The Registry Family Child Care Credential

Preparing your Portfolio

Updated 2017

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www.the-registry.org

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**Read this Booklet Carefully and Completely
Before Beginning Your Credential Portfolio**

Definition of Terms

Portfolio: A collection of work to reflect your learning experiences and display your application of knowledge through completing the course work for a Registry Credential. This is packaged in a 3-ring binder or e-Portfolio program to complete the requirements for commission.

Project: A unique piece of planned work that is completed over a period of time and intended to demonstrate how you apply the acquired skills learned through completing the course work for a Registry Credential to increase the successful operations of your program.

Rationale: The explanation and/or demonstration of how you applied and used the knowledge and skills you learned from the credential courses to fulfill a portfolio requirement. Consider this the 'story of your journey' and reflect on your application of knowledge through the completion of specific work samples.

Work Samples: Supporting documentation

Reasons for Creating a Portfolio

Your portfolio is a creative, living document that will include a variety of materials to reflect your learning journey. A portfolio gives you the opportunity to:

- Present a comprehensive collection of your work to demonstrate your ability to integrate and apply the knowledge and skills taught in the credential into best practice.
- Use self-reflective skills to advance and plan for future professional development.
- Validate your competency within the field as a professional.
- Complete a project that is relevant to your work as a family child care practitioner.

Although each portfolio will be unique, there are specific requirements that must be met to complete a Registry Credential. Your portfolio is a compilation of your best work from the following four credential courses:

    Course 1: Curriculum for Family Child Care
    Course 2: Special Topics for Family Child Care
    Course 3: Financial Management and Planning
    Course 4: Family Child Care Capstone Course

The first three credential courses may be taken in any order, but the Family Child Care Capstone course must be taken last.

Your portfolio will be presented to a Registry Commissioner who will determine if you have met all requirements for the credential. This guide will provide you with the information you need to successfully put your portfolio together.

Overall Composition and Required Sequence of Your Portfolio

It is highly recommended that the portfolio be completed electronically, however you may elect to create a type written document presented in a three-ring binder format.

- Be sure you have all original documents saved on a secure drive (flash drive, etc.) before mailing your portfolio to the Commissioner.
- If you are submitting videos, post them to YouTube for Commissioner viewing. Tutorials on how to safely post a video to YouTube are found in the Student Commission Toolkit. **Do not send them on a flash drive or any other kind of device; they will not be viewed.**
- Clearly label your portfolio and any pieces of your project with your name. Be sure any items that are part of your project can be easily identified.

When creating an electronic portfolio, check with your Capstone instructor for the e-Portfolio program used by the college. Examples of e-Portfolio sites include:

- LiveBinders (http://www.livebinders.com)
- Google Sites (https://sites.google.com/site/eportfolioapps/)

As a precaution, back up ALL your documents onto a secure drive (flash drive, etc). The electronic portfolio will be organized much as you would a three-ring binder. You will create and use tabs just as you would use tabs in a binder to set up and organize materials into categories. While certain content is required, individuals have a great deal of flexibility and creativity in making portfolios attractive, but the content of what you choose to include is more important as it demonstrates the range and depth of your knowledge and skills. Written work must be clearly written, grammatically correct and contain minimal spelling errors.

Before you send your e-Portfolio, don't forget to check the privacy settings on the e-Portfolio program to be sure the Commissioner will have access. When emailing your e-Portfolio link to the Commissioner, be sure to include any permissions and/or passwords needed to view the portfolio. Remember e-Portfolio programs are public sites, so you should avoid sending sensitive personal or financial documents within your e-Portfolio for confidentiality reasons. Instead, send any confidential documents in a separate email to the Commissioner.

Your portfolio must be put together in the sequence indicated below.

