

## HOW TO COMPLETE THE SELF-ASSESSMENT AND PROFESSIONAL DEVELOPMENT PLAN

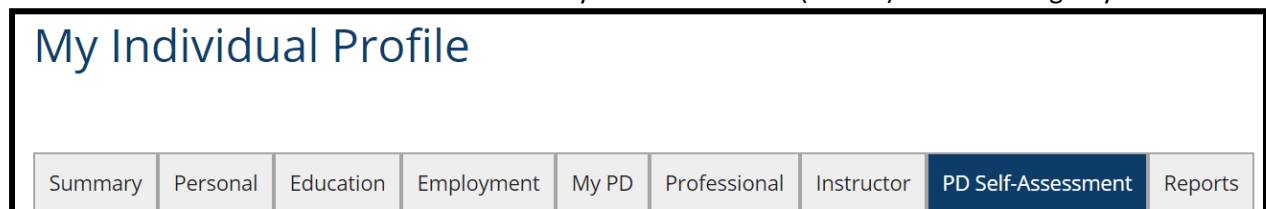
This document is divided into two sections. The first section pertains to the Self-Assessment, which should be completed before moving on to the Professional Development Plan. The second section pertains to the Professional Development Plan.

For a complete guide to the Pennsylvania Core Knowledge Competencies and the Pennsylvania Big Ideas Framework for Early Childhood & School-Age Professionals, click [here](#).

### SECTION 1: PD Self-Assessment

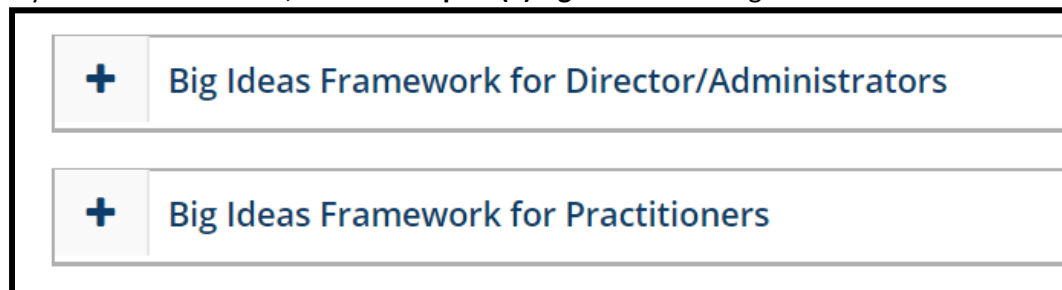
Complete the *Self-Assessment* by following the steps below. Once the *Self-Assessment* is complete, the *Professional Development Plan* may be completed.

1. Click on the **PD Self-Assessment tab** located on your home screen (Profile) of the PD Registry.



2. If you are a *Director/Administrator*, click on the **plus (+) sign** beside the Big Ideas Framework for Directors/Administrators.

If you are a *Practitioner*, click on the **plus (+) sign** beside the Big Ideas for Practitioners.



3. Click **Start** to the right of each Knowledge Area, beginning with Child Growth and Development.

Please complete each Knowledge Area by selecting START

Self-Assessment Child Growth and Development (K1) ?	Start
Self-Assessment Curriculum and Learning Experiences (K2) ?	Start
Self-Assessment Families, Schools, and Communities (K3) ?	Start
Self-Assessment Assessment (K4) ?	Start
Self-Assessment Communication (K5) ?	Start
Self-Assessment Professionalism and Leadership (K6) ?	Start
Self-Assessment Health, Safety, and Nutrition (K7) ?	Start

4. Answer each Essential Question listed within the Knowledge Area.

Self-Assessment of Knowledge Child Growth and Development (K1) ✕

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**ESSENTIAL QUESTIONS FOR DISCUSSION:**

1. To what degree can I name, describe, and compare the theories and domains of child development and the importance of brain development in young children?

