

THE NEW YORK STATE FAMILY CHILD CARE CREDENTIAL PROCESS AND PORTFOLIO GUIDELINES

The New York State Association for the Education of Young Children (NYSAEYC) will award the New York State Family Child Care Credential.

The New York State Family Child Care Credential is designed to formally recognize those practitioners who demonstrate their competence, knowledge and professional practice in the areas of professional family child care, child development, healthy home learning environments and business practices. 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 affects the quality of care, this credential is designed to recognize the knowledge and skills acquired through college coursework and experience. It is intended to set a standard of care for family and group family child care providers 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

Basic Eligibility: Candidate must be at least 18 years of age and be an owner or employee of a NYS Office of Children and Family Services (OCFS) regulated Family or Group Family Day Care Provider in good standing (see Regulatory Compliance).

Regulatory Compliance

- Candidate must have no pending enforcement actions cited on the OCFS Child Care Facility Search website
- Candidate must have no Serious Violations – uncorrected
- Candidate must have no Serious Violations – corrected within the last six months

Upon completion of the Candidate's portfolio review, before the credential is issued, there must be no Serious Violations – corrected or uncorrected since the

Eligibility Requirements (cont.)

date of application. If this is the case, the credential award will be deferred for six months, after the violation has been corrected. If another violation occurs within that six month period the credential will not be awarded.

College Coursework

Coursework in child development and professional practice: Twelve (12) credits from a nationally accredited college in early childhood coursework that meet the standards of the New York State Family Child Care Competencies; three (3) of the 12 credits must have been completed within the last 5 years. Or nine (9) credits from a nationally accredited college in early childhood coursework and 45 hours of documented community based training completed within the last 5 years that meets the standards of the New York State Family Child Care Competencies.

Experience

- Two years of experience as a NYS regulated Family or Group Family Day Care provider
- **OR**
- Two years of experience as an employee in a NYS regulated Family or Group Family Day Care program

Need for this Credential

Nationwide more children receive out of home care by people opening their homes to care for other people's children than any other mode of child care. Sometimes that care is by a relative, a neighbor, or by a caring adult who performs this service as a small business. In New York State, approximately 13,000 family and group family day care programs are regulated by the Office of Children and Family Services (OCFS) to care for other people's children as a small business, providing supervision, care and affection and educational opportunities. The increasing attention to the early years as learning years and recognition of these people as part of the child care profession has led OCFS to commission NYSAEYC to create a NYS state-specific credential to recognize those individuals who go beyond the basic regulations and demonstrate competence in knowledge and professional practice in the areas of professional family child care, child development, healthy home learning environment and business practices. The result will be to increase the professionalism of the family child care field by giving individuals recognition for the expertise required to provide quality environments and education for children. It addresses the unique set of skills and knowledge needed to run a child care program in a home. A group of professionals from around the state, including several family child care providers have collaborated to formulate statements in twelve areas that are indicators of a family child care provider's competence. Many are applicable to all modalities of early child care and education but some are specific to family child care. Candidates for this credential will document their competence in each of the four areas through a portfolio-review process which demonstrates their understanding and how they apply these principles in their business.

TERMS & GENERAL INFORMATION

- 1. PROSPECTIVE CANDIDATE:** Individual who has submitted the required documentation and fee described in Phase II (see pg. 6) for consideration of candidacy for the NYS Family Child Care Credential.
- 2. CANDIDATE:** Prospective Candidate who has submitted the required documentation and received written notification from NYSAEYC that they meet the requirements for candidacy. Candidates then have one year from the date of notification to submit their official transcripts and NYS FCCC Portfolio for review (the remaining \$300.00 of the assessment fee is due at this time).
- 3. PORTFOLIO:** Documentation of the Candidate's competency submitted for review (see Portfolio Guidelines in this booklet) within one year of receiving candidacy acceptance letter. Portfolio workbook must be 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 at an accredited higher education institution) OR 9 college credits AND 45 hours of applicable training that matches the Credential Topics and Competency Areas. Three of the twelve credits or the 45 hours of applicable training must have been completed within the last 5 years. 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 topic 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 Early Care and Learning Council (formerly NYS Child Care Coordinating Council) and the Career Development Initiative.
- 7. EXPERIENCE:**
 - Two years of experience as a NYS regulated Family or Group Family Day Care provider
 - OR**
 - Two years of experience as an employee in a NYS regulated Family or Group Family Day Care Program

The Candidate will submit a document listing the above experience along with documentation from the program verifying that experience.

TERMS & GENERAL INFORMATION (cont.)

- 8. DOCUMENTATION:** This is a “formal” attestation to what the Candidate is claiming. “Official” college transcripts must be sent directly from the college to NYSAEYC. Copies of training certificates must be submitted when 45 contact hours of community-based training is substituted for 3 college credits.
- 9. PORTFOLIO REVIEW:** Qualified reviewers will examine the Portfolio and evaluate its contents as documentation of the Candidate’s competence in each of the four (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 six (6) months 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 Prospective Candidate, repeating the Phases I, II, and III, including the Credential fee.
- 10. OBSERVATION:** This credential requires no additional on-site observation. Representatives of OCFS inspect Family Child Care homes and a site with no violations is deemed acceptable for this credential.
- 11. EDUCATIONAL INCENTIVE PROGRAM:** Scholarship funding towards the \$350 credential fees may be available through the Educational Incentive Program (EIP). For more information or to apply for a scholarship, visit www.ecetp.pdp.albany.edu. You may also contact EIP at eip@pdp.albany.edu or 1-800-295-9616 for additional information regarding eligibility. When completing application for EIP funds, be sure to designate the credential as “The Family Child Care Credential of New York State” not NYSAEYC.
- 12. PORTFOLIO EVALUATION:** The Evaluation Rubrics (refer to separate document) will be used by the reviewers. 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 of evidence are provided to meet various learning styles and to match the competency area.

