Guidance for Completing the 
FY 2011 Individual Professional Development Plan (IPDP)

The Individual Professional Development Plan (IPDP) is designed to help you chart a course to reach your professional development priorities selected in the self-assessment. The IPDP is a road map of what you will be doing as you attempt to increase your skills identified by the practitioners’ standards.

- **Part I:**
  - The main components of the IPDP are: **Required trainings** represent foundational skills and knowledge that all new ABLE staff members need in respect to their particular job functions. Required trainings are defined by the State ABLE Program.
  - Other trainings/activities provide expanded skills and knowledge in specialized areas of instructional, administrative or support job functions.
  - Conferences

- **Part II**
  - The Record of Accomplishments allows you to reflect on how you applied what you learned. The Record of Accomplishments should be:
    - Updated periodically or as you accomplish a goal so you can indicate significant achievements as they happen,
    - Signed jointly by you and your supervisor to reflect your goal achievements for the year, and
    - Kept at the main office of the program and available for review by the State ABLE Staff.
  - You should also maintain a copy at the program site and a personal copy of your completed Record of Accomplishments. Any professional development that is intended to improve your skills related to your ABLE position, regardless of the funding, can be tracked with this record.

You are required to engage in a minimum of two activities if you work more than seven (7) hours per week paid from ABLE funds and in a minimum of one activity if you work seven (7) hours or fewer per week paid from ABLE funds. All activities or revisions must be approved by your immediate supervisor. Examples of activities include:

- Workshops sponsored by the Ohio ABLE Resource Center Network
- Action research
- Presentations
- Conferences
- Resource Center visits
- Participation in special projects
- Local workshops supported by your Regional Resource Center
- Focus/study groups
- Coaching/mentoring
- Classroom visits and peer observations
- College classes
- Online courses
- Internet-based research
- Involvement in professional organizations
- Training offered by other educational entities
- Media packages
- Bookclubs
- Video teleconferences

Before completing your IPDP, you may want to refer to the *Professional Development Catalog* for a listing of professional development activities as well as PD requirements for new staff. If you are a new staff person, your IPDP will include required trainings, but you are also encouraged to pursue professional development needs to broaden your knowledge base.
# FY 2011 Individual Professional Development Plan (IPDP)

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<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Date Submitted</th>
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<th>Program Name</th>
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<tr>
<th>Email address</th>
<th>Number of years in ABLE</th>
<th>Number of hours per week paid by ABLE</th>
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## Part 1: Planned Individual Professional Development Activities

(Complete sections 1 – 4, as applicable.)

### 1. Required Trainings
(Please refer to the policy for listing of required trainings.)

#### 1A. Please indicate which of the following trainings you will attend.

- [ ] New Administrator Orientation (NAO)
- [ ] New Staff Orientation (NSO)
- [ ] New Teacher Orientation (NTO)
- [ ] Serving Adults with Disabilities (formerly LD 101)
- [ ] Beginning ABLELink
- [ ] ESOL Basics
- [ ] CASAS
- [ ] Introduction to Learning to Achieve (formerly LD 201)
- [ ] Technology for Point Person
- [ ] TABE 9/10
- [ ] BEST Plus
- [ ] Learning to Achieve (formerly LD 202)
- [ ] EL/Civics Online
- [ ] TABE CLAS-E

List the indicators from the Practitioners Standards being addressed (include number, e.g., 1.1.3):

### 2. Other Trainings/Activities

#### 2A. List the indicators from the Practitioners Standards being addressed (include number, e.g., 1.1.3):

<table>
<thead>
<tr>
<th>Proposed Activities</th>
<th>Timeline</th>
<th>Provider</th>
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#### 2B. List the indicators from the Practitioners Standards being addressed (include number, e.g., 1.1.3):

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### 3. Conferences
(Please refer to the policy for eligibility for conferences.)

#### 3A. List the indicators from the Practitioners Standards being addressed (include number, e.g., 1.1.3):

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<thead>
<tr>
<th>State:</th>
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<tbody>
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<td>OAACE</td>
<td>COABE</td>
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<td>Other</td>
<td>Other</td>
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<td>Ohio ACTE</td>
<td>TESOL</td>
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<td>Ohio TESOL</td>
<td>ProLiteracy</td>
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IPDP for FY 2011 revised 6/14/2010
4. College Course  (Please refer to the policy for eligibility for college courses.)

4A. List the indicators from the Practitioners Standards being addressed (include number, e.g., 1.1.3):

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Employee Signature

Immediate Supervisor’s Signature

Date

Date

Copies needed for:
- Supervisor
- Staff Member
- OBR

Part 2: Record of Accomplishments for FY 2011

The Record of Accomplishments allows you to reflect on how you applied what you learned. The Record of Accomplishments should be:
- Updated periodically or as you accomplish a goal so you can indicate significant achievements as they happen,
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<th>Documentation of Impact (How you applied what you learned)</th>
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Employee Signature: ____________________________  Immediate Supervisor's Signature: ____________________________

Date: ____________________________  Date: ____________________________

Copies needed for: Personnel File; Staff Member