



# **New York State Infant Toddler Care & Education Credential**

## ***Portfolio Scoring Instrument***

### **Rubric for Infant Toddler Care and Education Credential**

*The Infant Toddler Care and Education Credential Scoring Tool is a condensed version of the four portfolio choices candidates can choose from, explaining what exactly the reviewers are looking for. The maximum points you can receive for each of the four parts in every topic area is three. The rubric breaks down what exactly is needed to achieve those points.*

**SCORING SHEET**

**Applicant Name:** \_\_\_\_\_

I, \_\_\_\_\_, have carefully evaluated the portfolio using the criteria in the scoring instrument.

\_\_\_\_\_  
(Signature of reviewer)

\_\_\_\_\_  
(Date)

**CATEGORY SCORES:**

Topic I: Infant and Toddler Development \_\_\_\_\_/18

Topic II: Family and Culture \_\_\_\_\_/18

Topic III: Environment and Curriculum \_\_\_\_\_/18

Topic IV: Assessment and Evaluation \_\_\_\_\_/18

**TOTAL SCORE** \_\_\_\_\_/72

*Each total must be 14 or above or it is an automatic Deferral. Cumulative total must be 60 or above to award the credential.*

**REVIEWER ASSESSMENT**

**AWARD CREDENTIAL**

**DEFER CREDENTIAL**

Additional information or work needed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DENY CREDENTIAL (only on 2<sup>nd</sup> review)**

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## TOPIC I: Infant and Toddler Development

### A. PHOTO JOURNAL (5-10 photos)

This will be accompanied by your essay that describes the child's development in each of the domains based on your knowledge of developmental theory.

3	2	1
5 – 10 photos of a child in at least three situations throughout the day	Photos show a child in less than three situations, not throughout the day	Photos do not focus on an individual child

Photo journal must be accompanied by: **A. Essay OR B. Audio** tape describing what is portrayed in relation to the competencies, giving indicators of the Candidates knowledge in this area.

A. ESSAY		
Essay 2-4 pages	Essay does not directly refer to photos and is lacking in specifics	Essay is less than 2 pages
Essay directly refers to photos and describes child's development	Essay describes the child but does not focus on development	Essay does not describe child's development
Essay comments on at least four areas of development: social, emotional, creative, physical, cognitive, language, literacy	Less than four areas of development are discussed	Essay focuses on one or no area of development.
Essay demonstrates knowledge of child development theory	Developmental aspects are not specific to the age of the child observed	Essay does not demonstrate knowledge of child development theory
Clearly written in organized thoughts, complete sentences, without spelling or grammatical errors	Some parts are difficult to decipher, some technical errors	Unorganized thoughts, incomplete sentences, misspellings, and many technical errors.
B. AUDIO TAPE		
Audiotape minimum of 15 min.		Audiotape less than 15 min.
Audiotape directly refers to video and describes child's development	Audiotape describes the child but does not focus on development	Audiotape does not describe child's development
Audiotape comments on at least four areas of development: social, emotional, creative, physical, cognitive, language, literacy	Less than four areas of development are discussed	Audiotape focuses on one or no area of development
Audiotape demonstrates knowledge of child development theory	Developmental aspects are not specific to the age of the child videoed	Audiotape does not demonstrate knowledge of child development theory
Audiotape clearly narrated in complete sentences, organized thoughts	Audiotape -Some parts are difficult to follow	Unorganized thoughts, incomplete sentences, unclear

### B. CHILD STUDY VIDEO:

This option is a video of a child in your care in various situations throughout the day (15-30 min). This will be accompanied by your essay that describes the child's development in each of the domains based on your knowledge of developmental theory.

3	2	1
15-30 min video of a child in at least three situations throughout the day, ex: arrival, eating, diapering, playing	Video shows a child in less than three situations throughout the day	Video does not focus on an individual child

Video must be accompanied by **A. Essay OR B. Audio Tape** describing what is portrayed in relation to the competencies, giving indicators of the Candidates knowledge in this area.

