 **C2 Pipeline – Professional Development Plan for 2023-2024 Program Year**

**Employee:**

**Site:**

**Date:**

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According to the Licensing Rules for Child Care Centers, each staff member is required to complete **16 hours** of professional development (annually) in any of the following areas:

* Child Development & Learning
* Health
* Safety & Nutrition
* Family & Community Collaboration
* Program Management
* Teaching & Learning
* Observation
* Documentation
* Assessment
* Integrations & Guidance
* Professionalism
* Child Care Center Administrative Rules

**Site Coordinators should place notes in the “Comments” section about completion and implementation of trainings.**

**Needs to be Completed:**

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| --- | --- | --- | --- | --- |
| **Course Name** | **Length** | **Date to Be Completed By:** | **Date Completed On:** | **Licensing Area Met** |
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**Completed:**

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| **Course Name** | **Date Completed** | **Length of Course (ex. 1.5 hours, 3.0 hours, 0.5 hours)** | **Location (ex. WSU, online, etc.)** | **Licensing Area Met** | **Site Coordinator Comments** |
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