- The candidate's name should be on the first page of the e-Portfolio or on the outside cover of the physical binder portfolio.
- Include a title page and table of contents.
- Label each section and use tabs for each section and category of an e-Portfolio or dividers/tabs between each section of a physical binder.
- Project sections must be in the required sequence.
- Each project section must include a rationale and work sample.
- Strive to make your portfolio creative and attractive with written work that is clear, legible, descriptive, grammatically correct, and without spelling errors.

Introductory Section

1. Candidate Name and Contact Information

2. Authenticity Statement
3. Autobiography
4. Personal Philosophy Statement on Family Child Care
5. Professional Development Plan
6. Resume
7. One financial work sample

Project Section
1. Project Overview and Instructor Approval
2. Relationships
3. Environment
4. Developmental Learning Activities
5. Safety and Health
6. Professional and Business Practices
7. Resources and References

Contents of Your Portfolio

Introductory Section
The Introductory Section must include the following seven (7) items:
1. Name and Contact Information (1 page)
2. Authenticity Statement *(included on page 15)*
3. Autobiography—reflect on the life experiences that influenced you to pursue a career in family child care. It may reflect your life from childhood to the present or address only the areas of your life that directly influenced your career path. (2 pages maximum).
4. Personal Philosophy Statement on Family Child Care—your philosophy statement should reflect what you value and believe is important for children to learn and how you support this growth and development in your family child care program. (1 page maximum)
5. Professional Development Plan—your professional development plan was written in course two. Revise if necessary.
6. Resume—create a resume or update a current version.
7. One financial work sample—this must be a document (spreadsheet) that you have created which demonstrate proficiency from the financial management course using actual program figures such as, but not limited to a:
   a. Budget (program, project, start-up, line item, etc.)
   b. Break even analysis
   c. Cash flow analysis

Project Section
Upon completing the Family Child Care Credential courses, you will complete a Capstone project. This project will be a demonstration of how you apply the acquired skills learned from the credential courses to increase the successful operation of your family child care program.

Your project will give you the opportunity to:

- Apply the comprehensive knowledge learned from the Family Child Care Credential courses.
- Reflect on your general beliefs and attitudes regarding your experience in family child care.
- Start, continue, or complete a project that is relevant to your work in family child care.

Your project should include applications of theory and/or practice from each course using artifacts developed based on the following five content areas of the National Association for Family Child Care Quality Standards: Relationships, the Environment, Developmental Learning Activities, Safety and Health, and Professional and Business Practices. A narrative describing your project and a list of references and resources must also be included.

Project Overview and Instructor Approval

Your project overview is a brief narrative of what the project is and the purpose of the project. You should include why you selected this project and how it will benefit your program. A signature of project approval from the course instructor is required. *(Included on page 12)*

National Association for Family Child Care Quality Standards www.nafcc.org

Relationships: Family child care providers understand an important aspect of a high-quality family child care program is its human relationships. Providers set the emotional climate of the program. Good quality relations with the children and their families form the foundation of support needed for great experiences. Children thrive when they feel nurtured, appreciated, and have a sense of belonging to a group that is part of a community. All kinds of development are supported in the context of warm, responsive human relationships. (NAFCC, 2013)

The Environment: Family child care providers understand an important aspect of quality in family child care is its environment. The provider's home is welcoming and comfortable with enough materials and equipment to engage children's interests in a variety of ways, supporting their act ivies across all the domains of development. (NAFCC, 2013)

Developmental Learning Activities: Family child care providers understand an important aspect of quality in family child care is developmental learning activities. Children's spontaneous play is ideally suited to helping them practice their developing skills and gain understanding of their world. As the provider observes their activities and interests, she supports and extends their play and offers new activities and materials to build upon their learning. (NAFCC, 2013)

Safety and Health: Family child care providers understand an important aspect of quality in family child care is safety and health. Children's well-being is assured through careful supervision, preparation for emergencies, minimizing the spread of disease, and serving nutritious food. (NAFCC, 2013)

Professional and Business Practices: Family child care providers understand an important aspect of quality in family child care is professional and business practices. As a small business owner, the provider is ethical and caring in relations with children and families. The provider's contracts and policies are sound. The provider is reflective and intentional about their work, seeking continuing education and support from others. The provider abides by legal requirements and makes use of resources in the community. (NAFCC, 2013)

Resources and References

This should be a list of all the resources used to develop your project.

