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| **4 Year Professional Development Plan (PDP)** | | | | |
| **PDP Timeline** | **What to do:** | **Complete PDP Writing Form:** | **Use PDP Toolkit:** | **Target**  **timeline** |
| Year 1 of Plan | * Review the PDP Toolkit |  | Available at: | Semester 1 |
| * Reflect on professional practice * *The first year of the plan is for reflection, selection of your goal* | Step I | Section 3: Step I | Semester 2 |
| Year 2 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 II  A. Description of School  B. Goal  C. Rationale for Goal  D. Plan for Assessing  E. Plan to meet the Goal: Objectives/Activities/ Timeline/ Collaboration | Section 3: Step II  Writing the Plan Components |
| ***Initial Educators Only***   * Use PDP Goal Approval Component Review for Initial Educators checklist to assure all steps are complete (see Appendix C) |  | 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 |
| * Write Review | Step III - Year 2 | Section 3: Step III |
| Year 3 of Plan | * Insert completion dates for activities | Step II E. | Section 3: Step III | June |
| * Write Review | Step III - Year 3 | Section 3: Step III |
| **Year 4 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 |