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| **3 Year Professional Development Plan (PDP)** |
| **PDP Timeline** | **What to do:** | **Complete PDP Writing Form:** | **Use PDP Toolkit:**  | **Target****timeline**  |
| Year 1 of Plan | * Reflect on professional practice
 | Step I | Section 3: Step I | January  |
| * Create the plan - develop goal; identify objectives, activities, a plan for collaboration, and a timeline for completion
 | Step IIA. Description of SchoolB. GoalC. Rationale for GoalD. Plan for AssessingE. Plan to meet the Goal: Objectives/Activities/ Timeline/ Collaboration | Section 3: Step IIWriting the Plan Components |
| ***Initial Educators Only**** Use PDP Goal Approval Component Review for Initial Educators checklist to assure all steps are complete (see Appendix D)
 |  | Appendix B |
| ***Initial Educators Only**** Choose three PDP Team Members and submit PDP to each for Goal Approval; two or three must approve to continue
 |  | Section 2: PDP Team Composition<https://dpi.wi.gov/tepdl/pdp/team>  |
| * Insert completion dates for activities completed
 | Step II E.  | Section 3: Step III | June  |
| Year 2 of Plan | * Insert completion dates for activities
 | Step II E.  | Section 3: Step III | June  |
| * Write Review
 | Step III - Year 2 | Section 3: Step III |
| **Year 3 of Plan** | * Compile and Label Evidence
 | Step IV A | Section 3: Step IV | March |
| * Write final Reflection and Summary
 | Step IV B | Section 3: Step IV |
| * Choose PDP team and Submit Completed PDP to PDP Team
 | Step IV C | Section 2: PDP Team Composition<https://dpi.wi.gov/tepdl/pdp/team>  |
| * Have PDP team verify plan electronically using one of the PDP electronic service providers.
 |  | Section 2: PDP Team Composition<https://dpi.wi.gov/tepdl/pdp/team>  |
| * Apply for license using DPI ELO system.
 |  | [www.dpi.wi.gov/tepdl/elo](http://www.dpi.wi.gov/tepdl/elo)  | May  |