- Beginning Knowledge
- Implements Knowledge/Content
- Analyzes/Evaluates Content
- Teaches/Instructs Others on Content

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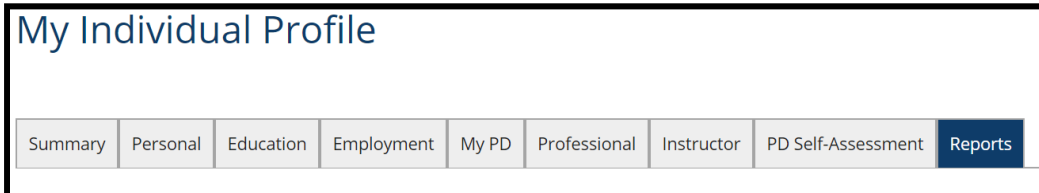
2. What is my knowledge of how children develop in constantly changing environments?

- Beginning Knowledge
- Implements Knowledge/Content
- Analyzes/Evaluates Content
- Teaches/Instructs Others on Content

5. Once all questions are answered within each Knowledge Area, click Submit Assessment.



6. Once a Self-Assessment is submitted for each Knowledge Area, a date of completion will show under the Date Completed column.
7. To view the Summary of the Self-Assessment, click on the **Reports** tab on the home screen (Profile).



8. Click on **The Big Ideas Framework Definitions and Results Report**.



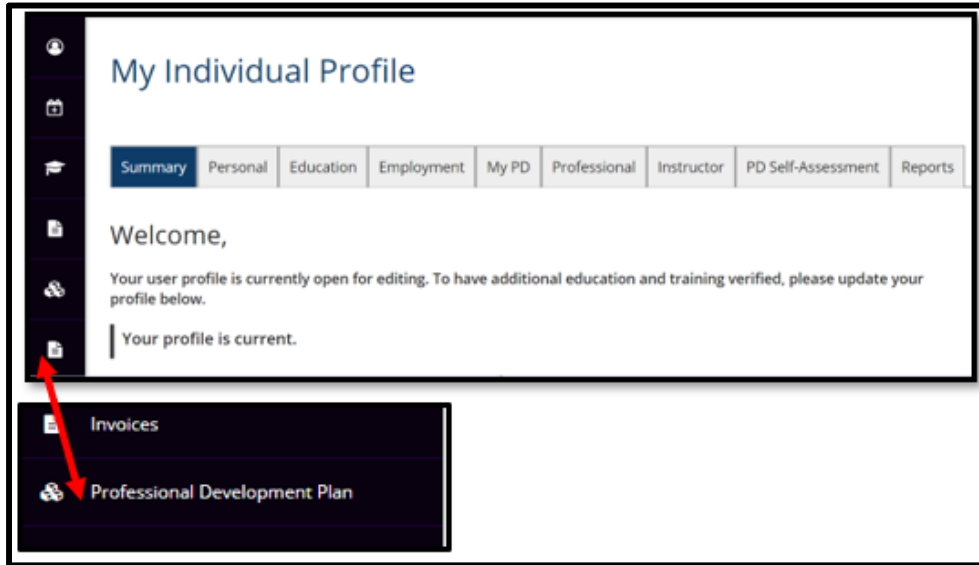
9. On this report, you will see each Knowledge Area and your results of the self-assessment. There are no right or wrong results. Each result informs you of where most of your answers were categorized (Beginning Knowledge, Implements Knowledge, Analyzes Content, and Teaches others in content) and can help you plan for future professional development.

*\*The completion date will be listed beside each Knowledge Area and should be updated yearly.*

The Big Ideas Framework Definitions and Results Report		
<p>The Big Ideas Framework Definitions and Results report provide the general definitions of each of the Core Knowledge areas, it provides your personal results based on the self-assessment you completed in the PA Registry Big Ideas Framework Self-Assessment, and lastly it provides you the definitions of the results you received on the self-assessment. The Big Ideas Framework Self-Assessment and The Big Ideas Framework Definitions and Results Report provide the information needed for you to create your Professional Development Plan in the PA Registry.</p>		
Assessment	Result	Complete Date
<p><b>Child Growth and Development (K1)</b></p> <p>Children develop and grow over time as a result of interacting factors occurring in the context of the family, the cultural environment and social experiences.</p>	<p><b>Analyzes/Evaluates Content</b></p> <p>Professionals fully apply the standards into practice and adapt strategies to different settings and situations</p>	10/5/2018
<p><b>Curriculum and Learning Experiences (K2)</b></p> <p>Learning environments should be designed and modified to support children's individual needs and interests. PA Learning Standards and its guiding principles are the foundation for teachers' development of curriculum and instruction that is developmentally, culturally, and linguistically appropriate.</p>	<p><b>Implements Knowledge/Content</b></p> <p>Professionals begin to connect and apply the standards when working with children and families</p>	10/24/2018