<b>A. ESSAY</b>		
3	2	1
Essay 2-4 pages		Essay is less than 2 pages
Essay directly refers to video and describes child's development	Essay describes the child but does not focus on development	Essay does not describe child's development
Essay comments on at least four areas of development: social, emotional, creative, physical, cognitive, language, literacy	Less than four areas of development are discussed	Essay focuses on one or no area of development
Essay demonstrates knowledge of child development theory	Developmental aspects are not specific to the age of the child videoed	Essay does not demonstrate knowledge of child development theory
Clearly written in organized thoughts, complete sentences, without spelling or grammatical errors	Some parts are difficult to decipher, some technical errors	Unorganized thoughts, incomplete sentences, misspellings, and many technical errors
<b>B. AUDIO TAPE</b>		
Audiotape minimum of 15 min.		Audiotape less than 15 min.
Audiotape directly refers to video and describes child's development	Audiotape describes the child but does not focus on development	Audiotape does not describe child's development
Audiotape comments on at least four areas of development: social, emotional, creative, physical, cognitive, language, literacy	Less than four areas of development are discussed	Audio tape focuses on one or no area of development
Audiotape demonstrates knowledge of child development theory	Developmental aspects are not specific to the age of the child videoed	Audiotape does not demonstrate knowledge of child development theory
Audiotape clearly narrated in complete sentences, organized thoughts.	Audiotape –Some parts are difficult to follow	Unorganized thoughts, incomplete sentences, unclear ideas.

**C. WRITTEN CHILD STUDY:**

Written child study (4-6 pages) that describes the child's development (over a 3 month period) in each of the domains based on your knowledge of developmental theory.

3	2	1
Written child study of 4 – 6 pages	Less than 4 pages	2 Pages or less
Describes child's development in: at least four areas of development: social, emotional, creative, physical, cognitive, language, literacy	Describes child's development in less than four areas of development: social, emotional, creative, physical, cognitive, language, literacy.	Description focuses on one or no area of development
Compares the child's development over a 3 month period	Minimal comparative child development description	Does not provide any comparative child development description
Essay demonstrates knowledge of child development theory	Developmental aspects are not specific to the age, stage of the child observed	Essay does not demonstrate knowledge of child development theory
Essay demonstrates knowledge of current research of child development	Current research discussed is not specific to the age/stage of the child observed	Current research does not demonstrate knowledge of child development theory
Clearly written in organized thoughts, complete sentences, without spelling or grammatical errors	Some parts are difficult to decipher, some technical errors	Unorganized thoughts, incomplete sentences, misspellings, and many technical errors.

**D. ETHICAL DILEMMA:**

Select an issue of conflicting viewpoints regarding a practice that does NOT support what you know about child development. Identify the dilemma that exists based on developmental theories and suggest strategies of how it could be resolved (4 – 6 pages)

3	2	1
Written essay of 4-6 pages	Less than 4 pages	2 Pages or less
Describes an ethical dilemma regarding a practice of conflicting viewpoints on child development	Describes conflicting viewpoints but does not relate it to child development	Does not describe an ethical dilemma
Takes a position in the dilemma based on sound child development principles	Describes the positions but does not take a stand on one side or the other	Takes a stand that is not consistent with child development principles
Suggests strategies to resolve the issue that are based on child development principles	Suggests strategies to resolve the issue but not connected to child development principles	Does not suggest strategies to resolve the issue
Suggests strategies to resolve the issue in which the child, the family and the program all can be comfortable	Suggests strategies to resolve the issue where one or more parties may not be comfortable	Suggests strategies to resolve the issue that use power of one party over another, that may result in damage to relationships
Clearly written in organized thoughts, complete sentences, without spelling or grammatical errors	Some parts are difficult to decipher, some technical errors	Unorganized thoughts, incomplete sentences, misspellings, and many technical errors.

**CHOSEN METHOD OF DOCUMENTATION    A                                    B                                    C                                    D**

SCORE <i>(Please circle one)</i>			COMMENTS
3	2	1	
3	2	1	
3	2	1	
3	2	1	
3	2	1	
3	2	1	
3	2	1	
<b>Total Score for Topic I:</b>			_____ / 18

**TOPIC II: FAMILY AND CULTURE**

**A. PHOTO JOURNAL: (5-10 PHOTOS)**

That illustrates your competence in building relationships with the child and family. An accompanying essay (2-4 pages) will explain how this demonstrates your new knowledge and skill in this area. Definitions of words used in this section: Rationale (reasons), strategies (plans), skills (actions).

