

PORTFOLIO GUIDELINES

PURPOSE

The Portfolio presents evidence of your professional development and demonstrates your competency as a Children's Program Administrator. 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. This portfolio review is intended for you to present a representative sample of your competency in each of the six major topics so that reviewers can validate your meeting of the expectations of a children's program administrator.

Remember, you are submitting a professional document which is to be complete, organized, clearly written and proofread.

DOCUMENTS TO BE INCLUDED

- CURRENT RESUME

Resume should be updated from the resume submitted at candidacy to reflect changes in education, experience or employment.

- THREE LETTERS OF PROFESSIONAL RECOMMENDATION

- ⇒ One letter from a college professor or instructor attesting to your academic performance
- ⇒ One letter from a supervisor in the field attesting to your administrative abilities as a director of a children's program.
- ⇒ One letter from a colleague (not a subordinate) attesting to your performance in working with staff, families and children.

- DEMONSTRATION OF COMPETENCY IN EACH OF THE SIX TOPIC AREAS

(Please refer to competencies in the back of this book)

- ◆ Read the competency statements of each topic (A, B, or C).
- ◆ Determine one objective that illustrates your competency.
- ◆ Select and submit one project or document from your coursework that demonstrates your competency in that area.
- ◆ Accompany this project with a narrative (minimum 200 words) that explains how this project or document addresses an unmet need or area that needed improvement in your program. Explain the process in determining the actions you took to address the need and how this submitted project or document illustrates the implementation of your chosen improvement plan.

DOCUMENTS TO BE INCLUDED CONTINUED

- DEMONSTRATION OF COMPETENCY IN EACH OF THE SIX TOPIC AREAS CONTINUED

PROJECT EXAMPLE

Statement of competency: “Maintain effective personnel policies and process”.

Narrative: Unmet need “personnel policies that were deficient or non-existent;” steps you took to address this need and how you implemented the project.

Submission of Project: New personnel policies and how you arrived at them.

- Professional Development Plan
Since you are a model of lifelong learning, identify three areas in which you intend to seek further study in the next three years, and strategies you will use to implement your plan.

REVIEW PROCESS

- Candidate keeps original and sends two copies of portfolio to NYSAEYC.
- Portfolios submitted become the property of NYSAEYC but will be kept confidential (used for reference purposes only).
- Portfolio received at state office and checked for completeness.
- Candidate will receive notification that his or her portfolio is complete.
- Portfolio will be assigned to two external reviewers (criteria for reviewers are individuals who have more experience and education than the candidate and are recognized in the field for their expertise in Early Childhood Education.)
- Portfolio evaluated and recommendation made.
- NYSAEYC Credential Panel appointed by the president will consider the recommendations and make the decision as to award, defer or decline the credential.

General Information

- *The remainder of the credential fee (\$200) is due when portfolio is submitted.*
- *Each candidate will be sent a Portfolio Cover Page when he or she has been accepted as a candidate.*
- *Please contact NYSAEYC with your questions or concerns at (518) 867-3517 or (800) 246-AEYC.*