



# CONTRA COSTA'S PROFESSIONAL DEVELOPMENT PROGRAM FOR AB212 STATE FUNDED PROGRAMS 2011-12

## Frequently Asked Questions

- Can I apply to PDP after the deadline dates?
  - We must require deadlines to ensure fairness and equity for all applicants. Please plan ahead to ensure your participation. Late documents will void your eligibility.
- Do I need to make changes to my program?
  - The changes that you will make in your program will be a result of the new strategies that you develop through the professional development that you complete. Children will benefit from your knowledge, skills and abilities, as a result of this targeted professional development experience.
- To submit Application & Planning Tool – do I need an Advisor or PDP Representative signature before I submit?
  - You do not need to meet with an advisor for a signature on the Application and Planning Tool. Your document will be reviewed by an advisor and a letter will be sent to you upon approval. If the advisor has questions regarding your Application and Planning Tool, you will be contacted. Don't wait to apply!!!
- Is an Education Plan required in 2011-2012?
  - Yes. You will be required to present an education plan from a college education advisor to demonstrate your commitment to completing the required and relevant education to advance you towards your degree goals. If you have questions, please contact your AB212 PDP Representative. Don't wait – Make an Education Plan today!
- Deadline is approaching, but I don't have an Application and Planning tool
  - Go to [www.plan4kids.org](http://www.plan4kids.org) and download the application, fill it out and mail it back—You don't need to meet with an advisor to submit your application. Complete all required data fields to avoid delays in processing. Save time – mail it in!!! Today!!!
- Deadline is approaching – not enrolled in class
  - There is still time to enroll in classes. You will need to consult with an advisor to ensure the correct courses are taken. Don't wait – Classes are filling up while you wait!!!
- Are there any exceptions to the required three (3) semester units of college credit?
  - Early childhood educators who hold a BA or higher with a minimum of 24 child development units including the core 8 courses as identified by the Curriculum Alignment Project may complete a minimum of 54 pre-approved professional growth hours for eligibility to the AB212 PDP. For more information about the Core 8, please review the Curriculum Alignment Project (CAP) at the Child Development Training Consortium at [www.childdevelopment.org](http://www.childdevelopment.org)
- Do I need to complete a degree to be eligible?
  - The Professional Development Program continues to support all early childhood educators in state-funded programs to retain current permits and advance to higher degrees, while increasing quality for children and remaining employed.

- While a degree is the goal for all early childhood educators, and incentives may be available in 2011-12 for attaining a new degree, annual participation incentives are awarded for completion of three (3) units and approved quality improvement-related professional development.
- Is PDP my responsibility?
  - PDP is not a responsibility; it is a support for you. It is available to you if you wish to participate.
  - It is not your employer's responsibility to remind you, prepare your documents, or submit a request for incentives for you. It is your responsibility if you wish to participate and receive incentives.
  - It is not your higher education program's responsibility to notify you of your completion and/or grade. It is your responsibility to request transcripts.
  - It is not PDP staff's responsibility to remind you of deadlines, request required documents, or submit a payment request.
  - It is your personal accountability and responsibility.
- Does my employer require my participation?
  - Your employer can or may encourage you to participate, because the Professional Development Program supports degree attainment and Permit requirements for employment. It is in your best interests to see the same vision.
- Can I participate if my center is part of the Center-based Team Professional Development funding?
  - The Local Planning Council also supports Center-Based Team Professional Development to promote the development of strong bonds between staff in programs and encourage collaboration, leadership, and cohesiveness of supports for young children. Funds through the Center-based Team Professional Development Program are not issued directly to individual educators. Instead funds are used by the program whose team applied for funding, and are identified for specific activities of professional development of the team.
  - Individual incentives are available through the AB212 Professional Development Program for State-Funded Educators for completing the education requirement and a quality improvement/professional development project connected to Desired Results.
- Can I meet with an advisor to determine if I am eligible?
  - Advising appointments are available and required through community-based cluster site visit appointments. Please contact your site supervisor to view the schedule and complete an Appointment Request Form.
- Deadline is approaching – no transcript.
  - Fall courses must be reported on a transcript. Spring courses must be completed by May 31st. Although transcripts may not be available by that date, you will be provided a Verification of Course Completion Form to request assistance from the instructor in verifying your completion of Spring Courses. This requires tactful requests on the part of the student to secure success in receiving a verification form signed by a willing instructor. It will still be the responsibility of the student/applicant to obtain a transcript before payment can be issued.

If you have further questions or for more information, please contact Terrissa Hein, 925-753-5415  
[thein@cccoc.k12.ca.us](mailto:thein@cccoc.k12.ca.us)

Local Planning Council for Child Care and Development  
[www.plan4kids.org](http://www.plan4kids.org)