3	2	1
5 – 10 photos that illustrates competence in building relationships with child and family	Photos show limited portrayal of building relationships with the child and family	Photos do not illustrate building relationships with the child and family

Photo journal must be accompanied by: **A. Essay OR B. Audio** tape describing what is portrayed in relation to the competencies, giving indicators of the Candidates knowledge in this area.

<b>A. ESSAY</b>		
Essay 2-4 pages	Essay does not directly refer to photos and is lacking in specific information.	Essay is less than 2 pages
Essay directly refers to photo journal and describes relationship building rationale and strategies	Essay refers to the photo journal but lacks information about relationship building rationale or strategies	Essay does not describe relationship building or strategies
Essay describes the importance of relationship building and skills.	Essay describes the importance of relationship building but does not demonstrate skills.	Essay does not describe the importance of relationship building and does not demonstrate skills
Essay describes practices that respect the family culture.	Essay describes the family culture.	Essay does not a show a clear understanding of the rationale for including family culture
Clearly written in organized thoughts, complete sentences, without spelling or grammatical errors	Some parts are difficult to decipher, some technical errors	Unorganized thoughts, incomplete sentences, misspellings, and many technical errors.
<b>B. AUDIO TAPE</b>		
Audiotape minimum of 15 min.		Audiotape is less than 15
Audiotape directly refers to photo journal and describes relationship building rationale and strategies	Audiotape refers to the photo journal but lacks information about relationship building rationale or strategies	Audiotape does not describe relationship building or strategies
Audiotape describes the importance of relationship building and skills.	Audiotape describes the importance of relationship building but does not demonstrate skills.	Audiotape does not describe the importance of relationship building and does not demonstrate skills
Audiotape describes practices that respect the family culture.	Audiotape describes the family culture.	Audiotape does not a show a clear understanding of the rationale for including family culture
Audiotape clearly narrated in complete sentences, organized thoughts	Audiotape – Some parts are difficult to follow	Audiotape – Unorganized thoughts, incomplete sentences, unclear.

**B. VIDEO:**

That illustrates your competence in building relationships with the child and family. An accompanying essay will explain how this demonstrates your new knowledge and skill in this area (2-4 pages)

3	2	1
15-30 min video that illustrates competence in building relationships with child and family	Video shows limited portrayal of building relationships with the child and family	Video does not illustrate building relationships with the child and family

Video must be accompanied by **A. Essay OR B. Audio** describing what is portrayed in relation to the competencies, giving indicators of the Candidates' knowledge in this area.

<b>A. ESSAY</b>		
3	2	1
Essay 2-4 pages	Essay does not directly refer to video and is lacking in specifics	Essay is less than 2 pages
Essay directly refers to video and describes relationship building rationale and strategies	Essay refers to the video but lacks information about relationship building rationale or strategies	Essay does not describe relationship building or strategies
Essay describes knowledge of the importance of relationship building and skills.	Some skills and knowledge of the importance of relationships is included	Essay does not adequately convey the importance of relationships.
Essay describes practices that respect the family culture.	Essay describes the family culture.	Essay does not a show a clear understanding of the rationale for including family culture
Clearly written in organized thoughts, complete sentences, without spelling or grammatical errors	Some parts are difficult to decipher, some technical errors	Unorganized thoughts, incomplete sentences, misspellings, and many technical errors.
<b>B. AUDIO TAPE</b>		
Audiotape minimum of 15 min.		Audiotape less than 15 min.
Audiotape directly refers to video and describes relationship building rationale and strategies	Audiotape refers to the video but lacks information about relationship building rationale or strategies	Audiotape does not describe relationship building rationale or strategies
Audiotape describes the importance of relationship building and demonstrates skills.	Audiotape describes the importance of relationship building but does not demonstrate skills	Audiotape does not describe the importance of relationship building and does not demonstrate skills
Audiotape describes practices that respect the family culture	Audiotape describes the family culture	Audiotape does not show a clear understanding of the rationale for including family culture
Audiotape clearly narrated in complete sentences, organized thoughts	Audiotape -Some parts are difficult to follow	Unorganized thoughts, incomplete sentences, unclear

**C. WRITTEN CASE STUDY:**

Write a study about how you developed a relationship with a particular child and family over a minimum of a three-month period. Describe the strategies you used, the rationale, and the outcomes. (4-6 pages)

