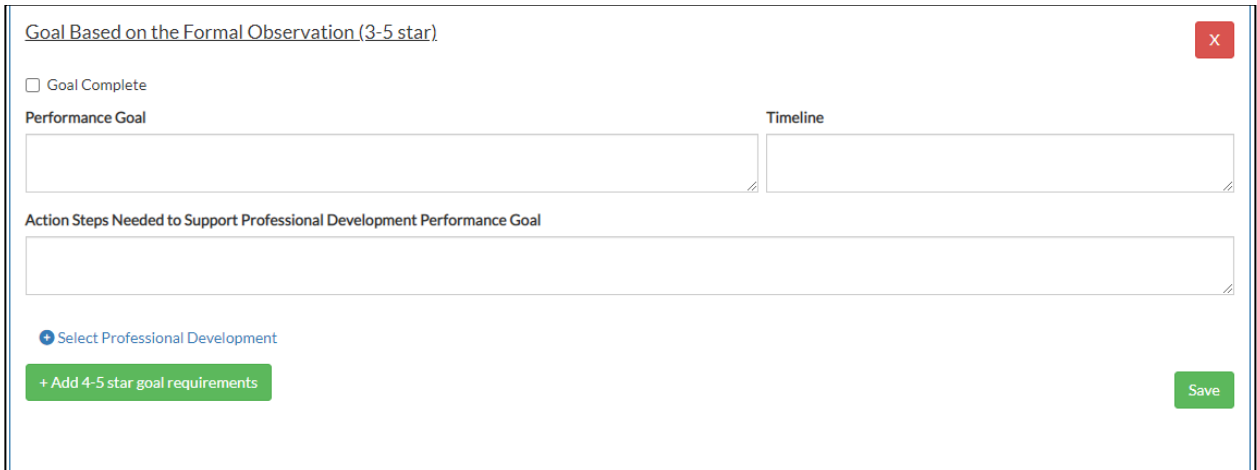
Type in this field all action steps to support Professional Development Performance Goal.

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

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

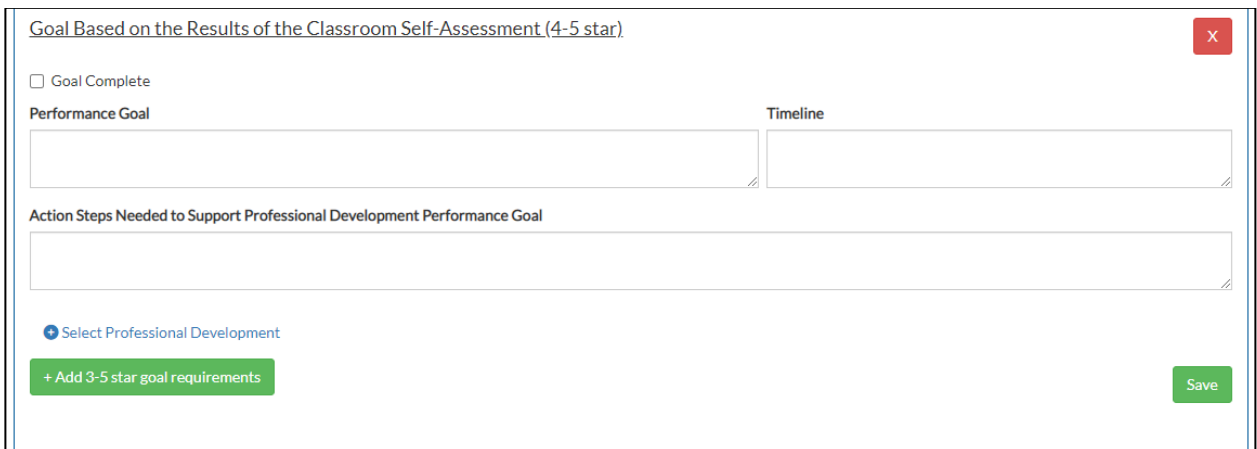
Save

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



The screenshot shows a modal window titled "Goal Based on the Formal Observation (3-5 star)". At the top right is a red close button with an 'X'. Below the title is a checkbox labeled "Goal Complete". The form is divided into two columns: "Performance Goal" and "Timeline", each with a large text input box. Below these is a larger text input box labeled "Action Steps Needed to Support Professional Development Performance Goal". At the bottom left is a blue link "Select Professional Development". At the bottom center is a green button "+ Add 4-5 star goal requirements". At the bottom right is a green button "Save".

