



# NYSaeyc™

ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN

## NEW YORK STATE CHILDREN'S PROGRAM ADMINISTRATOR CREDENTIAL PORTFOLIO INSTRUCTIONS

### 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.

### PORTFOLIO STRUCTURE

*Please submit 2 copies of your portfolio to NYSAEYC in three-ring binders.*

One complete portfolio submission has six entries that present knowledge and work relative to the **NYS Children's Program Administrator Credential Competencies** Topic 1: Administering Children's Programs, Topic 2: Financial Planning and Management of Children's Programs, Topic 3: Operations Management in Children's Programs, Topic 4: External Environment and Children's Program, Topic 5: Designing Programs that are Good for Children and Families and Topic 6: Seminar in Children's Program Administration. Please use the Portfolio Instructions to help you organize your portfolio entries.

Using labeled dividers, please divide your portfolio into 8 sections.

1. Resume and Professional Recommendation Letters
2. Topic 1: Administering Children's Programs
3. Topic 2: Financial Planning and Management of Children's Programs
4. Topic 3: Operations Management in Children's Programs
5. Topic 4: External Environment and Children's Program
6. Topic 5: Designing Programs that are Good for Children and Families
7. Topic 6: Seminar in Children's Program Administration
8. Professional Development Plan

## PORTFOLIO INSTRUCTIONS

- **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.

### 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

1. Candidate sends two copies of portfolio and \$200 credential fee to NYSAEYC.
2. Portfolio received at state office and checked for completeness.
3. Candidate will receive notification that his or her portfolio is complete.
4. Portfolio will be assigned to two trained 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.)
5. Portfolio evaluated and recommendation made.
6. NYSAEYC Credential Panel appointed by the president will consider the recommendations and make the decision as to award, defer or decline the credential.

## DETERMINATIONS

Candidates will be notified of the determination within 45-days of being notified their portfolios are complete and being sent for review.

Award – Candidate will be sent award letter and award certificate. Candidate can make arrangement with NYSAEYC to have portfolios returned once the credential has been awarded.

Defer – Candidate's portfolios will be returned along with a summary of the reviewer scoring tools. Candidate will have 60-days to make revisions to the portfolios and resubmit to NYSAEYC with \$150 resubmission review fee. Portfolios will then go through the review process.

Decline – The credential is declined when the portfolio has been deferred for a second time. Candidate will be notified of the decline decision through a denial letter. Candidate can make arrangement with NYSAEYC to have portfolios returned once the credential has been declined. Once declined the candidate cannot reapply for the credential for a period of two-years.