3	2	1
Written family study of 4 – 6 pages	Less than 4 pages	2 Pages or less
Essay describes developing a relationship with a particular child and family	Essay describes developing a relationship with a particular child but not the family	Essay describes a particular child but not the developing relationships with the child or the child's family
Essay describes developing relationship over a 3 month period	Essay describes a developing relationship shorter than 3 month period	Essay does not provide any comparative developing relationship
Essay demonstrates knowledge of the strategies, rationale and outcomes of developing relationship	Essay demonstrates strategies, but not the rationale and outcomes of developing relationship	Essay does not demonstrate strategies, rationale and outcomes of developing relationship
Essay describes practices that respect the family culture.	Essay describes the family culture.	Essay does not a show a clear understanding of the rationale for including family culture
Clearly written in organized thoughts, complete sentences, without spelling or grammatical	Some parts are difficult to decipher, some technical errors	Unorganized thoughts, incomplete sentences, misspellings, and many technical errors.

errors		
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**D. ETHICAL DILEMMA:**

Select an issue of conflicting viewpoints regarding relationships with a family around any of the competencies in this Topic. Identify the dilemma that exists and the strategies for resolution based on your new knowledge. (4-6 pages)

3	2	1
Written essay of 4-6 pages	Less than 4 pages	2 Pages or less
Essay describes an ethical dilemma regarding relationships with a family around any of the competencies in this topic	Essay describes conflicting viewpoints but does not relate it to competencies in this topic	Essay does not describe an ethical dilemma
Essay takes a position in the dilemma based on sound family-friendly practices	Essay describes the positions but does not take a stand on one side or the other	Essay takes a stand that is not consistent with family-friendly policies
Essay suggests strategies to resolve the issue that are based on family-friendly principles	Essay suggests strategies to resolve the issue but not connected to family-friendly principles	Essay does not suggest strategies to resolve the issue
Essay suggests strategies to resolve the issue in which the child, the family and the program all can be comfortable	Essay suggests strategies to resolve the issue where one or more parties may not be comfortable	Essay suggests strategies to resolve the issue that use power of one party over another, that may result in damage to relationships
Clearly written in organized thoughts, complete sentences, without spelling or grammatical errors	Some parts are difficult to decipher, some technical errors	Unorganized thoughts, incomplete sentences, misspellings, and many technical errors.

**CHOSEN METHOD OF DOCUMENTATION    A                      B                      C                      D**

SCORE <i>(Please circle one)</i>			COMMENTS
3	2	1	
3	2	1	
3	2	1	
3	2	1	
3	2	1	
3	2	1	
Total Score for Topic II:			_____ /18



**TOPIC III: ENVIRONMENT AND CURRICULUM**

**A. PHOTO JOURNAL: (5-10 PHOTOS)**

That illustrates your competence in one or more of the Competency Areas in the topic Environment and Curriculum. An accompanying essay will explain how this demonstrates your knowledge and skill in this area (2-4 pages)

3	2	1
5 – 10 photos focusing on Health & Safety, Environment and/or Curriculum	Less than 5 photos journal focusing on Health & Safety, Environment and/or Curriculum	Photos do not focus on Health & Safety, Environment and/or Curriculum

Photo journal must be accompanied by **A. ESSAY OR B. AUDIO TAPE** describing what is portrayed in relation to the competencies, giving indicators of the Candidates knowledge in this area.

