



Checklist for documenting ten professional development hours  
**Embracing Diversity and English Language in Your Program**

Date Completed	Documentation needed for PD hours:
<b>1. Exploring</b>	
	1. Screen shot* at the completion of: <i>Diversity in Your Program</i>
	2. Screen shot* at the completion of: <i>Standards and Best Practices Part 1</i>
	3. Screen shot* at the completion of: <i>Standards and Best Practices Part 2</i>
	4. Reflection on Educator Scenarios
<b>2. Planning</b>	
	5. Screen shot* at the completion of: <i>Assessing and Goal Setting</i>
	6. Screen shot* at the completion of: <i>The Plan bringing the Goal to life</i>
	7. Compile results from the <i>Staff Motivation Survey</i>
	8. Reflection: <i>Overcoming Challenges, Maintaining Motivation</i>
	9. Completed: <i>Implementation Plan</i>
<b>3. Implementing</b>	
	10. Screen shot* at the completion of: <i>Implementation: Getting it Done!</i>
	11. Completed <i>Program Quality Improvement Plan (PIP)</i>
	12. Complete <i>Program Professional Development Plan (PPDP)</i>
	13. Complete with staff: <i>Individual Professional Development Plan (IPDP)</i>
	<ul style="list-style-type: none"> <li>• Use one format: own agency's, EEC's, or BOSTnet's</li> </ul>
	14. Reflection upon process of completing of PIP, PPDP and IPDP
	15. Reflection on <i>Building investment: Discussion with your team.</i>

\*Screen shot: <http://www.take-a-screenshot.org/> will help you learn how to take a screen shot from your computer.

*I affirm that **I have completed** the work in this course as documented:*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
date

