

Appendix A: Professional Development Plan (PDP) Timeline for Initial Educators

* It is strongly suggested that initial educators write a five-year plan. Activities should extend throughout the licensure cycle.

Time Frame	Component	Description	PDP Writing Form and Checklist
Year one of your employment/ licensure cycle	Preparing to write the PDP: Reflection	The first year of employment is for reflection, selection of your goal(s), and formulation of your PDP.	Step I
Year two between June 1 of year one and January 1 of year two (review of the PDP goal by PDP team members must be completed within 60 days of receipt of the goal)	Writing the plan components: submission of goal to PDP team for goal approval	Write and submit your PDP goal to a PDP team for goal approval. You are responsible for initiating this review with the PDP team. If you have identified more than one goal, you must follow Step II: Sections A–E for each goal.	Step II: Sections A–E
Year two	Goal approval by PDP team	A PDP team reviews your goal(s) and PDP. Your goal(s) must be approved by a two-thirds majority Submit a copy of your signed goal approval form to DPI	Applicant submits signed PDP Goal Approval Form to DPI
Year two between January 15 and June 1 of your employment/ licensure cycle	Goal revisions	If a two-thirds majority of the PDP team does not approve your goal, comments are given, and you must resubmit your revised goal for approval.	Step II: Sections A–E (revisions)
Each year of the licensure cycle except for the first and final	Reflection and documentation of annual review	Review your PDP annually. A reflection summary and any revisions to your goal(s), objectives, and activities must be written each year of your licensure cycle. These annual reviews and reflections are submitted to the PDP team as part of your completed PDP.	Step III
Years two, three, and four by April 1 during years two, three, and four of your employment/ licensure cycle	Approved goal revisions	If there are substantial revisions to your approved PDP goal, you must submit the revised goal to the PDP team each year substantial revisions are made for approval.	Step III (revisions)
Year 5 by January 15 of year five in your employment/licensure cycle	Documentation of completion of the plan	Document your completed PDP and submit your approved and signed Goal Approval Form and PDP to the PDP team for their review and verification.	Step IV
By April 1 of year five in your employment/ licensure cycle	Verification of completion of the plan by the PDP team	The PDP team will review your PDP and verify documentation of successful completion.	PDP Verification Form
Between January 15 and June 1 of year five in your employment/ licensure cycle	Completion plan revisions	If a two-thirds majority does not verify your plan, comments are given, and you must resubmit your revised completion plan to a PDP team for verification.	PDP Step IV (revisions)
June 1	Notify DPI	Submit the signed PDP Verification Form along with your completed application and appropriate fee(s) to the DPI for a Professional Educator license.	PDP Verification Form

* Please consult the DPI Web site at <http://dpi.wi.gov/tepd/pdp.html> for timelines for initial educators completing a three- or four-year plan.