

Professional Development Advisor Referral Process



for
GATEWAYS TO OPPORTUNITY
The Illinois Early Care & Education Professional Development Network

Call 888 548-8080

Call is screened by Gateways staff member to determine individual needs
Appropriate referral is made as **examples** below

Referral to an INCCRRA program is made
Follow up is made as necessary

Referral to Child Care Resource and Referral Agency made
Follow up is made as necessary

Screened call needs referral to Professional Development Advisor (PDA)
Gateways staff member takes caller contact information and forwards it to an appropriate PDA

NOTE: All Professional Development referrals **MUST** come through Gateways 888 548.8080 number

PDA is called and receives caller contact information. Caller also is contacted and given PDA contact information so each can initiate mentoring process.

Mentee is contacted and **Professional Development Plan** is made
Short term Advising
One Month or less

PDA Coordinator **follows up** with both PDA and caller/mentee to be sure contact is made and process is initiated.
This follow up call is made within 5 business days of initial referral to PDA

PDA and mentee make **Professional Development Plan**
Long term Mentoring/coaching begins
Three months or more

Progress of Plan is monitored by PDA coordinator on a regular basis

Mentee reaches desired Professional goals and makes plans for Continued Professional Growth with PDA