

Sample Professional Development Plan (PDP)

Instructions for Applicants: The plan below is provided purely as an illustrative example for idea generation. You are not required to follow this exact structure, layout, organization, section order, or set of activities. Because you have the flexibility to organize your plan in the way that best fits your learning style and professional needs, you will build your own document from scratch.

What IS Required:

- **3-Month Focus:** Your submitted plan must cover the upcoming 3-month (quarterly) permit period. Your plan must substantially move you toward certification.
- **High Level of Detail:** Regardless of the design or format you choose, your plan must contain concrete, measurable, and verifiable steps. Temporary permits are issued in 3-month increments (up to 12 months maximum), and extensions depend entirely on documented progress against your quarterly plan.
- **Commitment:** Section 4: Commitment and Accountability is a required component for each plan. Please copy and paste the exact verbiage of Section 4 into your plan. Sign and date your plan before submission.

Every activity in your plan must clearly specify:

- **Action:** The specific, concrete task you will perform. (You may select any source materials or study resources as long as they meet your identified skill needs).
- **Frequency & Duration:** Exactly how long and how often you will complete it (e.g., *30 mins, 2x/week*).
- **Measurement:** The tangible proof/log you will retain (e.g., *signed mentor log, journal entries, completion certificate*).
- **Timeline/Deadline:** Start and target completion dates within the 3-month window.

Note: Vague commitments (e.g., "I will practice regularly" or "I will meet with a mentor") without specific hours, metrics, and dates will result in application denial.

Sample Professional Development Plan (3-Month Quarter)

[Insert Name]

[Insert Date]

Section 1: Certification Target Dates

Guidance Note: You may organize your timeline chronologically, by exam type, or using a visual roadmap. Ensure target dates fall within appropriate timeframes.

- Take Quarterly Skills Screening from UIP for Mentored Permit: I will contact UIP to set up a date by [Insert Target Date].
- Utah Knowledge Exam Date: (Required if previous exam expires before performance attempt or passed >5 years ago) I have signed up to take it on [Insert Target Date].
- UCPI Mock Exam: Pending passing the knowledge exam, I plan on taking the mock exam on or before [Insert Target Date].
- UCPI Performance Exam: I will take the UCPI performance exam on or before [Insert Target Date].

Section 2: Self-Assessment (Strengths & Growth Areas)

Guidance Note: Feel free to group your strengths and growth areas by interpreting skill, setting, or skill domain. You may pull from any source such as personal experience, mentors, and your Detailed Results Report (DRR) if you have one.

Current Strengths:

- Strong ASL vocabulary reception and understanding of regional signs.
- Solid foundation in the NAD-RID Code of Professional Conduct (CPC).

Specific Skills Needing Development:

- ASL to English: Topic transitions (managing information/memory during speaker topic changes), avoiding English glossing, and maintaining proper utterance boundaries.
- English to ASL: Classifier usage (avoiding English-like prepositions and English figure/ground structures) and fingerspelling clarity when speed increases.

Section 3: Action Plan & Measurable Timelines (Next 3 Months)

Guidance Note: Your action plan may group activities by topic, objective, or timeframe. Any study or practice material you choose is acceptable as long as it addresses your specific goals. Every activity must include an action, duration/frequency, measurement, and deadline.

A. Mentorship

- Action: Meet with mentor [Insert Mentor Name] to review interpreting samples, discuss ethics, and track skill development.
- Frequency & Duration: 1 hour, every Tuesday evening (at least 3 times a month).
- Measurement: Maintain a signed mentor log detailing specific feedback and track progress in a dedicated journal.
- Deadline: First meeting on or before [Insert Start Date].

B. Independent Skill Building & Practice

- Action (ASL to English): Record 10-minute samples interpreting from ASL to English using source material from [Insert Selected Platform/Material]. Analyze footage for topic transitions, log in journal, re-interpret at week's end, and share with mentor.
 - Frequency & Duration: 30 minutes, 2 times per week (Tuesdays, Fridays).
 - Measurement: Interpreting log and self-analysis entries in journal.
 - Deadline: Begin on [Insert Start Date].
- Action (English to ASL): Record 10-minute samples interpreting English to ASL using source material from [Insert Selected Platform/Material] featuring classifier opportunities. Analyze classifier usage, re-record at week's end, and share with mentor.
 - Frequency & Duration: 30 minutes, 2 times per week (Mondays, Thursdays).
 - Measurement: Interpreting log entries and self-analysis in journal
 - Deadline: Begin on [Insert Start Date].
- Action (Fingerspelling): Practice targeted A–Z letter combinations sequentially (aa–az, ba–bz, etc.) to improve speed and clarity.
 - Frequency & Duration: 5 minutes daily.
 - Measurement: Track starting and stopping points daily in journal.
 - Deadline: Daily throughout the 3-month permit period.

C. Formal Study & Materials

- Action: Read "Reading Between the Signs" by Anna Mindess to strengthen cultural knowledge.

- Frequency & Duration: 15 minutes daily.
- Measurement: 1-paragraph weekly summary in study log; discuss key concepts with mentor.
- Deadline: Complete by [Insert Target Date within 3 Months].
- Action: Prepare for Knowledge Exam by reading and outlining Demand-Control Schema, NAD-RID CPC, and "So You Want to Be an Interpreter".
 - Frequency & Duration: 20 minutes daily.
 - Measurement: Written outline of key concepts for each text.
 - Deadlines: Demand-Control: [Insert Date]; CPC: [Insert Date]; Textbook: [Insert Date].
- Action: Analyze one challenging interpreter scenario per week, list/rank demands and controls (conservative to liberal; most to least appropriate), and review with mentor.
 - Frequency & Duration: 1 scenario per week.
 - Measurement: Written scenario rankings and mentor feedback notes in journal.
 - Deadline: First scenario ready by [Insert Start Date].
- Action: Complete virtual workshop [Insert Workshop Title] offered by [Insert Provider].
 - Frequency & Duration: 3 hours total.
 - Measurement: Certificate of completion attached to extension application.
 - Deadline: Complete by [Insert Target Date].

D. Institutional Support

- Action: Meet with supervisor to report progress and discuss feedback.
 - Frequency & Duration: Every 2 weeks.
 - Measurement: Journal log of meeting date, duration, and topics discussed.
 - Deadline: Meetings set up by [Insert Target Date].
- Action: Submit district reimbursement forms for exam fees.
 - Frequency & Duration: Twice (within 1 week following each exam).
 - Measurement: Track submission date and reimbursement status in journal.
 - Deadlines: Knowledge Exam: [Insert Date]; Performance Exam: [Insert Date].

Section 4: Commitment & Accountability

Guidance Note: Copy and past text below into your proposed plan. It should be the last section of your proposed plan. Make sure to sign and date it before submission.

I commit:

I commit to following the details of this plan. I acknowledge that this Professional Development Plan is a binding component of an approved temporary permit. I understand that to qualify for a permit extension at the 3-month mark, I must submit an updated 3-month PDP alongside verification documentation (signed mentor logs, self-analysis journal entries, workshop certificates, or supervisor letters) proving I have strictly adhered to the timelines and tasks listed above and that I have made substantive progress toward achieving certification.

Signature: _____

Date: _____