<b>A. ESSAY</b>		
Essay 2-4 pages	Essay does not directly refer to photos and is lacking in specific information.	Essay is less than 2 pages
Essay directly refers to Health & Safety, Environment and/or Curriculum	Essay minimally refers to Health & Safety, Environment and/or Curriculum	Essay does not describe Health & Safety, Environment and/or Curriculum
Essay comments on Health & Safety, Environment and/or Curriculum are appropriate for age/stage of the child	Essay minimally comments on Health & Safety, Environment and/or curriculum	Essay describes no related information to the age/stage of the child OR essay includes an element that is developmentally inappropriate
Essay demonstrates knowledge of the importance of Health & Safety, the Environment and/or individualized Curriculum	Essay minimally demonstrates knowledge of the importance of Health & Safety, the Environment and/or individualized Curriculum	Essay does not included elements of Health & Safety, the environment and/or individualized curriculum
Clearly written in organized thoughts, complete sentences, without spelling or grammatical errors	Some parts are difficult to decipher, some technical errors	Unorganized thoughts, incomplete sentences, misspellings, and many technical errors
<b>B. AUDIO TAPE</b>		
Audiotape minimum of 15 min.		Audiotape less than 15 min.
Audiotape directly refers to Health & Safety, Environment and/or Curriculum	Audiotape minimally refers to Health & Safety, Environment and/or Curriculum	Audiotape does not focus on Health & Safety, environment or Curriculum
Audiotape comments on Health & Safety, Environment and/or Curriculum are appropriate for age/stage of the child	Audiotape comments on Health & Safety, Environment and/or Curriculum include some elements that are inappropriate for age/stage of child	Audiotape comments include no related information to the age/stage of the child.
Audiotape demonstrates knowledge of the importance of Health & Safety, the environment and/or individualized curriculum	Audiotape minimally demonstrates knowledge of the importance of Health & Safety, the environment and/or individualized curriculum	Audiotape does not describe information related to the age/stage of the child OR essay includes an element that is developmentally inappropriate
Audiotape clearly narrated in complete sentences, organized thoughts.	Audiotape -Some parts are difficult to follow	Unorganized thoughts, incomplete sentences, unclear ideas.

**B. VIDEO:**

Illustrates your competence in one or more of the Competency Areas in the topic Health & Safety, Environment and Curriculum. An accompanying essay will explain how this demonstrates your knowledge and skill in this area. (2-4 pages)

3	2	1
15-30 min video focusing on Health & Safety, Environment and/or Curriculum	Less than 15 min video focusing on Health & Safety, Environment and/or Curriculum	Video does not focus on Health & Safety, Environment and/or Curriculum

Video must be accompanied by **A. ESSAY OR B. AUDIO TAPE** describing what is portrayed in relation to the competencies, giving indicators of the Candidates knowledge in this area.

<b>A. ESSAY</b>		
Essay 2-4 pages	Essay does not directly refer to video and is lacking in specifics.	Essay is less than 2 pages
Essay directly refers to Health & Safety, Environment and/or Curriculum	Essay minimally refers to Health & Safety, Environment and/or Curriculum	Essay does not describe Health & Safety, Environment and/or Curriculum
Essay comments on Health & Safety, Environment and/or Curriculum are appropriate for age/stage of the child	Essay comments on Health & Safety, Environment and/or Curriculum include some elements that are inappropriate for age/stage of child	Essay describes no related information to the age/stage of the child
Essay demonstrates knowledge of the importance of the Health & Safety, Environment and/or individualized Curriculum	Essay minimally demonstrates knowledge of the importance of the Health & Safety, Environment and/or individualized Curriculum	Audiotape does not describe information related to the age/stage of the child OR essay includes an element that is developmentally inappropriate
Clearly written in organized thoughts, complete sentences, without spelling or grammatical errors	Some parts are difficult to decipher, some technical errors	Unorganized thoughts, incomplete sentences, misspellings, and many technical errors
<b>B. AUDIO TAPE</b>		
Audiotape minimum of 15 min.		Audiotape less than 15 min.
Audiotape directly refers to Health & Safety, Environment and/or Curriculum	Audiotape minimally refers to Health & Safety, Environment and/or Curriculum	Audiotape does not focus on Health & Safety, Environment or Curriculum
Audiotape comments on Health & Safety, Environment and/or Curriculum are appropriate for age/stage of the child	Audiotape comments on Health & Safety, Environment and/or Curriculum include some elements that are inappropriate for age/stage of child	Audiotape comments include no related information to the age/stage of the child.
Audiotape demonstrates knowledge of the importance of Health & Safety, the Environment and/or individualized Curriculum	Audiotape minimally demonstrates knowledge of the importance of Health & Safety, the Environment and/or individualized Curriculum	Audiotape does not describe information related to the age/stage of the child 0 – essay includes an element that is inappropriate for age/stage of child
Audiotape clearly narrated in complete sentences, organized thoughts.	Audiotape -Some parts are difficult to follow	Unorganized thoughts, incomplete sentences, unclear ideas.

**C. PROGRAM STUDY:**

Describing rationale and practices of health and safety, environments and/or curriculum (4-6 pages). Include added materials such as environmental assessment and program changes, or curriculum plans where appropriate.

