

THE NEW YORK STATE INFANT TODDLER CARE & EDUCATION CREDENTIAL PROCESS AND PORTFOLIO GUIDELINES

The New York State Association for the Education of Young Children (NYSAEYC) will award the Infant Toddler Care & Education Credential. (ITCEC)

The New York State Infant Toddler Care & Education Credential is designed to formally recognize those practitioners who display a specialized knowledge of infant and toddler development, the partnership of caregivers with the families of the children in their care, and professional practice based on respect for the individual, the system and themselves. This credential incorporates the New York State Core Body of Knowledge, New York State childcare regulations, and the Code of Ethics of the National Association for the Education of Young Children.

Because research has shown that the education level of persons who care for other people's children directly affect the quality of care, this credential is based on knowledge and skill acquired through college coursework and experience. It is intended to set a standard of care for infant and/or toddler caregivers and provide a vehicle for Candidates to demonstrate their competence through the submission of a portfolio to reviewers who have a solid background in the field and have dedicated themselves to be impartial judges of the merits of the work submitted. This credential is unique in that it gives the Candidate a number of ways or modalities to demonstrate competence, recognizing that individuals have different strengths and learning styles and that one single source of information (usually essay or tests) do not allow the Candidate or the reviewers valid proofs of competence.

Eligibility Requirements

College coursework

Coursework in infant toddler development and professional practice: Twelve (12) credits from a nationally accredited college in early childhood coursework that covers the standards of the New York State Infant Toddler Care & Education Competencies. Three of these 12 credits must have been completed within the last five years.

Experience

- One year caring for infants and/or toddlers in NYS licensed center, family child care home or formal program serving infants and/or toddlers
- OR**
- Two semesters of supervised field work course with infants and toddlers and six months work experience in the above
- OR**
- Floater or substitute with 480 hours of documented experience

NEED FOR THIS CREDENTIAL

The latest edition of the New York State Day Care Regulations (Childcare Centers Subpart -418-1.13) calls for 1 year of specific training for infants/toddlers (in addition to other requirements for head of group) and/or experience in infant or toddler care which may be demonstrated by obtaining an Infant Toddler Child Care credential (see http://ocfs.state.ny.us/main/becs/daycare_reg.htm)

Recognition of those individuals who hold expertise in the care and education of New York's youngest.

This credential focuses only on infants and toddlers, not as an add-on to a preschool credential, recognizing the value and specialized knowledge, skills and attitudes necessary for working with this age group.

***The Credentialing process is comprised of three phases:
Inquiry, Candidacy and Preparation/Review***

PHASE I – INQUIRY

Prospects will receive materials from NYSAEYC that will include the Guidelines, Application and Competencies.

PHASE II – CANDIDACY

In the *quarter before* submission of the Portfolio the prospect submits:

- Application complete with verified experience record
- Student copy of transcripts of coursework completed thus far.
- \$50 non-refundable deposit towards the portfolio review fee of \$350
- NYSAEYC will assess if the necessary requirements have been met and move the prospect to Candidate status. The Candidate is informed that the Portfolio can be submitted for review by the next quarterly deadline. Each candidate will be sent a Portfolio Cover Page when he or she has been accepted as a candidate. The Candidate has **one year** from this date to submit the Portfolio or the above process must be repeated.

PHASE III – PREPARATION/REVIEW

- Candidate completes necessary coursework and experience
- Candidate submits official transcripts (directly from college to NYSAEYC).
- Candidate assembles Portfolio and submits for review with the \$300 fee by the quarterly deadline of March 31, June 30, September 30 or December 31.
- NYSAEYC Portfolio Review will be completed within the next quarter and the Candidate will be informed of the decision to award, defer or deny credential.
- The Portfolio will be returned to the candidate after the credential is awarded, deferred or denied.

