
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.

   ![My Individual Profile]

   Summary  Personal  Education  Employment  My PD  Professional  Instructor  PD Self-Assessment  Reports

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.

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

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

**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

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.*
Section 2: Professional Development Plan

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

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

3. 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.

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.

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.*
10. Check the **Completed Box**.

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

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

13. Click **Save Task**.

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.