

Professional Development Worksheet

Child Care Centers

Please list the professional development qualifications for each staff person in your program who you count toward the staff-child ratios required to meet licensing requirements. Do not include volunteers, interns, or additional teaching assistants or aides if they are not counted toward meeting ratio requirements. ECE is Early Childhood Education, CDA is Child Development Associate, AA is Associate of Arts, AAS is Associate of Applied Science and BA is Bachelor of Arts.

| Name/Position Date of hire/Classroom name | Education (check all that apply) | Specialized training (at least 8 hours in length) | Portfolio/Training/ Professional development plan (check all that apply) |
|--|--|---|---|
| Name: Position: Date of hire: Classroom name: | <input type="checkbox"/> College coursework in ECE, with ____ (number of) credits earned <input type="checkbox"/> CDA credential <input type="checkbox"/> Montessori certificate <input type="checkbox"/> AA with ____ (number of) credits in ECE <input type="checkbox"/> AA or AAS from two-year college in ECE <input type="checkbox"/> BA with ____ (number of) credits in ECE <input type="checkbox"/> BA or higher in ECE <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Attended one specialized training in past year <input type="checkbox"/> Attended two specialized trainings, at least one of which was in past year <input type="checkbox"/> Attended three specialized trainings, at least one of which was in past year | <input type="checkbox"/> Has a current professional portfolio <input type="checkbox"/> Has aligned training with the Minnesota Core Competencies <input type="checkbox"/> Has a Professional Development Plan in effect |
| Name: Position: Date of hire: Classroom name: | <input type="checkbox"/> College coursework in ECE, with ____ (number of) credits earned <input type="checkbox"/> CDA credential <input type="checkbox"/> Montessori certificate <input type="checkbox"/> AA with ____ (number of) credits in ECE <input type="checkbox"/> AA or AAS from two-year college in ECE <input type="checkbox"/> BA with ____ (number of) credits in ECE <input type="checkbox"/> BA or higher in ECE <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Has attended one specialized training in past year <input type="checkbox"/> Has attended two specialized trainings, at least one in past year <input type="checkbox"/> Has attended three specialized trainings, at least one in past year | <input type="checkbox"/> Has a current professional portfolio <input type="checkbox"/> Has aligned training with the Minnesota Core Competencies <input type="checkbox"/> Has a Professional Development Plan in effect |
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