

Pennsylvania Quality  
Assurance System

**PQAS Application**  
Professional Development Module TEMPLATE



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# *PQAS PROFESSIONAL DEVELOPMENT MODULE FORMAT AND INSTRUCTIONS*

The following provides PQAS applicants with the format and instructions for preparing the Professional Development Module to be submitted to PQAS approval. An example of a Professional Development Module has been prepared using this format. Please see the PA Keys to Professional Development Sample Professional Development Module on the PA Keys website at [www.pakeys.org](http://www.pakeys.org).

In addition to examining this sample PD Module, applicants should review the criteria used for scoring PD modules to ensure that the PD Module has sufficient detail to allow the Peer Reviewers to make their assessments in the areas of content, organization, and presentation. (See [www.pakeys.org](http://www.pakeys.org) for details on the Professional Development Module Scoring Instrument.)

The Professional Development Module submitted to PQAS for review should contain the following parts:

- The Overview of the Professional Development Module
- The Professional Development Module
- Power point, if applicable
- All handouts that you would use to deliver this professional development module

## *OVERVIEW OF PROFESSIONAL DEVELOPMENT MODULE*

The following provides the required format for the Overview, along with instructions of what should be included in this part of the professional development module.

1. *Title of Event:* Provide the title of the event as it will be reflected in any professional development calendar or announcement. The title should clearly reflect the content of the event.
2. *Length of Event:* Indicate the length of the professional development event by specifying the number of clock hours. Your sample module must be at least two clock hours, but no longer than four clock hours.
3. *Event Description:* Provide a brief description of the professional development event that indicates who the professional development is for (i.e., the target audience as well as the prior knowledge/experience required, if any). This description should be approximately 75-100 words.
4. *Learning Objectives:* List the specific learning objectives of the event that reflect what participants will know and be able to do as a result of the professional development experience. While learning objectives are to be written and tailored to a specific session, the objectives should be consistent with and derived from the Pennsylvania Core Body of Knowledge Competencies.

Learning objectives must be measurable and match the competency level below. Please see Appendix A: Bloom's Cognitive Taxonomy for more information.

5. *Knowledge Area:* Specify the Pennsylvania Core Knowledge Competency (CKC) knowledge area and that best categorizes the content of the event. Example: K3- Family, Schools and Community Collaborations and Partnerships
6. *Core Knowledge Competency:* Specify the competency of the event, which reflects what you, as an instructor, expect the participant to be able to do with the knowledge as a result of the professional development experience. While a module may have learning objectives reflecting multiple competencies, you are to specify the competency that you spend most of your time on, based on your design of the module. Example: K3.5 C2-Use knowledge about concerns, stressors, and/or crises to enhance interactions with families and provide needed supports.
7. *Competency Level:* PA Keys to Professional Development identifies three levels of competency based on Bloom's Taxonomy. For more information about definitions and related behaviors at each level, refer to Appendix A: Bloom's Cognitive Taxonomy and Competency Levels. In this chart, competency levels are defined as follows:
  - Competency Level 1 (C1): Session primarily designed to provide participants with information, knowledge and comprehension of the topic.
  - Competency Level 2 (C2): Session designed so that participants spend most of the time applying knowledge of the topic.
  - Competency Level 3 (C3): Session designed so that participants spend most of the time using information to practice skills of analysis, evaluation and synthesis in order to create something new.
8. *Target Audience:* Identify the specific audience the professional development event is targeting (i.e. Center-based, Home-based, School-Age or Relative/Neighbor).
9. *Age Emphasis:* If applicable, identify the age level of the child that the event has an area of emphasis (i.e. Infant/Toddler, Preschool, School-Age, Mixed Age Groups, Adults).
10. *Presentation Techniques:* Provide a brief description of the presentation techniques, such as the use of small group activities/exercises, question and answer, lecture/guided teaching, and so forth. The full details of how these techniques are used to present the specific content of this professional development need to be detailed in the "Design of the Professional Development Module."
11. *References:* Identify the specific references used to prepare the event and handouts. Be sure to include additional references that participants may use following the session. Please make sure to include all components of APA or MLA style.
12. *PA Tools and Resources:* Identify the tools and resources utilized in PA state quality initiatives that are linked to content, presentation, or handouts for participants (ex: PA Learning Standards, ERS, STARS

*Standards, Caring for Our Children, Accreditation Standards, PAS, CBK , etc). These do not need to be included with your module.*

13. *Materials:* Specify the type of materials that an instructor will need to present this professional development event such as markers, newsprint, overhead slides with projector, Power Point set up and equipment.
14. *Handouts:* Identify the specific handouts that are used in this professional development event and include copies of the handouts in the training module that is submitted to PQAS. Please ensure that **all handouts have proper reference information documented in the overview and on each handout**. Please make sure to include all components of APA or MLA style. If you created a handout, your name should be on it to identify that it is your work. All materials must abide by copyright laws. Resources should reflect current, up-to-date research (within the last 10 years & websites must be active).

## PROFESSIONAL DEVELOPMENT MODULE

The following provides the required format for the Module, along with instructions of what should be included in this part of the application.

1. *Time:* In consideration of adult learning principles, the time frame is appropriately broken down by Content and Presentation Method, and time allotted for the module is appropriate.
2. *Content Outline:* Module components are written with enough detail that another instructor could present the session as intended without any questions. The amount of content being presented appropriately supports adult learning and comprehension. The flow of the module provides a balance between content instruction and activities.
3. *Presentation Methods:* Module should utilize at least three different presentation techniques, at least one of which is a collaborative activity (may include: ice breakers, small group activities/exercises, role playing, lecture, brainstorming, walk & talk, think/pair/share, etc).
4. *Handouts/Materials:* All materials/handouts support the content of the module and the competency level identified in the overview. All materials/handouts are labeled (typed, not hand-written) with identifying information, cited (must contain all components of APA/MLA style) in the overview, and listed in the module. This includes materials created by the instructor.

## OVERVIEW OF PROFESSIONAL DEVELOPMENT MODULE

Please use this as your Overview template. Please see above for additional guidance on completing this form.

<b>1. Title of Event:</b>	
<b>2. Length of Event: (2-4 hrs)</b>	
<b>3. Event Description: (75-100 words)</b>	
<b>4. Learning Objectives:</b>	(Recommend 1 per hour of Professional Development)
<b>5. Knowledge Area</b>	<i>Example:</i> K3- Family, Schools and Community Collaborations and Partnerships
<b>6. Core Knowledge Competency</b>	<i>Example:</i> K3.5 C2-Use knowledge about concerns, stressors, and/or crises to enhance interactions with families and provide needed supports.
<b>7. Core Knowledge Competency Level:</b>	<i>Example:</i> C: <u>  3  </u>
<b>8. Target Audience:</b>	
<b>9. Age Emphasis:</b>	
<b>10. Presentation Techniques:</b>	
<b>11. References:</b>	
<b>12. PA Tools and Resources:</b>	
<b>13. Materials:</b>	
<b>14. Handouts:</b>	

**PROFESSIONAL DEVELOPMENT MODULE TEMPLATE**

PLEASE USE THIS AS YOUR MODULE TEMPLATE. PLEASE SEE ABOVE FOR ADDITIONAL GUIDANCE ON COMPLETING THIS FORM.

(TITLE OF SESSION)

Time	Content Outline	Presentation Methods	Handouts/ Materials