Each content area must include the following:

- A rationale of each work sample you include.
- A carefully selected work sample that represents your best work and demonstrates your ability to integrate and apply the knowledge and skills you learned within your credential coursework into best practice.

Considerations for Portfolio Work Samples

- Work samples are the "what" of your portfolio.
- Work samples are of your own work related to family child care.
- Each work sample should represent knowledge you have gained from the credential courses.
- Choose a sample of your work that fits each content area of the National Association for Family Child Care Quality Standards. This may be something you've developed previously, but it should reflect enhancements or revisions you've added because of your learning and growth throughout the credential courses.
- If the work sample is a form or letter or another document you created, you may wish to also include a description of the process you went through in developing the document.
    - o Tell what the need was that brought you to create the form/letter.
    - o Describe the decisions made in its development, who you worked with, what choices were considered and why the choices were made.
    - o You might also describe the impact or effect of the form or letter. Was it successful? When using it, does it achieve the desired results? How do you know?
    - o In the description, explain the sample in detail to a reader who has never seen it before. Give a description that offers a better understanding of the item than just by looking at the sample alone.
- It is the student's responsibility to provide media samples in a format that is easily accessible to both your instructor and Registry Commissioner.

Rationales for each Quality Standard

- Each rationale is the "how" and "why" of the work sample.
- Your rationale must:
    1. Be no more than one page. If you have written more than one page, consider putting some of the information in the description which is part of the sample.
    2. Be concise or as brief as possible when answering the statements in the sample rationale. If you choose not to use the sample rationale template, be sure to address the guided statements in your own words.
    3. Rationales must be typed in 12 pt. font, 1.5-line spacing, with one inch margins.

Suggested rationale for each quality standard:

My work sample for *(insert standard)* is _____.
It fits this standard because _____ *(explain* how *and* why *this work sample fits the standard.)*
I chose it as the best example of my work because _____ *(explain the impact this work sample had on you and/or your program.)*

I learned about _____ *(write 4-5 sentences to describe what you learned about the <u>standard</u>, not the work sample, and how you have applied the knowledge you have gained.)*

Confidentiality

If pictures, video, and/or observations of children are included, it is important that the child and family remain anonymous to maintain professional confidentiality. If this confidentiality is violated, requirements of the category will not be fully met.

Some options to maintain confidentiality are as follows:
- Obtain written permission signed by child's parent or guardian. Do not include it in the portfolio, but you must have it available to show the Commissioner upon request. Include the verification form that states that you have signed permission to use the child's photo, video or observation records.
- Use photos that do not reveal a child's face or use a sticker to obscure the child's identity.
- Mark out or change a child's name or identifying information from the text, email or other form of documentation.

Sample Project

A sample project, with possible artifacts, is provided to help demonstrate the application of your learning based on the National Association for Family Child Care quality standards.

Project Overview: The purpose of the project is to improve the health and wellness of the children by improving the nutrition and physical activity in my family child care program.

Relationships:
Artifact(s):
- Picture of list of contents for take-home Physical Fitness Activity Kits
- Nutrition fact sheets included in Kit
- Activity ideas included in Kit
- Family newsletter with space dedicated to share monthly Music and Movement activity idea, healthy recipes, or nutrition education
- Flyer promoting a nutrition education workshop or cooking demonstration sponsored by program

Environment:
Artifact(s):
- Picture of dedicated Music and Movement space in home
- List and pictures of new physical equipment added to home
- List and pictures of new music equipment and supplies added to home

Developmental Learning Activities:
Artifact(s):
- Copy of new Multi-media policy stating TV time will only be used for educational or physical fitness activities and will not exceed 2 hours per week
- Lesson plan showing implementation of weekly healthy cooking activity or nutrition education
- Lesson plan showing full integration of physical activities into all curriculum areas.

