Summary of Components of the PDP

The professional development plan is a vehicle to renew or advance an educator, administrator, or pupil services license. The PDP process is designed to guide educators in their professional growth throughout their professional career in education. It is driven by a sequence of reflective activities that prompt educators to think about their professional practice and their impact on improved student learning. This process is aligned with the appropriate Wisconsin educator standards and is connected to the daily work and situation of educators. Finally, the PDP is a document that tells the story of how an educator has changed his/her professional practice over time and how those changes in practice have had an effect on student learning.

Step I. Reflection

This section is optional but it would be a good idea to discuss your thoughts and impressions of your first year in your position. You can talk about successes/challenges/lessons learned, gaps between your preparation and your current education situation, etc. This section provides reviewers with a context for your goal.

Step II. Writing the PDP

This step involves writing the actual PDP which is composed of five parts and provides an outline of what you intend to do over the next few years. You complete each component of the PDP, Sections A – E and use the checklist of questions that reviewers use as a guide. Using the checklist questions will assist you in making sure that you have included all the necessary items. When your PDP team members review your plan for goal approval and verification, they will be using the checklist questions and responding “yes” or “no.” They are looking at whether the item is there or not.

Step III. Annual Review

You should complete this step each year following your goal approval. You should set aside time each year after your goal approval to write an annual review. Reflections on what you have learned, how your professional practice has changed, how you have collaborated with others, and changes in student learning or behavior can be discussed. The annual review does not have to be reviewed by the PDP team.

- Only initial educators are allowed to work on a 3, 4, or 5 year PDP
  - A three year PDP has one (1) Annual Review
  - A four year PDP has two (2) Annual Reviews
  - A five year PDP has three (3) Annual Reviews
- All professional educators must complete a 5 year PDP

Step IV. Documentation of Completion of PDP

This step should be completed between January – April of your final year of licensure. You should be selecting evidence, writing summaries and reflections of your overall professional growth, student learning, and collaboration efforts. You should be attaching three – five artifacts and include an explanation of how those artifacts demonstrate professional growth or student learning or both.