3	2	1
Written program study of 4 – 6 pages	Less than 4 pages	2 Pages or less
Essay describes elements of health & safety, environments and/or curriculum within the program	Essay describes elements of health & safety, environment and/or curriculum but not specific to the program	Essay describes program but does not focus on health & safety, environment and/or curriculum
Essay discusses the importance/rationale of health & safety, environment and/or curriculum	Essay minimally discusses health & safety, environment and/or curriculum	Essay discusses health & safety, environment and/or curriculum but not its importance/rationale
Essay describes program practices in health & safety, environment and/or curriculum.	Essay minimally describes program practices in health & safety, environment and/or curriculum	Essay describes program practices but not directly related to health & safety, environment and/or curriculum
Essay demonstrates knowledge of health & safety, environment and/or curriculum that is age/stage appropriate	Essay demonstrates a knowledge of health & safety, environment and/or curriculum but not age/stage appropriate	Essay shows a lack of knowledge of health & safety, environment and/or curriculum in some areas
Clearly written in organized thoughts, complete sentences, without spelling or grammatical errors	Some parts are difficult to decipher, some technical errors	Unorganized thoughts, incomplete sentences, misspellings, and many technical errors.

**D. ETHICAL DILEMMA:**

Select an issue of conflicting viewpoints regarding practices in the Topic area of Health and Safety, Environment and/or Curriculum. Identify the dilemma that exists and strategies for resolution based on your knowledge. (4-6 pages)

3	2	1
Written essay of 4-6 pages	Essay less than 4 pages	Essay 2 pages or less
Essay describes an ethical dilemma regarding a practice of conflicting viewpoints on health and safety, environment and/or curriculum	Essay describes conflicting viewpoints but does not relate it to one of the topic areas	Essay describes health and safety practices, environment and/or curriculum but does not describe an ethical dilemma
Essay includes a position in the dilemma based on sound child development principles	Essay includes the positions but does not take a stand on one side or the other	Essay takes a stand that is not consistent with child development principles
Essay suggests strategies to resolve the issue that are based on child development principles	Essay suggests strategies to resolve the issue but not connected to child development principles	Essay does not suggest strategies to resolve the issue
Essay suggests strategies to resolve the issue in which the child, the family and the program all can be comfortable	Essay suggests strategies to resolve the issue where one or more parties may not be comfortable	Essay suggests strategies to resolve the issue that use power of one party over another, that may result in damage to relationships
Clearly written in organized thoughts, complete sentences, without spelling or grammatical errors	Some parts are difficult to decipher, some technical errors	Unorganized thoughts, incomplete sentences, misspellings, and many technical errors.

CHOSEN METHOD OF DOCUMENTATION

A

B

C

D

SCORE <i>(Please circle one)</i>			COMMENTS
3	2	1	
3	2	1	
3	2	1	
3	2	1	
3	2	1	
3	2	1	
Total Score for Topic III:			_____/18

**TOPIC IV: ASSESSMENT AND EVALUATION**

**A. PHOTO JOURNAL: (5-10 PHOTOS)**

Illustrating your competence in a Competency Area in this topic. An example might be Record Keeping techniques. In addition, communication could show you in a variety of communication arenas – with a child, coworker, family member and community representative and Program Management could follow you through routines, transitions, and administrative practices. Your Photo Journal should be accompanied by an audiotape or an essay that describes what is portrayed in the Photo Journal, explaining and demonstrating your knowledge.

3	2	1
5 – 10 Photos clearly relate to Record Keeping, Communication and/or Program Management	Less than 5 photos relate to Record Keeping, Communication and/or Program Management	Photos do not relate to Record Keeping, Communication, and/or Program Management

Photo Journal must be accompanied by **A. ESSAY OR B. AUDIO TAPE** describing what is portrayed in relation to the competencies, giving indicators of the Candidates knowledge in this area.