Safety and Health:

Artifact(s):
- Copy of new policies that promote and support breastfeeding
- Copy of menu that shows implementation of healthier foods
- Copy of new Nutrition Policy

Professional and Business Practices:
Artifact(s):
- Community Resource binder available to families which includes community resources that offer services to support health, nutrition, fitness, breastfeeding, etc.
- Program budget showing line items specifically linked to implementation of new policies or programming

Resources and References:
- *Active Early: A Wisconsin Guide for Improving Childhood Physical Activity*
- *Healthy Bites: A Wisconsin Guide for Improving Childhood Nutrition*
- *The 10 Steps to Breastfeeding Friendly Child Care Centers Resource Kit, WIC*

Receiving The Registry Family Child Care Credential

When you have successfully completed the courses required for a Registry Credential and your portfolio is complete, the final requirement is to present your portfolio to a Registry Commissioner. The Commission process steps are explained below:

1. Candidate completes the portfolio/project.
2. Candidate submits a completed *Registration for Commission* form with payment to The Registry.
3. The Registry sends a confirmation letter including the Commission details with a payment receipt.
4. Candidate makes delivery arrangements for their portfolio/project based on the instructions received from The Registry or the Instructor.
5. Candidate attends the designated Commission.
6. Commissioner notifies The Registry of successful completion of Commission.
7. If official documentation and payment have been received, The Registry sends a Credential Certificate to the candidate.

Request for Commission

Commissions will be convened throughout the state several times each year. Candidates who have completed all the course work and their portfolio/project may submit a completed *Registration for Commission* form to The Registry. In most cases, the instructor from your campus will schedule the Commission; however, you may join a scheduled Commission even if you are not part of a class. Visit http://www.the-registry.org/Credentials/Commissions.aspx to view the list of upcoming Commissions.

You must submit a *Registration for Commission* form with the required commission fee to be registered to a Commission. The *Registration for Commission* form may be accessed at http://www.the-registry.org/ResourceCenter/Credentials.aspx

Fax your *Registration for Commission* form to (608) 222-9779 or **mail** your form to:

The Registry
Attn: Credentials

2908 Marketplace Drive #103
Fitchburg, WI 53719

The following requirements must be completed when submitting the *Registration for Commission* form:

- **Registry Membership**: All credential candidates must have a Registry Membership or must apply to The Registry prior to commissioning. You do <u>not</u> need to include a copy of your Registry certificate; The Registry will confirm your membership in the system. Standard application processing time is 5-7 weeks.
    - o **If you have never applied:** Visit our website at www.the-registry.org to apply online or download an application. We will verify your application has been submitted when we receive your *Registration for Commission* form.
    - o **If you have applied but never received a Registry certificate because you were not eligible or your application was incomplete/unpaid:** You must submit a one-year renewal with the applicable renewal fee and any documentation that was missing previously. Visit our website at www.the-registry.org to renew online or download a membership application.
- **Commission Fee**: Each student is required to pay a $300 Commission fee. Once paid, commission fees are non-refundable and non-transferable. Payment in full must be included with the *Registration for Commission* form. The Registry will send you a payment receipt with your confirmation letter including the commission details. The commission fee covers the processing of the credential and administration of the commission system. If you are a T.E.A.C.H. scholarship recipient, contact your T.E.A.C.H. counselor for information on the reimbursement process. Visit http://wisconsinearlychildhood.org/programs/teach for more information.

The Registry Credential Commissioners
Registry Commissioners are early care and education professionals who have been trained to objectively evaluate your portfolio/project using the assessment tool designed for each specific credential. Each Registry Commissioner has completed at least one of The Registry Credentials, presented a project or portfolio, and successfully completed the commission process.

