Professional Development Plan (PDP) Worksheet

- Use this worksheet to create your Professional Development Plan (PDP) as an early learning professional. Your PDP helps you meet licensing or ECEAP staff qualification requirements.
- Programs must keep this document on file and review your progress each year.
- Use the Guide to Professional Development Plans (PDP) for Early Learning Providers to help you complete your plan.

Name _____

Program Type _____

Role/Position _____

Date of Hire _____ STARS ID _____

Step One: Understand your Education Requirements

- ☐ Washington State ECE Initial Certificate
- ☐ Washington State ECE Short Certificate
- ☐ Washington State ECE State Certificate
- ☐ Associate Degree (AA) in Early Childhood Education (ECE)
- ☐ Other approved degree or certificate

Step Two: Think About Your Goals

- ☐ What are my education goals?
- ☐ What are my career or job goals?
- ☐ Where do I want to be in the future?
- ☐ How will the choices I make today help me reach my goals?

Step Three: Understand Your Starting Point

Knowing where you are starting can help you create a plan to reach your education and career goals.

My Education: Use this space to write the education and credentials you have approved in MERIT:

Degrees

Original Date: October 12, 2021
Revised Date: July 14, 2026
Early Learning Division
Approved for distribution by Tiffany Lee, Sr. Administrator of Workforce Growth and Development

Certificates or Credentials

ECE-Related College Credit

- [ ] What education or credentials do I already have listed in MERIT?

Do I need to submit an education application in MERIT?

Who can support me as I work toward my goals?

What resources do I need to get started?

- [ ] Funding or scholarships
- [ ] Time to complete coursework or training
- [ ] Support from my program, family, or others

Step Four: Learn About Your Options

- [ ] Review the Guide to Professional Development Plans (PDPs) for Early Learning Providers to learn about options available for your role.
- [ ] Choose the option that best supports your education and career goals.

Step Five: Make Your Plan and Update Your MERIT Account as Necessary

Choose the pathway that best fits your goals and situation.
Important: Not all options are available for every role or for ECEAP providers. Review the Equivalent Options for Education document to learn which options are available for your role.

- [ ] **College Education:** I will complete the required education through college within five years.
- [ ] **Community-Based Training:** I will complete the community-based training pathway. *(Not available for ECEAP providers or all licensed job roles.)*
- [ ] **Education Verification:** I believe my current education meets the requirement and will submit my education for verification.