



**COLORADO  
SHINES**

**START EARLY  
START STRONG  
QUALITY EARLY LEARNING**

# THE FIVE STEPS TO PDIS SUCCESS

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The Colorado Shines Professional Development Information System, or PDIS, is designed to support your professional development and guide your career growth as an early childhood professional.

This system tracks training and education, provides high quality online professional development and helps individuals choose professional development according to their competency level, their professional development goals, their job role and their geographic location. All of these online courses, scholarships, and opportunities to connect with other early childhood professionals are provided **at no cost** to you.

The Colorado Shines PDIS also calculates your credential level and integrates it into the state's new Colorado Shines quality rating and improvement system, which supports your program's quality rating. For more information on **Colorado Shines**, visit [ColoradoShines.com](http://ColoradoShines.com)

You know how critical the early years are to a child's learning and development. Quality early learning programs like yours help children **start early and start strong**. The quality of children's experiences depends on the knowledge, skills and experience of people like you - because, when you shine, **every child in Colorado Shines!**

## THE FIVE STEPS TO PDIS SUCCESS

1. Create an account and complete your profile
2. Take E-learning courses
3. Apply for an Early Childhood Professional Credential
4. Complete a Competency Self-Assessment
5. Design your Individual Professional Development Plan

If at any time you need additional information, see our 5 Steps to PDIS Success How-to Guide, send us an email to [PDISHelp@cde.state.co.us](mailto:PDISHelp@cde.state.co.us) or call us at 1.844.447.4441.

# HOW TO ACCESS THE COLORADO SHINES PDIS

## 1. CREATE AN ACCOUNT AND COMPLETE YOUR PROFILE

- Complete your **profile** by providing **demographic, employment and salary information**.
- **WHERE TO FIND IT:** Visit [ecpd.costartstrong.org](http://ecpd.costartstrong.org) and look for the 'Register Here' text.
- To edit account and profile information, look for the 'My Profile' button on the left side of the screen.

The PDIS collects wage information and uses the data in aggregate to provide a *better* picture of the average salaries earned by early childhood professionals. This data can be used by policymakers and early education advocates to inform policy decisions.

✔ **CONGRATULATIONS** - you're ready to take full advantage of the PDIS!

## 2. TAKE E-LEARNING COURSES

The first set of courses available in the PDIS are the Colorado Shines Level 2 E-learning Courses. The courses are designed to:

- Provide you with an in-depth look at the components of a quality early care and learning environment
- Familiarize you with Colorado's Early Learning and Development Guidelines and Colorado's Early Childhood Competencies for Educators and Administrators
- Support you in the transition to the new Colorado Shines quality rating and improvement system (QRIS)

Level 2 courses are **required** for staff working in Colorado Shines rated Level 1 programs working toward a Level 2 rating, and **highly recommended** for staff in programs with a Level 3-5 rating. The courses provide complete details on the rating system, competencies, credentialing and the Professional Development Plan. Plus they count toward your annual clock hours!

- **WHERE TO FIND IT:** Go to the 'Course Catalog' at the left side of the screen. To return to a course in progress, go to 'My Learning Path and PD Planning' and choose the course in the 'My Courses' tile. [Be sure to check the Course Catalog for additional courses as they become available!](#)

✔ **CONGRATULATIONS** - you're now better prepared to help children shine!

You must complete 10 of the 14 one-hour courses available in the Colorado Shines PDIS. The courses include topics such as the QRIS (Levels 1 & 2 and 3-5), the ERS and CLASS tools, Cultural Responsiveness and Family Engagement, Child Health and Socio-emotional Development and more.

### 3. APPLY FOR AN EARLY CHILDHOOD CREDENTIAL

The PDIS allows you to easily apply for your Early Childhood Professional Credential.

You can accumulate points along four pathways including formal education (50 points max), ongoing professional development (30 points max), and experience (20 points max).

- **WHERE TO FIND IT:** Go to 'My Profile', click on 'Colorado EC Professional Credential', then click the Edit button next to Early Childhood-Related Professional Credentials and Apply

#### Next steps...

The Early Childhood Professional Development Team at the Colorado Department of Education (CDE) verifies your information before your official credential is issued.

✔ **CONGRATULATIONS** – you have earned your Early Childhood Professional Credential!

### 4. COMPLETE A COMPETENCIES SELF-ASSESSMENT

Your self-assessment is an important step toward success with the PDIS. The Colorado Shines PDIS will use your responses to provide recommendations for professional development (trainings, college courses, coaching) based on the goals you establish and your professional role.

The Competencies Self-Assessment is organized into subject areas. Try assessing yourself on one subject area at a time and spend some time reflecting on knowledge and skills. Remember that the PDIS saves your answers as you go and you can always leave and come back later!

- **WHERE TO FIND IT:** go to 'My Learning Path and PD Planning' and click on the 'My Professional Development Plan' tile. Click the 'Begin Self-Assessment' button.

✔ **CONGRATULATIONS** – you now know your strengths and areas of growth and are ready to customize your Individual Professional Development Plan!

#### WHY DOES PROFESSIONAL DEVELOPMENT MATTER?

Professional development helps prepare you to work with and on behalf of young children and their families. It can help you to improve your knowledge, skills, practices and dispositions as a provider of early childhood services. Professional development helps to ensure that you are effectively supporting the children in your care during the critical early years.

If at any time you need additional information, see our 5 Steps to PDIS Success How-to Guide, send us an email to [PDISHelp@cde.state.co.us](mailto:PDISHelp@cde.state.co.us) or call us at 1.844.447.4441.

## 5. DESIGNING YOUR INDIVIDUAL PROFESSIONAL DEVELOPMENT PLAN

The Colorado Shines PDIS supports you in *easily* creating an individualized Professional Development Plan (PDP) to help you to continue to move toward your professional goals! Individual Professional Development Plans that are based on a Competencies Self-Assessment earn points in the Colorado Shines QRIS.

The system makes recommendations based on your goals, educational background, training completed, experience and Competencies Self-Assessment. You must complete the entire Competencies Self-Assessment before you can view the Individual Professional Development Plan.

From these recommendations, you can formulate action steps and set timelines at whatever pace works for you.

And the Colorado Shines PDIS provides resources, such as access to scholarships and networking opportunities, to help you achieve your goals!

- **WHERE TO FIND IT:** Go to 'My Learning Path and PD Planning' and click on the 'My Professional Development Plan' tile

✔ **CONGRATULATIONS** – you're on your way to achieve professional success with the Colorado Shines PDIS!

### TIPS FOR A GREAT PROFESSIONAL DEVELOPMENT PLAN:

- **Keep your goals small and achievable.** Break them down into small, workable units.
- **Be specific.** "Take one community college course" is more actionable than "Get more professional development."
- **Be positive.** Think about what you *want* to do.
- **Include specific dates and timelines.**
- **Set realistic and achievable action steps** that you are willing and able to accomplish.
- **Set action steps you can control** in order to maintain control over your progress and draw satisfaction from the process.
- **Review it periodically.** Keep it relevant and current as you learn and your goals change.



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