



**Administrative Policies and Procedures: 5.1**

<b>Subject:</b>	<b>Professional Development Calendar and Database</b>
<b>Authority:</b>	TCA: 37-5-105 (3); 37-5-106
<b>Standards:</b>	ACA: 4-JCF-6E-01
<b>Application:</b>	To All Department of Children's Services Employees
<b>Policy Statement:</b>	
The DCS Professional Development Division shall administer a comprehensive, needs-based professional development program.	
<b>Purpose:</b>	
To ensure that all employees are receiving high quality, job-relevant and consistent professional development in order to be effective on the job.	
<b>Procedures:</b>	
<b>A. Director of Professional Development qualifications</b>	The Director of Professional Development will be a qualified employee who has completed a Masters Degree or higher or its equivalent.
<b>B. Professional Development Calendar</b>	The Director of Professional Development or designee will distribute a yearly electronic copy of a " <i>Professional Development Calendar</i> " listing all available training courses.
<b>C. Comprehensive database</b>	The Director of Professional Development or designee will coordinate the development and implementation of a comprehensive professional development database. The database will contain relevant information on the frequency and quality of available courses, as well as employee professional development histories.
<b>D. Course enrollment</b>	The Director of Professional Development or designee will coordinate all enrollments for professional development programs.

<b>E. Professional Development records</b>	The Director of Professional Development or designee will maintain an official professional development record for each employee during their employment tenure or contracted services with the Department of Children Services.
<b>F. Verification of Professional Development</b>	Employees will submit written verification of all completed professional development courses to the professional development coordinator/learning administrators to be forwarded to the professional development division.

<b>Forms:</b>	None
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<b>Collateral documents:</b>	<i>None</i>
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