

### **Professional Development Information Sheet**

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#### ***What is professional development?***

- In-service training including conferences and workshops; education both formal and continuing; seminars as well as formalized mentoring and coaching.
- Learning opportunities that enhance skills and knowledge that reflect an individual's development plan for work with, and on behalf of, young children and their families.
- Learning opportunities related to professional work in one of the general areas of child development, family support, programming, guiding behavior, health, safety, nutrition, special needs, communication, and administration.

#### ***What is an individual development plan?***

An individual development plan reflects a person's career goals and interests in the field of early childhood education. The plan is personal and may include formal education, on-going training, a variety of learning opportunities, as well as practical experiences that help direct the individual's career path. Individual development plans should be recorded and may be reviewed as part of the performance appraisal process.

#### ***Why is professional development important?***

Professional development (PD) helps early childhood professionals in all roles progress along diverse career pathways that build and reward increasing knowledge and skills. PD is based on a person's individual development plan and is intended to build upon existing competencies, interests and knowledge. PD helps to ensure that individuals stay in touch with current information and best practices in the field of early childhood education.

#### ***What is the professional development requirement?***

Regulation 38 of the *Day Care Act and Regulations* states that

- A person who is issued a classification or granted school-age training approval must complete at least 30 hours of PD in every 3 year period following the date their classification was issued or approval was granted.

#### ***What is not eligible?***

- Mandatory training such as, but not limited to:
  - Orientation for Staff Working in Licensed Child Care Facilities
  - First Aid
  - Food Handlers
  - Required Workplace Health & Safety courses

***For links to professional development opportunities throughout Nova Scotia go to:***

<http://www.ednet.ns.ca/earlyyears/pd/ProfessionalDevelopment.shtml>

### ***How do I know if my PD will count?***

To determine whether a workshop or course can be counted among the 30 required hours of PD, begin by reviewing your individual development plan. It may help to ask yourself the following types of questions:

- To what extent will the course or workshop meet goals set out in my PD plan?
- How will this course or workshop enhance my ability to perform the duties and responsibilities of my current position?

Why does this course or workshop interest me?

### ***What about in-house professional development?***

Child care centres may host in-house professional development. If staff participate and believe that it is relevant to their individual development plan, they may wish to include it as part of their PD requirement. In order to be eligible for professional development hours, the event must:

- Fit the description of professional development
- Not be a part of a regular staff meeting or centre program planning
- Be transparent and accountable. For example, the facilitator should not be employed by the centre or be related to the ownership of the centre.

*In cases where a 'master trainer' is employed by the centre and offering in-house PD, please contact Classification Services in advance to discuss it.*

### ***What is the submission process?***

- Six weeks prior to the date that professional development is due, complete the Record of Professional Development form which is available online at:  
[https://www.ednet.ns.ca/earlyyears/documents/pd/ECDS\\_Record\\_of\\_Professional\\_Development.pdf](https://www.ednet.ns.ca/earlyyears/documents/pd/ECDS_Record_of_Professional_Development.pdf)
- Submit the form by email to: [classification@novascotia.ca](mailto:classification@novascotia.ca) .
- If all required information has been submitted, a letter to identify the new professional development due date will be returned to the individual.
- If additional information is required, Classification Services will be contact you.
- A copy of the letter must be provided to the childcare centre, or family home day care agency, and be available for review for licensing purposes.

### ***What happens if professional development is incomplete?***

- Submit the Record of Professional Development form with a record of the hours that have been completed along with a letter to request an extension. The letter must include a plan to complete the required number of hours and identify a date for completion.
- The plan will be acknowledged by email correspondence. A copy of the acknowledgement must be provided to the child care centre or family home day care agency and be available for review for licensing purposes.
- Upon completion of the required hours, re-submit the Record of Professional Development form with a full record of the professional development hours.