



How to Enter Your IPDP into BFIS

Updated 4/24/19

The best way to keep your Individual Professional Development Plan (IPDP) up to date and available is to store it in your Bright Futures Information System (BFIS) Quality and Credential account. This document provides guidance for how you can enter your IPDP information into BFIS. Pro Tip: While Child Care Program Licensing rules do not require you to keep your IPDP in BFIS, it is very helpful if you do!

Step 1: Log into your BFIS Quality and Credential account

Step 2: Find your IPDP in your BFIS Quality and Credential Account

- Look under the RESUME tab and then the SUMMARY tab below it
- “Record Professional Development Plan” → to write or change your IPDP
- “View Plan” → to see and print it

Step 3: Create or Edit your Plan!

Part 1 of 3: Creating Your Goals

Quality Case ID: 139187

Summary	Work Experience	Education	Credentials	Program Participation
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? Professional Development Plan: Part 1 of 3 - Goals

* Indicates Required Info

* Five Year Goals:

* Plan Format: ←

Mentor:

* Plan Date: ←
(mm/dd/yyyy)

Save & Exit

Continue >

A. Use the dropdown to select your PLAN FORMAT

- “Northern Lights Core Competencies” format can be used by anyone
- “CDA” format is best for people who have or are working on a Child Development Associate (CDA) Credential
- Don’t Use the “VT Education Dept.’s 5 Standards for VT Educators” format

B. You must fill in sections marked with a red*

- Use the “five year goals” section to write one or more long term goals you are working on
- “Plan Date” is the date you WRITE your plan



Pro Tip

- If you create your IPDP using one plan format, it will not automatically transfer to another plan format

Part 2 of 3: Self-Assessment

Quality Case ID: 139187

Summary	Work Experience	Education	Credentials	Program P
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Professional Development Plan: Part 2 of 3 - Self Assessment

* Indicates Required Info

Core Area: Child Development

Current Skill & Knowledge Levels:

Areas for Growth:

Priorities:

Core Area: Family and Community

Current Skill & Knowledge Levels:

Areas for Growth:

Priorities:

- A. Depending on which IPDP plan format you choose, this section may look a little different. Fill in information for each Core Area based on what you know now, and what you want to work on in the future.
- B. For each Core Area, enter the following information:
- “Current Skills and Knowledge” write what you already know and do
 - “Areas for Growth” write what you want to learn more about, get better at, change, develop
 - “Priorities” is optional. You can use this box to write how important this area is for you

Pro Tip

- There is a limited amount of room in each box. If you add too many words, the system will not let you submit or save your IPDP



Part 3 of 3: Plan Detail

This is the part of the IPDP where you will write your specific goals and timeline for the next year.

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? Professional Development Plan: Part 3 of 3 - Plan Details

* Indicates Required Info

Core Area: Child Development

Goals:	I will be able to describe red flags for children on the autism spectrum; and have 3 current resources I can use	^ v
Strategies:	contact CIS and EEE for red flag list; research Autism training offered by Higher Ed Collaborative; review	^ v
Resources Needed:	Higher Ed Collab course offerings; CIS and EEE contacts; funding for HEC class; child care to take face to face	^ v
Timeline:	resources ID by Dec. 2016	
Status:	Started	v

- A. In the “Goals” Section, fully complete at least two goals (you can leave the rest blank)
 - Review the “Areas for Growth” you wrote in your IPDP Self-Assessment to choose your goals
 - Goals should be SMART [Specific, Measureable, Achievable, Relevant, and Timely]
 - Start your goal statements with “I will...”

- B. Strategies
 - Strategies are steps and activities you will complete to help you reach your goal. If your goal is to “Understand and describe the ages and stages of gross motor development”, one strategy might be “complete training on child development.”

- C. “Timeline” is where you write the month and year you expect to meet your goal
 - For Career Ladder Level Certificate applications your IPDP needs to be written or updated in the past six months
 - For Child Care Program Licensing rules, your IPDP needs to be written or updated at least once per year

- D. Be sure you click “Save Plan” at the bottom of the page

Pro Tip

- If you don't know when you will meet your goal, that probably means you goal is not specific enough. Go back and reword your goal so it is more specific