## Section 2: Professional Development Plan

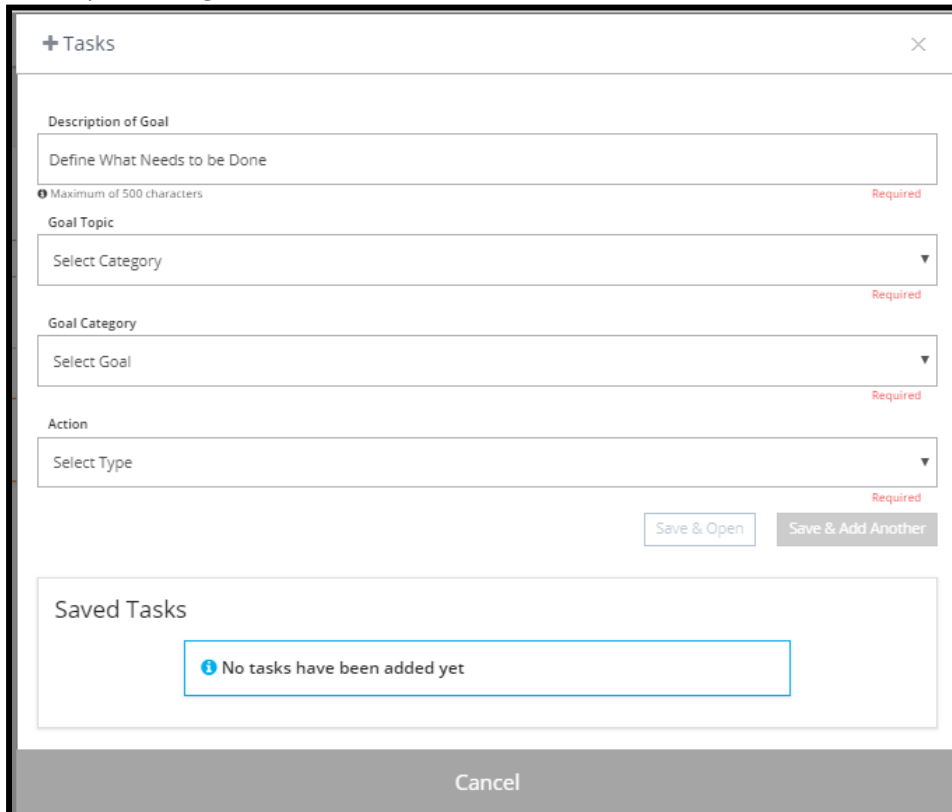
- To access the Professional Development Plan, click on **Professional Development Plan** on the left, black menu of your home screen (Profile).



- Click on the **+Tasks** tab in the top right corner of the Professional Development Plan.



- Complete the steps by writing a description of the goal, choosing a goal topic, goal category, and the action to complete the goal.



4. Click **Save & Open**.



5. Add and expected date of completion and the intended Outcome, potential barriers and/or additional resources needed.

Additional Task Details

Expected date

Intended Outcome, Potential Barriers, and/or Additional Resources needed

Maximum of 500 characters

6. Click **Save Task**.



7. Click the **X** in the top right of the screen to get to the main page of the Professional Development Plan.



8. When the goal has been completed, click on the **Manage** tab to the right of the goal.

#1259  
PQAS

Goal  
PQAS Trainer Approval

Documents 0

Complete

Manage

9. Add any **Task Documentation** that supports the completion of your goal. For example, a PQAS Certificate. *Please note this section is not required. If you obtain a certificate or degree, you will add them to the education tab of your profile.*

