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**Annual Professional Development Report for Early Educators**

A Professional Development Report must be completed **annually** for the prior school year and kept in each individual’s personnel file (to be made available upon request at the time of an accreditation visit). The school will report whether this document was completed on the EE Yearly Staff Profile chart for your school’s ACSI Annual Report each October (*Inspire* 10.5-9 and 12.2). 

Completed for the school year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email/Ph:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
  
Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City/ST:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School Year: \_\_\_\_\_

Highest level of education completed/Degree completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    
  
Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 

**Section 1:**  ACSI emphasizes the necessity for Christian early education teachers and directors to have a solid grasp on God's Word in order to be equipped to integrate it into their lives and teaching. ACSI requires **four clock hours of biblical studies per year**. These may be obtained through a formal group Bible study and/or a formal Bible study during staff devotions. ***(Biblical Studies clock hours CANNOT be counted toward required annual training hours below.)***

**Biblical studies include topics or themes from an organized course or curriculum-based materials.**

**Examples of biblical studies could include (not an exhaustive list):**

• Courses in the Bible channel through ConNEXUS Premium • Recorded biblical studies in the ACSI EE Community group • College coursework in biblical studies • Books of the Bible • Child Evangelism • Teachings of Christ • Women of Faith Bible studies • Beth Moore Bible studies • John Piper Bible studies • Bible Study Fellowship

**Examples of biblical studies that are NOT approved (not an exhaustive list):**

• Sunday church service • Sunday school attendance • Small group attendance • Chapel times • Prep for teaching Bible lessons • Teaching Sunday School

In the chart below, please document the title of the training including the length of time (clock hours/minutes) as well as learning outcomes from each study topic and date completed.  
(Add additional lines as needed)

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Training | Clock Hours | What I learned or how I grew from this study? | Date Completed |
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**Section 2:** ACSI requires that all staff complete the **Christian Philosophy of Early Education (CPOEE)** (forthcoming). Documentation should be kept in individual personnel files and be available to visiting teams upon request. (One-time completion)

**Date of completion of Christian Philosophy of Early Education (CPOEE)**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(Attach CPOEE form)**

**\***Staff having previously completed the ACSI Principles & Practices course may be exempted from this new requirement for CPOEE.

Please list the completion date for Principles & Practices: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section 3:**  ACSI requires a minimum of 12 clock hours of professional development training per year. Professional development training must align with one or more of the ACSI EE Competencies. Individual state requirements for training/clock hour training must also be met if state requirements exceed 12 hours. Check with your state licensing to determine any specific content area requirements as well.

**My state requires \_\_\_\_\_\_\_\_\_\_ hours annually of training.**

In the chart below, please document the title of the training including the length of time (clock hours/minutes) as well as learning outcomes from each study topic and date completed. (Add additional lines as needed)

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Training | Clock Hours | What I learned or how I grew from this study? | Date Completed |
|  |  |  |  |
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**Section 4:**  All early education staff must complete a minimum of four (4) clock hours annually in ***Health and Safety training in accordance with the National Health and Safety Standards*** (or specific state requirements). Please refer to [*Inspire Standard 11 Checklist*](https://www.acsi.org/docs/default-source/website-publishing/school-services/accreditation/accreditation-revision---inspire/acsi-inspire-standard-11-checklist---pilot-draft-1-21-22.pdf?sfvrsn=aff59249_4) for some specific items.

In the chart below, please document the title of the training including the length of time (clock hours/minutes) as well as learning outcomes from each study topic and date completed. (Add additional lines as needed)

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Training | Clock Hours | What I learned or how I grew from this study? | Date Completed |
|  |  |  |  |
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**Section 5:**  This **Annual** **Professional Development Report** should be approved by your supervisor and made available upon request at the time of accreditation.  Items should also be reported on the ACSI **EE Yearly Staff Profile** chart due with your school’s Annual Report in October.

**TOTAL NUMBER OF HOURS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| Date: | Staff: |
| Title: |  |

|  |  |
| --- | --- |
| Date: | Reviewed/Approved by: |
| Title: |  |