

## INDIVIDUALIZED TRAINING AND PERFORMANCE PLAN

Individual: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Trainer: \_\_\_\_\_

***Identify the type of Plan needed and indicate the reason(s); check all that apply:***

- Remedial Training Plan** *(Required prior to second post-test attempt)*
- The plan is needed to assist the Trainee in successfully completing the pre-service post-test.
  - The plan is needed to accommodate the special or other circumstances of the Trainee for successful completion of the pre-service post-test.
  - Other *(specify)*: \_\_\_\_\_
- Certification Plan** *(If certification is not achieved or is not attainable within one year)*
- The plan is needed to assist the Child Protection Professional in successfully completing the Performance Assessment, SFE, or other certification requirements.
  - The plan is needed to accommodate the special or other circumstances of the Child Protection Professional in successfully completing the Performance Assessment, SFE, or other certification requirements.
  - Other *(specify)*: \_\_\_\_\_
- Recertification/Professional Development Plan** *(If certification expires)*
- The plan is needed to assist the Certified Child Protection Professional in successfully completing the 48 Professional Development training hours required for recertification (or other recertification requirements).
  - The plan is needed to accommodate the special or other circumstances of the Child Protection Professional in successfully completing the 48 Professional Development training hours required for recertification (or other requirements).
  - Other *(specify)*: \_\_\_\_\_
- Performance Improvement Plan** *(To be developed at the discretion of the agency)*
- The plan is needed to assist the Trainee/Child Protection Professional/Certified Child Protection Professional in successfully carrying out his or her job responsibilities and/or meeting job performance expectations of the employing agency.
  - The plan is needed to accommodate the special or other circumstances of the individual in successfully meeting the job performance expectations of the agency.
  - Other *(specify)*: \_\_\_\_\_
- Waiver Plan** *(Required after passing the waiver test, prior to case assignment)*
- The plan is needed to address specific courses and/or activities required to be completed by the Child Protection Professional/Certified Child Protection Professional in lieu of participating in the entire pre-service curriculum.

**Note: For ALL plans, the following assignment table must be completed:**

Action Required	Responsible Party	Required Completion Date

**Discussion Notes:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Individual:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Trainer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Other:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Supervisor and Trainer: Please provide a copy of this plan to the individual for whom this plan was developed, and keep a copy in the individual's training and/or personnel file(s).*