The Commission Process
Your portfolio/project must be received by the Registry Commissioner **at least ten (10) days prior** to the date of the commission for review. Please review the portfolio/project assessment form available at http://www.the-registry.org/ResourceCenter/Credentials.aspx to ensure you have included all the required components. If you have visuals, such as display/picture boards, samples, blueprints, or scale models do not submit them with the written portion of your project. You may share these with the Commissioner at the commission.

There are two parts to the Commission.
1. **Presentation of your Learning Story:** Your classmates and other credential candidates will be present during your presentation. The time frame for individual presentations is at the discretion of the commission host and based on the commission group size. In approximately 5-10 minutes address the following questions within your presentation.
    - What is your project and how has it impacted your program?

- How has the Family Child Care Credential changed you as a provider?
- What does completing this credential mean to you?
- Having completed your credential, what are your next steps to continue improving the quality of your program?

2. **Individual Meeting with the Commissioner:** You will meet with the Registry Commissioner to complete the commission process. This is an opportunity for the Commissioner to ask you any questions s/he may have about your portfolio/project. The Commissioner will give you feedback and comments about your portfolio/project. You will be informed if you have successfully completed the commission during your individual meeting with the Commissioner. If your commission portfolio/project is incomplete, the Commissioner will advise you of what you will need to do to complete the portfolio/project. If you are asked to submit additional materials, you will submit them directly to the Commissioner by the deadline provided by the Commissioner. In the event the additional materials are not submitted as requested by the deadline, you will not pass the commission.

Awarding the Credential

You will receive your Credential Certificate when you have done the following:

- Received a Registry Career Level Certificate or submitted a complete application for membership. If your first-time application is put on "Incomplete" status, you will not receive your Credential Certificate until the necessary fee or information is received and the "Incomplete" status is resolved.
- Successfully completed the commission process.
- **Submitted Credential Course Documentation**: Please note that your credential **will not** be verified until The Registry receives a copy of an official transcript showing successful completion of all four credential courses. While photocopies of official transcripts are acceptable, documents printed from the Internet such as unofficial transcripts or grade reports are not. You must receive a C- or better in each course to be eligible for the credential.

Appeal Process

You may send a letter to The Registry if you do not agree with the results of your commission. The letter will be reviewed by the Executive Director or designated qualified staff. You will receive a letter indicating The Registry's decision within 30 days of the receipt of your letter. If your concern has not been resolved to your satisfaction, you may request that The Board of Directors review your project and your letter of appeal. The Board of Directors will review your appeal at the next regularly scheduled meeting. The Registry Board meets four times per year and the board meeting schedule is available on The Registry website.

Graduation Celebration

This annual state-wide event celebrates your professional achievement. Information is available at http://www.the-registry.org or 608.222.1123.

Project Overview and Instructor Approval

Student Name:

Title of the Project:

Purpose (how the project will be used in the program) of the Project:

Signature of Student: _____

Date: _____

I have reviewed the project proposal and approved it for development.

Signature of Instructor: _____

Date: _____

Video/Photo Permission Form

I give permission for the video or photo of my child _____
child's name

to be included in the Family Child Care Credential portfolio of

_____
name of portfolio author

Signature_____
name of parent or guardian   date

Video/Photo Permission Form

I give permission for the video or photo of my child _____
child's name

to be included in the Family Child Care Credential portfolio of

_____
name of portfolio author

Signature_____
name of parent or guardian   date

Verification Video/Photo Permission

To maintain confidentiality, I have obtained written permission from the parent or guardian of each child whose photo or video likeness is included in this portfolio. These permission forms are available to be reviewed by the Commissioner upon request.

Signature_____

portfolio author   date

Authenticity Statement

Please print off this page and insert the completed statement as the second page of your portfolio. This may be scanned for insertion in an electronic portfolio.

I _____ am presenting this portfolio in this month

of _____ year of _____ and I attest that this is my

original work, or I have cited where applicable.

_____   _____

                      Signature   Date