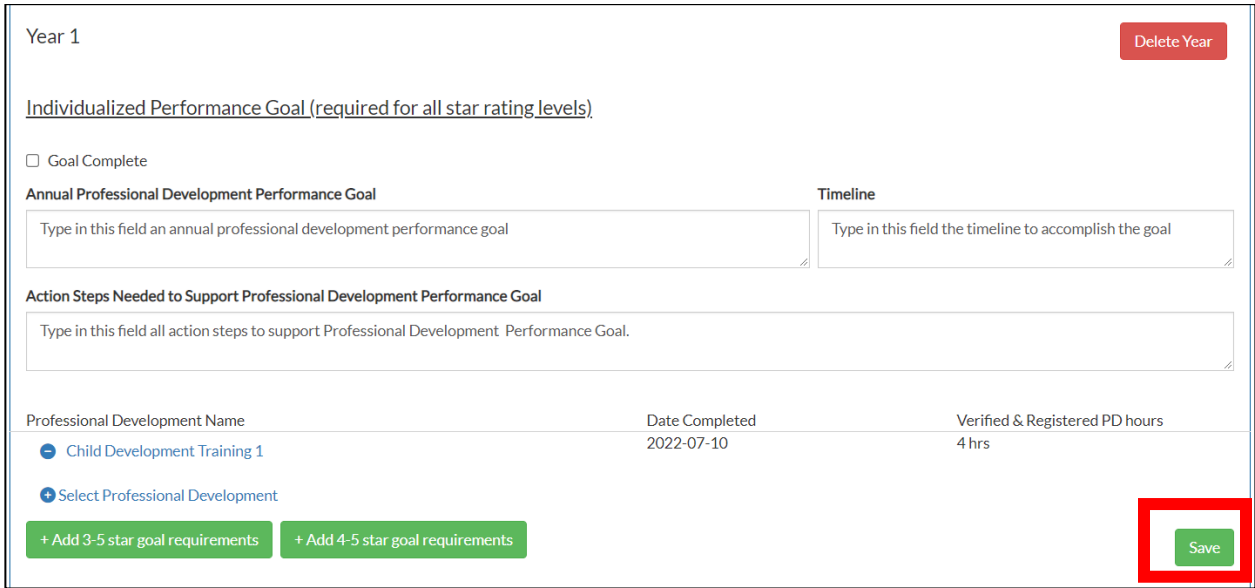
Clicking +Add 4–5-star goal requirements opens text boxes to add additional goals based on the Classroom Self-Assessment:



The screenshot shows a modal window titled "Goal Based on the Results of the Classroom Self-Assessment (4-5 star)". At the top right is a red close button with an 'X'. Below the title is a checkbox labeled "Goal Complete". The form is divided into two columns: "Performance Goal" and "Timeline", each with a large text input box. Below these is a larger text input box labeled "Action Steps Needed to Support Professional Development Performance Goal". At the bottom left is a blue link "Select Professional Development". At the bottom center is a green button "+ Add 3-5 star goal requirements". At the bottom right is a green button "Save".

Saving Your Goals

1. Click Save



Year 1 Delete Year

Individualized Performance Goal (required for all star rating levels)

Goal Complete

Annual Professional Development Performance Goal **Timeline**

Type in this field an annual professional development performance goal Type in this field the timeline to accomplish the goal

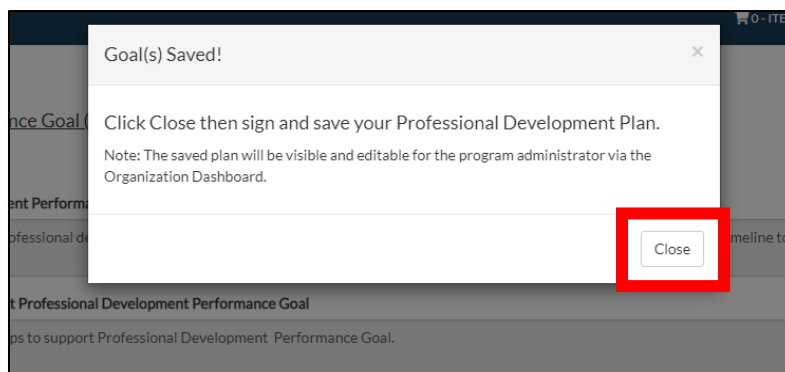
Action Steps Needed to Support Professional Development Performance Goal

