

# PORTFOLIO GUIDELINES

## PURPOSE

The Portfolio presents evidence of your professional development and demonstrates your competency to receive the Infant Toddler Care & Education Credential. The review process is completely based on this compilation of documents. It is impossible for this review to evaluate every competency area. This we assume has already been measured by your coursework and will be witnessed by a professional observer. This portfolio review is intended for you to present *a representative sample* of your competency in each of the four major topics so that reviewers can assess your portrayal of meeting the infant/toddler competencies.

***Remember, you are submitting a professional document, which is to be complete, organized, clearly written and proofread.  
All written entries should be typed, double-spaced and clearly labeled.***

## DOCUMENTS TO BE INCLUDED

- **INTRODUCTION**

Write an ESSAY (2-4 pages) that explains your experience in infant toddler care including how the process of learning through your coursework has affected change in your everyday practice.

- **DOCUMENTATION OF EXPERIENCE**

- One year caring 480 hours of documented experience

The Candidate will submit their application listing the above experience along with documentation from the program verifying that experience, signed by a supervisor or administrator.

- **PROFESSIONAL RECOMMENDATION**

- *PROFESSIONAL OBSERVATION* – Written report will be based on a one-hour observation by an early childhood professional describing your competence in the four competency areas. Forms included in this material.
- Two letters from families whose child has been in the candidate's care for at least 6 months, attesting to your competence in working with children and families.

- **DEMONSTRATION OF COMPETENCY IN EACH OF THE FOUR TOPIC AREAS**

- All of the knowledge bases, skills and attitudes are important for a competent infant/toddler caregiver. However, you will select one type of documentation in each of the four areas (I, II, III, and IV) to demonstrate your competence.
- Read the competency statements of each topic (A, B, and C)
- (Thus, you will submit four demonstrations of competency, including in your essay the relevant competency statements demonstrated by your portfolio entry.).

- **FOUR TYPES OF DOCUMENTATION**

- **Photo Journal** – Recognizing that visual images can be the manifestations of knowledge, skills and attitudes, this Portfolio choice may include 5-10 labeled photos that demonstrate the Candidate’s competence in the Topic. This is accompanied by the Candidate’s description (audio taped or written) of what is depicted and, most importantly, HOW what the Candidate did, said, or did not do that demonstrates knowledge, skills and attitudes of a competent early childhood educator. See the Evaluation Rubric for specific expectations of the Video Portfolio entry in each topic area.

*Note: The audiotape is given as a choice for those who are more comfortable explaining orally what is taking place. This also may be in the Candidate’s first language.*

- **Video** – Recognizing that the environment, movements, body language, and verbal language demonstrate the quality of the care and education of infants and toddlers, this Portfolio entry gives the Candidate the opportunity to “show” competence. This is one choice for each of the four Portfolio entries. It should be 20-30 minutes in length, edited to show as many ways as possible that the Candidate is competent in this particular topic area. The Candidate should ask a colleague to video throughout the day. The Candidate will then select those segments that most aptly demonstrate the competencies in that Area. This is accompanied by the Candidate’s description (audio taped or written) of what is depicted and, most importantly, HOW what the Candidate did, said, or did not do that demonstrates knowledge, skills and attitudes of a competent early childhood educator. See the Evaluation Rubric for specific expectations of the Video Portfolio entry in each topic area.

*Note: The audiotape is given as a choice for those who are more comfortable explaining orally what is taking place. This also may be in the Candidate’s first language.*

- **Essay** – This Portfolio choice is a written essay in which the Candidate discusses the Topic Area, clearly demonstrating knowledge, skills and attitudes through explanations of selected competency statements. See the Evaluation Rubric for specific expectations of the Video Portfolio entry in each topic area.
- **Ethical dilemma** – This Portfolio choice is a written essay regarding a controversial issue in policy or practice in which the Candidate has personal experience. It describes the situation, the opposing sides of the issue, explores possible solutions, and selects a position based on knowledge. For this Portfolio entry, we refer the Candidate to NAEYC’S Code of Ethical Conduct. See the Evaluation Rubric for specific expectations of the Video Portfolio entry in each topic area.

**PLEASE NOTE:**

The following is required:

- Use at least two different types of assessment within the 4 submissions required

(For example: all 4 submissions cannot be a photo journal)

- All 4 submissions cannot be just with infants or just with toddlers (for example if you usually work with infants, include one entry about your competency with toddlers)
  
- **PROFESSIONAL DEVELOPMENT PLAN** (A more detailed plan for professional development may be found on the Council on Families and Children's web site which will be available in March 2004.) **Each candidate is required to complete a professional development plan that includes the following information:**
  1. Career goal
  
  2. Educational Plan: the position has been researched and the qualification for this position is \_\_\_\_\_.
  
  3. Action Steps planned (*for example:*)
    - To obtain a two-year early childhood degree (knowledge)
    - To strengthen my skills in communicating with parents (skill)
    - To become more consistent in my work with children (attitude)
  
  4. For each of your action steps
    - a) Describe how you will accomplish the step
    - b) When you will do it
    - c) When you expect to complete it.