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

PHASE I – INQUIRY

Individuals interested in the NYS Family Child Care Credential will receive materials from NYSAEYC that will include the Guidelines, Application and Competencies.

PHASE II – CANDIDACY

Prospective Candidates must submit to NYSAEYC:

- A completed application 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 Prospective Candidate to Candidate status. The Candidate is informed that the Portfolio must be submitted for review within one year of receiving the candidacy acceptance letter. Each candidate will be sent a Portfolio workbook 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

- Upon receiving notification from NYSAEYC that the Prospective Candidate has completed and submitted documentation required to achieve Candidate status; the Candidate must within one year:
 - Submit an official transcript (directly from the college to NYSAEYC)
 - Assemble and submit their Portfolio for review with the remaining \$300.00 assessment fee
- NYSAEYC Portfolio Review will be completed within 3 months of submission, and the Candidate will be notified of the decision to award, defer or deny the credential.
- The Portfolio will be returned to the Candidate after the credential is awarded, deferred or denied.

PORTFOLIO GUIDELINES

PURPOSE

The Portfolio presents evidence of your professional development and demonstrates your competency to receive the NYS Family Child Care Credential. The review process is completely based on your explanation of the importance of the competency areas and the compilation of your evidence documents. This portfolio review is intended for you to present your competency in each of the twelve areas so that reviewers can assess your understanding and application of the competency areas.

*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

1. DOCUMENTATION OF EXPERIENCE

- Providers - A copy of the day care license showing at least two years in operation as a regulated family or group family child care home.
- Employees – A letter or letters from current and previous employers verifying current employment and a minimum of two years experience
- First Aid Completion Certificate
- CPR Completion Certificate
- Medication Administration Training Completion Certificate

2. PROFESSIONAL RECOMMENDATIONS

- One letter from college professor or instructor
- One letter from local early childhood professional, community based trainer or child care resource and referral staff professional
- Two letters from families whose child has been in the candidate's care for at least six (6) months, attesting to your competence in working with children and families.

3. COLLEGE TRANSCRIPTS

- "Official" college transcripts must be sent directly from the college to NYSAEYC. At least 9 of the 12 credits needed for the credential must be obtained from an institution of higher education.

4. NON-CREDIT BEARING COURSE DOCUMENTATION

- Copies of training certificates must be submitted when 45 contact hours of community-based training is substituted for 3 college credits.

DOCUMENTS TO BE INCLUDED CONTINUED

5. DEMONSTRATION OF COMPETENCY IN EACH OF THE TWELVE COMPETENCY TOPICS

- **Completion of workbook covering all 12 competency areas** (please note a-d must be completed for each of the 12 competency)
 - a. Choose one Competency Statement for each of the twelve areas (See each topic on pages 10-15 – “Competence is demonstrated by the ability to.....”)
 - b. Write a short essay (min 50 words) explaining why this is important to being a competent Family Child Care Provider
 - c. Write how you meet this competency (min 50 words)
 - d. Submit one piece of evidence or documentation of meeting this competency
General options for evidence:
 - **Photo Journal with explanation,**
 - **Video with explanation,**
 - **Essay (min 250 words),**
 - **Ethical dilemma and how you addressed it,**
 - **Other evidence specifically based on competency**
(Some examples are provided but evidence of competency is not limited to these examples)

See below for more detailed information

TYPES OF EVIDENCE OR DOCUMENTATION (SEE d. ABOVE)

- **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 demonstrates knowledge, skills and attitudes of a competent early childhood educator. See the Evaluation Rubric for specific expectations of the Photo Portfolio entry in each topic area.

For example:

Topic A 1 Relationships – could be of greeting families, interacting with children

Topic B 5/6 – Social/Emotional or Cognitive – could be of implementing curriculum with children

Topic C 8 – Facilities – could be a virtual tour of your home/center

DOCUMENTS TO BE INCLUDED CONTINUED

- **Video** – Recognizing the importance of the environment in quality family child care, this Portfolio entry gives the Candidate the opportunity to “show” competence. This is one choice for competence evidence. It should be 10-15 minutes in length to demonstrate the competency area. See the examples in Photo Journal.
- **Essay** – This Portfolio choice is a written essay (minimum of 250 words) 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 Essay Portfolio entry in each topic area.
Note: The audiotope 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.
- **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 at <http://naeyc.org/about/positions.asp>. See the Evaluation Rubric for specific expectations of the Ethical Portfolio entry in each topic area.
- **Other evidence** – If you can show evidence of your competency in another obvious way – you may submit it for review. For example if you are talking about confidentiality – and you can show your confidentiality statement in your handbook that would suffice.

PLEASE NOTE:

The following is required:

- Use at least two different types of evidence or documentation within the 12 submissions required
(For example: all 12 submissions cannot be a photo journal)

6. PROFESSIONAL DEVELOPMENT PLAN

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.

(A more detailed plan for professional development may be found on the Council on Children and Families website at www.earlychildhood.org).