

# CEP – Professional Growth Plan



## Start your Professional Growth Plan Now!

Did you know, the CEP program allows an LPN to complete a Professional Growth Plan (PGP)?

**Completion of the PGP is worth 8 claimable hours for LPNs whom practice for 7 or more months.** LPNs who hold a practicing license for less than 7 months are not eligible to complete the Professional Growth Plan.

A Professional Growth Plan (PGP) identifies activities and strategies that will provide opportunity to evaluate your knowledge, skills and performance. A self-assessment will provide relevant feedback to help evaluate your overall competency and performance as they relate to the LPN Standards of Practice. The use of self-assessment enables practitioners to identify current or future learning needs to guide ongoing professional growth.

To complete a Professional Growth Plan, please visit the SALPN website under the “Continuing Education Opportunities” section of the website. Please scroll down to the bottom of the page to access the templates.

Steps in completing a Professional Growth Plan:

1. Complete the "Initial Self-Assessment Form".
  - Assess your strengths and weaknesses and opportunities for growth independently.
2. Complete the "Initial Manager/Peer Review Form".
  - Have a manager or peer complete an assessment/ provide a summary of their overall impression of your current level of performance.
  - If this is not being completed by your direct supervisor/manager you are required to have your manager sign as well as your reviewer.
3. Complete Chart A- Professional Growth Plan Strategy
  - Within each learning section, develop a strategy to improve your competence that will capitalize your strengths and address your areas of weaknesses.
4. Complete Chart B- Develop goals, and indicators based on LPN Standards of Practice.
  - Review the SALPN Standards of Practice for LPNs  
[http://www.salpn.com/images/Member/Standars\\_of\\_Practice/IJLPN\\_Standards\\_of\\_Practice.pdf](http://www.salpn.com/images/Member/Standars_of_Practice/IJLPN_Standards_of_Practice.pdf)
  - Within each section of the Standards of Practice, identify an “indicator” from the Standards of Practice for both “Individual Learning” and “Group Learning & Professional Growth” that you are wanting to address in your Professional Growth Plan. Develop a strategy where you will improve or ensure competence within those specific indicators.
5. Complete the “Concluding Manager/Peer Review Form”. (This form is to be completed at least 7 months following the Initial Manager/peer Review Form).
  - Have the same manager or peer complete a follow-up assessment/provide a summary of your overall changes in your current level of performance.
6. Complete the "Concluding Self-Assessment Form" (This form is to be completed at least 7 months following the Initial Self-Assessment Form).
  - Assess your overall progress and address how your plan has enhanced your professional development.

If you have any further questions, please contact Helen Bourget at [practice@salpn.com](mailto:practice@salpn.com) or call (306) 525- 8077.