<b>A. ESSAY</b>		
Essay 2-4 pages	Essay does not directly refer to photos and is lacking in specifics	Essay is less than 2 pages
Essay directly refers to Photo Journal and describes Record Keeping, Communication and/or Professionalism	Essay describes the program but not specifically Record Keeping, Communication and/or Professionalism	Essay does not mention Record Keeping, Communication and/or Professionalism
Essay explains the Candidate’s role in Record Keeping, Communication and/or Professionalism	Essay describes the program’s practices in Record Keeping, Communication and/or Professionalism	Essay does not explain the Candidate’s role in Record Keeping, Communication and/or Professionalism
Essay demonstrates the Candidate’s knowledge of Record Keeping, Communication and/or Professionalism	Essay leaves questions about the Candidate’s knowledge of Record Keeping, Communication and/or Professionalism	Essay does not demonstrate knowledge of Record Keeping, Communication and/or Professionalism
Clearly written in organized thoughts, complete sentences, without spelling or grammatical errors	Some parts are difficult to decipher, some technical errors	Unorganized thoughts, incomplete sentences, misspellings, and many technical errors
<b>B. AUDIO TAPE</b>		
Audiotape minimum of 15 min.	Audiotape less than 15 min.	Audiotape does not refer to Photo Journal at all
Audiotape directly refers to Photo Journal and describes Record Keeping, Communication and/or Professionalism	Audiotape describes the program but not specifically Record Keeping, Communication and/or Professionalism	Audiotape does not mention Record Keeping, Communication and/or Professionalism
Audiotape explains the Candidate’s role in Record Keeping, Communication and/or Professionalism	Audiotape describes the program’s practices in Record Keeping, Communication and/or Professionalism	Audiotape does not explain the Candidate’s role in Record Keeping, Communication and/or Professionalism
Audiotape demonstrates the Candidate’s knowledge of Record Keeping, Communication and/or Professionalism	Audiotape leaves questions about the Candidate’s knowledge of Record Keeping, Communication and/or Professionalism	Audiotape does not demonstrate knowledge of Record Keeping, Communication and/or Professionalism
Audiotape clearly narrated in complete sentences, organized thoughts.	Audiotape -Some parts are difficult to follow	Unorganized thoughts, incomplete sentences, unclear ideas.

**B. VIDEO: (15-30 min)**

Illustrating your competence in a Competency Area in this Topic of Assessment and Evaluation. Some examples might be: Record Keeping techniques, Communication could show you in a variety of communication arenas – with a child, coworker, family member and community representative, Program Management could follow you through routines, transitions, administrative practice or program assessment for improvements. Your video should be accompanied by an audiotape or an essay that describes what is portrayed in the video, explaining and demonstrating your knowledge.

3	2	1
Video clearly relates to Record Keeping, Communication and/or Program Management	Video partially relates to Record Keeping, Communication and/or Program Management	Video does not relate to Record Keeping, Communication, and/or Program Management

Video must be accompanied by **A. ESSAY OR B. AUDIO TAPE** describing what is portrayed in relation to the competencies, giving indicators of the Candidates knowledge in this area.

<b>A. ESSAY</b>		
Essay 2-4 pages	Essay does not directly refer to video and is lacking in specifics	Essay is less than 2 pages
Essay directly refers to video and describes Record Keeping, Communication and/or Professionalism	Essay describes the program but not specifically Record Keeping, Communication and/or Professionalism	Essay does not mention Record Keeping, Communication and/or Professionalism
Essay explains the Candidate's role in Record Keeping, Communication and/or Professionalism	Essay describes the program's practices in Record Keeping, Communication and/or Professionalism	Essay does not explain the Candidate's role in Record Keeping, Communication and/or Professionalism
Essay demonstrates the Candidate's knowledge of Record Keeping, Communication and/or Professionalism	Essay leaves questions about the Candidate's knowledge of Record Keeping, Communication and/or Professionalism	Essay does not demonstrate knowledge of Record Keeping, Communication and/or Professionalism
Clearly written in organized thoughts, complete sentences, without spelling or grammatical errors	Some parts are difficult to decipher, some technical errors	Unorganized thoughts, incomplete sentences, misspellings, and many technical errors
<b>B. AUDIO TAPE</b>		
Audiotape minimum of 15 min.	Audiotape less than 15 min.	Audiotape does not refer to video at all
Audiotape directly refers to video and describes Record Keeping, Communication and/or Professionalism	Audiotape describes the program but not specifically Record Keeping, Communication and/or Professionalism	Audiotape does not mention Record Keeping, Communication and/or Professionalism
Audiotape explains the Candidate's role in Record Keeping, Communication and/or Professionalism	Audiotape describes the program's practices in Record Keeping, Communication and/or Professionalism	Audiotape does not explain the Candidate's role in Record Keeping, Communication and/or Professionalism
Audiotape demonstrates the Candidate's knowledge of Record Keeping, Communication and/or Professionalism	Audiotape leaves questions about the Candidate's knowledge of Record Keeping, Communication and/or Professionalism	Audiotape does not demonstrate knowledge of Record Keeping, Communication and/or Professionalism
Audiotape clearly narrated in complete sentences, organized thoughts.	Audiotape -Some parts are difficult to follow	Unorganized thoughts, incomplete sentences, unclear ideas.