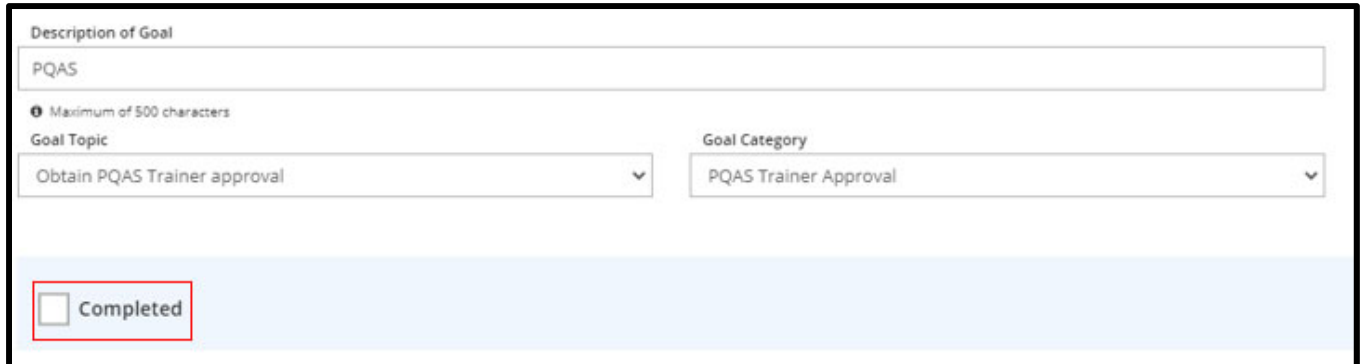
Task Documentation

Supporting documentation for this task.

i No documents have been added.  
Click the "+File" button to upload documents.

The following file types are accepted:  
.doc,.docx,.xls,.xlsx,.pdf,.rtf,.ppt,.pptx,.jpeg,.jpg,.bmp,.gif,.png,.pub,.tiff,.tif,.zip

10. Check the **Completed** Box.



Description of Goal  
PQAS

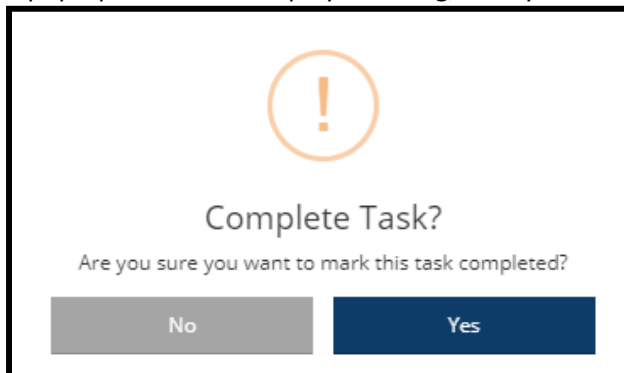
Maximum of 500 characters

Goal Topic  
Obtain PQAS Trainer approval

Goal Category  
PQAS Trainer Approval

Completed

11. A pop-up box will be displayed asking, “Are you sure you want to mark this task complete?” Click **Yes**.



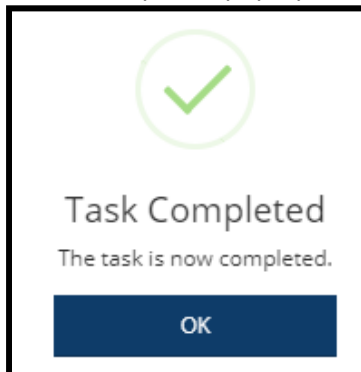
!

Complete Task?

Are you sure you want to mark this task completed?

No Yes

12. A Task Completed pop-up box will appear. Click **OK**.



✓

Task Completed

The task is now completed.

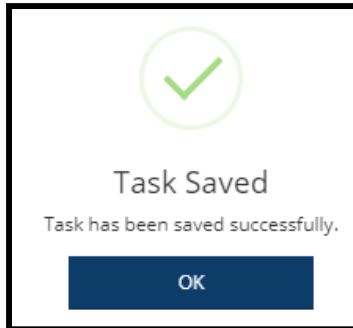
OK

13. Click **Save Task**.



Save Task

14. A **Task Saved** pop up will appear. Click **Ok**.



15. Click the X at the top right of the page.



16. At any time, you can view which goals are open, completed, or removed.

