



The Registry Program Development Credential

Preparing your
Portfolio

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2908 Marketplace Drive #103 | Fitchburg, Wisconsin 53719

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.

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:

- Apply the comprehensive knowledge gained from completing the credential.
- Reflect on your general beliefs and attitudes regarding your experience in program development.
- Start, continue, or complete a project that is relevant to your work in program development in the field of early care and education.

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: Introduction to Program Development
- Course 2: Observation, Assessment & Evaluation
- Course 3: Staff Supervision, Coaching & Professional Development
- Course 4: Credential Capstone—Designing Environments for Learning

Courses 1-3 may be taken in any order, but the Capstone Course must be taken last.

Your portfolio is more than a collection of written documents about what was covered in the credential course; it will include the full development of your Commission project. The Commission project must clearly demonstrate your program development skills, as well as, meet the criteria established for the final project. Your project proposal must be approved by your instructor prior to beginning the project. You will find a Project Approval Form on page 11.

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.

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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 contents 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.

- All written work must be free of gender and cultural bias.
- Strive to make your portfolio creative and attractive with written work that is clear, legible, descriptive, grammatically correct and without spelling errors. It will be the *professionalism and content* that is evaluated by the commissioner.
- 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.
- Each section and category must be clearly labeled and should also include your name.
- Label or identify the components of your project that relate to each of the four elements. Use dividers, tabs, or color coding to identify elements of your research project.

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Introductory Section

1. Candidate Name and Contact Information
2. Authenticity Statement
3. Autobiography
4. Program Philosophy and Curriculum Statement
5. Child Focused Portfolio
6. Teacher Observations and Coaching Plan
7. Resume
8. Summary of your Professional Growth

Project Section

1. Abstract
2. Project Approval Statement
3. Identification of the Problem or Improvement Need
4. Program Improvement Project—Implementation Plan
5. Reference Section

Contents of Your Portfolio

Introductory Section

The Introductory Section must include the following eight (8) items:

1. Name and Contact Information (1 page)
2. Authenticity Statement (*included on page 14*)
3. Autobiography
 - a. 2 pages maximum, double-spaced
 - b. This can be one from a previous credential.
4. Program Philosophy and Curriculum Statement as a program developer in early childhood care and education
 - a. 1-3 pages maximum, double-spaced
 - b. Your first *draft* of your Program Philosophy and Curriculum Statement was developed in Course One—Introduction to Program Development.
 - c. Reflect, revise and update this first draft to integrate the new knowledge you have acquired from completing the four credential courses. This update will demonstrate how you have practiced and implemented best practices into your work.
 - d. The statement should provide a rationale for all elements included.
5. Child Focused Portfolio
 - a. Your first *draft* of your Child Focused Portfolio was developed in Course Two—Observation, Assessment & Evaluation.
 - b. Reflect, revise and update this first draft to integrate the new knowledge you have acquired from completing the four credential courses. This update will demonstrate how you have practiced and implemented best practices into your work.
 - c. Include additional observations that have taken place since the completion of Course Two.

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- d. All identifying information for the child must be removed and replaced with fictitious names and information, and appropriate parental/guardian permission must be on file, to maintain confidentiality.
6. Teacher Observations and Coaching Plan
 - a. 1-3 pages, double-spaced
 - b. Your *first draft* of the Teacher Observation and Coaching Plans was developed in Course Three—Staff Supervision, Coaching & Professional Development.
 - c. Reflect, revise and update this first draft to integrate the new knowledge you have acquired from completing the four credential courses. This update will demonstrate how you have practiced and implemented best practices into your work.
 - d. The plan should provide a rationale for all elements included.
7. Resume
8. Summary of your Professional Growth through the process of this credential
 - a. Your summary will describe how your participation in this credential accomplished the following:
 - i. Enhanced the development of your skills in program development
 - ii. Improved your effectiveness in program development with children, families and staff
 - iii. Challenged you to risk going beyond your comfort level
 - iv. Made an impact in your program and/or community
 - v. Includes your plans for the future

Project Section

The Registry Program Development Credential Project will demonstrate your ability to integrate and apply the knowledge and skills taught in the four credential courses. Your final project **must be** the development of an individual or group plan for change.

- Your final project plan requires the approval of the instructor.
- Your final project must incorporate applications of program development theory and/or practice.
- Your project must include a list of references and resources.

The project must include each of the following five (5) elements:

1. Abstract
 - a. This is your summary of your project.
 - b. Start with the title of your project. Then describe in 1-2 pages, including your goals, what you did, how you did it, and how the goals were met.
 - c. Include your evaluation and conclusions of what you have accomplished.
2. Project Approval Statement (*included on page 11*)
3. Identification of the Problem or Improvement Need—This is your purpose.
 - a. Describe how you determined this project was needed.
 - b. Explain how you developed your project and what you expected to achieve.
 - c. Identify the change or problem you addressed.
4. Program Improvement Project—Implementation Plan
 - a. This is your plan of action for implementing an innovative and substantive quality improvement project in your program.

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- b. Develop a program improvement initiative (project) that substantially increases your program's ability to meet high quality standards.
- c. Project Elements
 - i. Your written project description must include and address each of the following elements:
 1. Assessment of need for the program
 2. Implementation
 3. Environment
 4. Staff Development
 5. Defined outcomes for children, families, staff and the program
 6. Methods of assessing and evaluating effectiveness of change in program
 - ii. Your project description must:
 1. Address cultural competence as it relates to the project
 2. Integrate related WI Model Early Learning Standards
 3. Identify specifically how the project substantially increases your program's ability to meet high quality standards
5. Reference Section should:
 - a. Contain a list of at least 10 **credible** sources of information which explains the background for your project research.
 - b. References may include books, articles, internet searches, interview with experts, etc.
 - c. All references must be documented in your reference section and cited appropriately using APA style.

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.

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Receiving The Registry Program Development 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 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 not 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.
 - **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.
 - **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

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previously. Visit our website at www.the-registry.org to renew online or download an 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? Give a brief overview and present/explain any supporting materials.
 - How has the Program Development Credential changed you as a provider?
 - What does completing this credential mean to you?
 - Having completed your credential, what are your next steps as a program developer in the early childhood care and education field?
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

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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.

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Project Approval

Student Name:

Title of Program Improvement Project:

Proposed Topic of the Project:

Signature of Student: _____

Date: _____

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

Signature of Instructor: _____

Date: _____

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Video/Photo Permission Form

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

to be included in the Program Development 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 Program Development 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 _____

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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