**C. ESSAY:**

An essay that describes your program's policies processes, or practices based on your knowledge and skill in the area of Record Keeping, Communication and/or Professionalism (4-6 pages). Examples: Program's system of Record Keeping on individual children, communication with families, Program Management of routines and transitions, Candidate's knowledge and skills in the area of Professionalism. You may include additional documentation such as assessment/evaluation records, examples of forms, communications.

3	2	1
Essay 4-6 pages	Essay 2-3 pages	Essay is less than 2 pages
Essay directly describes Program's policies, processes or practices of Record Keeping, Communication and/or Professionalism	Essay describes the program policies, processes or practices of but not specifically Record Keeping, Communication and/or Professionalism	Essay does not mention policies, processes or practices of Record Keeping, Communication and/or Professionalism
Essay explains the Candidate's role in Record Keeping, Communication and/or Professionalism	Essay describes the program's practices in Record Keeping, Communication and/or Professionalism	Essay does not explain the Candidate's role in Record Keeping, Communication and/or Professionalism
Essay includes the rationale for the specific Record Keeping, Communication and/or Professionalism	Essay includes rationale for Record Keeping, Communication and/or Professionalism but not specific to the ones used by the program or Candidate	Essay includes no rationale for the specific Record Keeping, Communication, and/or Professionalism
Essay demonstrates the Candidate's knowledge of Record Keeping, Communication and/or Professionalism	Essay leaves questions about the Candidate's knowledge of Record Keeping, Communication and/or Professionalism	Essay does not demonstrate knowledge of Record Keeping, Communication and/or Professionalism
Clearly written in organized thoughts, complete sentences, without spelling or grammatical errors	Some parts are difficult to decipher, some technical errors	Unorganized thoughts, incomplete sentences, misspellings, and many technical errors.

**D. ETHICAL DILEMMA:**

Select an issue of conflicting viewpoints regarding policies, processes, or practices in this Topic area referring to Record Keeping and Communication, Program Management and/or Professionalism. Identify the dilemma that exists and strategies for resolution. (4-6 pages.)

3	2	1
Written essay of 4-6 pages	Less than 4 pages	2 Pages or less
Describes an ethical dilemma regarding a practice of conflicting viewpoints regarding Assessment, Evaluation, Record keeping, Communication, Program Management and/or Professionalism	Describes conflicting viewpoints but does not relate it to Assessment, Evaluation, Record keeping, Communication, Program Management and/or Professionalism	Does not describe an ethical dilemma
Takes a position in the dilemma based on field-accepted principles regarding Assessment, Evaluation, Record keeping, Communication, Program Management and/or Professionalism	Describes the positions but does not take a stand on one side or the other	Takes a stand that is not consistent with field-accepted principles
Suggests strategies to resolve the issue that are based on field accepted principles	Suggests strategies to resolve the issue but not connected to field accepted principles	Does not suggest strategies to resolve the issue
Suggests strategies to resolve the issue in which the affected parties can be comfortable	Suggests strategies to resolve the issue where one or more parties may not be comfortable	Suggests strategies to resolve the issue that use power of one party over another, that may result in damage to relationships
Clearly written without technical errors	Some parts are difficult to decipher, some technical errors	Unorganized thoughts, incomplete sentences, misspellings, and many technical errors.

**CHOSEN METHOD OF DOCUMENTATION    A                      B                      C                      D**

SCORE <i>(Please circle one)</i>			COMMENTS
3	2	1	
3	2	1	
3	2	1	
3	2	1	
3	2	1	
3	2	1	
3	2	1	
<b>Total Score for Topic IV:</b>			_____ / 18