TERMS & GENERAL INFORMATION

1. **PROSPECT:** Individual inquiring about credential process. A person who is presently or desires to work with infants and toddlers in child care centers and family childcare homes. Prospect may come from a variety of backgrounds as a staff member, provider, substitute, floater, or administrator of programs. The prospect may have not yet accumulated any college credits or experience or may already have the required college credits (3 credits obtained in the last 5 years) and extensive experience.
2. **CANDIDATE:** Individual who intends to submit ITCEC Portfolio for review in the next quarter submits application, coursework transcripts and experience documentation (within 3 months of completion) and \$50 deposit on the Portfolio Review Fee (non refundable).
3. **PORTFOLIO:** Documentation of the Candidate's competency submitted for review (see Portfolio Guidelines in this booklet) by the quarter deadlines of March 31, June 30, Sept 30 or Dec 31 accompanied by the remainder of the review fee of \$300 and finalized transcripts and experience documentation.
4. **COLLEGE COURSEWORK:** Twelve credits of college coursework (successfully completed with at least 3 credits completed in the last five years at an accredited higher education institution) that matches the Credential Topics and Competency Areas. The Candidate will submit a document that will match coursework topics to the competencies and also submit formal transcripts from the college.
5. **COMPETENCIES:** Four topics areas and twelve competencies that Candidate must achieve to be eligible to be reviewed for the credential.
6. **CORE BODY OF KNOWLEDGE:** The essential areas of knowledge needed for working effectively with young children, birth through eight years of age. This is a publication of the New York State Child Care Coordinating Council and the Career Development Initiative.
7. **EXPERIENCE:** One year experience in infant or toddler care and education is required. One year of experience caring and educating infants and/or toddlers. This can be obtained in the following manner:
 - One year caring for infants and/or toddlers in NYS licensed center, family child care home or formal program serving infants and/or toddlers
 - OR**
 - Two semesters of supervised field work course with infants and toddlers and six months work experience in the above
 - OR**
 - Floater or substitute with 480 hours of documented experience

The Candidate will submit a document listing the above experience along with documentation from the program verifying that experience.
8. **DOCUMENTATION:** This is a "formal" attestation to what the candidate is claiming. Documentation in the form of a signature on the application, of the candidate's supervisor, is needed for all experience stated. In addition, documentation is needed when college coursework is completed in the form of "official" transcripts sent directly from the college to NYSAEYC.

Finally, documentation is submitted when an observation of the candidate is done on the forms provided in this material.

9. **PORTFOLIO REVIEW:** Qualified reviewers will examine the Portfolio and evaluate its contents as documentation of the Candidate's competence in each of the 4 Topic areas. This review will take place in the quarter following submission and the decisions communicated to the Candidate by the end of that quarter. If the decision is to award the Credential, the Candidate will receive notification in the form of a letter of congratulations as well as a certificate suitable for framing. If the Portfolio is lacking convincing documentation, the reviewers will make specific recommendations and the Candidate will have 2 quarters in which to resubmit the revised Portfolio. If the revised Portfolio is still lacking in convincing documentation, the credential will be denied. The Candidate must wait one year before resubmission and then becomes a Prospect, repeating the Phases I, II, and III, including the Credential fee.
10. **OBSERVATION:** An hour-long review of a professional in early childhood who has experience in infant and toddler care. The forms for this review are included in this material.
11. **EDUCATIONAL INCENTIVE PROGRAM:** Financial assistance (based on need) may be available for requirements of this \$350 credential fee. The NYS Child Care Educational Incentive Program has scholarships for child care providers and their direct supervisors. Call 1-800-295-9616 for information. When completing application for EIP funds, be sure to designate credential as "The Infant Toddler Care & Education Credential of New York State" not NYSAEYC.
12. **PORTFOLIO EVALUATION:** The Evaluation Rubrics will be used by the Reviewers and will be sent to the Candidate at a later date. This rubric's purpose is both to inform the Candidate of the process but also to guide the Candidate in preparing a portfolio that will adequately demonstrate competence. The choices are provided to meet various learning styles. The choices can also guide mentors and instructors in assisting Candidates in the portfolio preparation process.