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

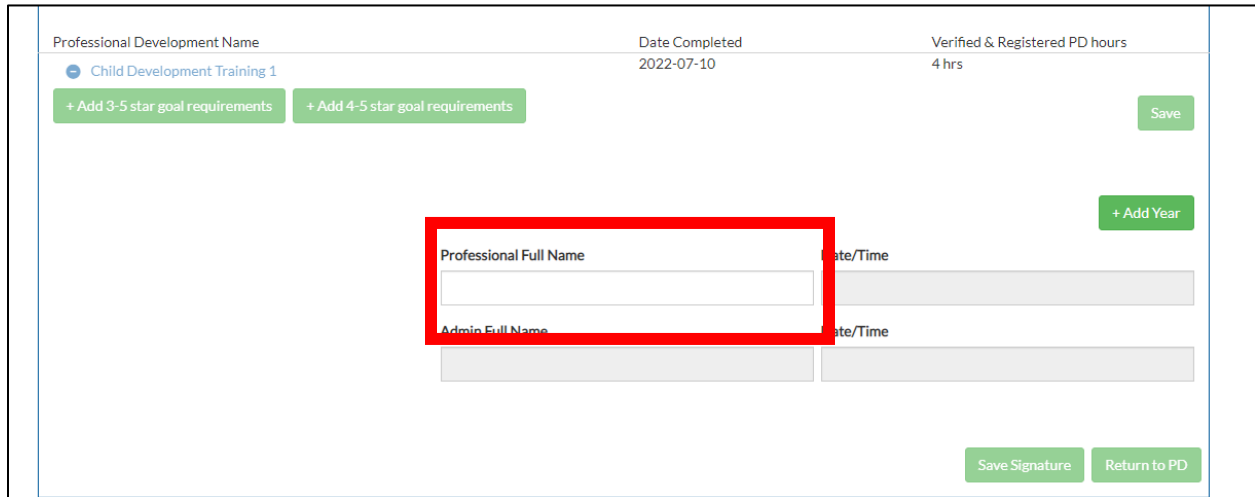
Professional Development Name	Date Completed	Verified & Registered PD hours
Child Development Training 1	2022-07-10	4 hrs

[+ Add 3-5 star goal requirements](#) [+ Add 4-5 star goal requirements](#) Save

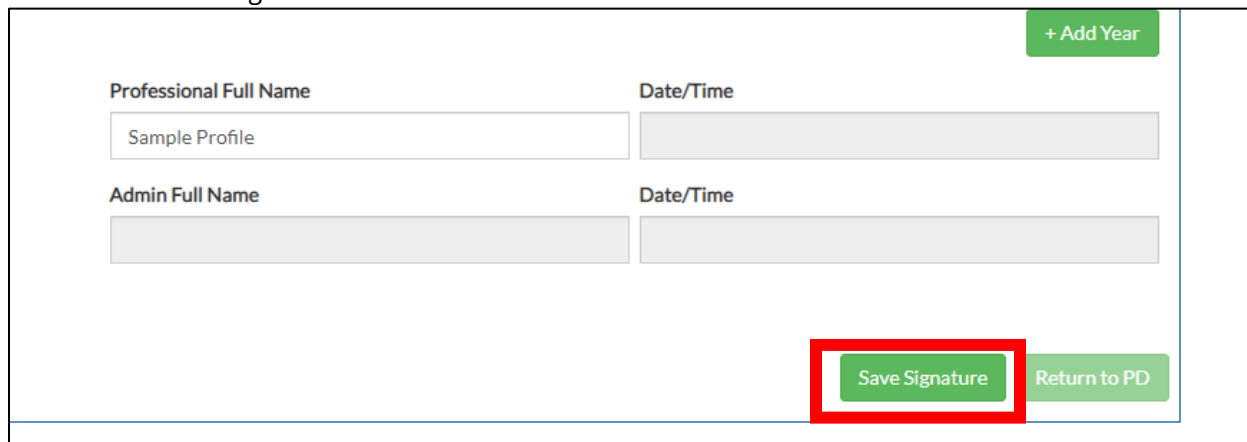
2. Clicking Save will prompt a Goal(s) Saved message. You need to click Close.



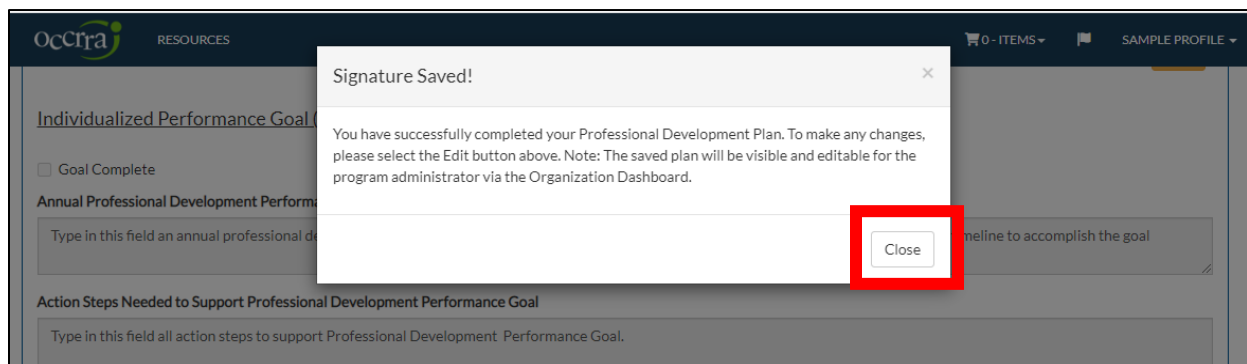
3. Type your name in the Professional Full Name



4. Click Save Signature



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



- 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 **Timeline**

Type in this field an annual professional development performance goal 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

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

+ Add Year

Professional Full Name **Date/Time**

Sample Profile 2022/07/18 9:15:45 AM

Admin Full Name **Date/Time**

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.