



New York State Association for the Education of Young Children

NYS Early Learning Trainer Credential

Portfolio Instructions

Contents

General Instructions.....	3
Portfolio Structure.....	4
Portfolio Content	
Parts 1 and 2: Portfolio Entries.....	4
Portfolio Guidelines	
Group Training.....	5
Consultation Services.....	6
Part 3: Essay on Professionalism.....	8
Portfolio Checklist.....	9

Trainer Credential Portfolio

General Instructions

All trainers applying to become Credential Level 1, 2, or 3 trainers must submit a Trainer Credential Portfolio. The Trainer Credential Portfolio is an opportunity for you to present evidence of your competence as a provider of early childhood professional development. The portfolio should address your knowledge and skills as they relate to those outlined in the **NYS Early Learning Trainer Competencies**.

1. Compose 2 portfolio entries that reflect either recent group training work, consultation work, or both (See ***Portfolio Content***, p. 4, for more information).
2. For each of the 2 portfolio entries you select, collect and organize documentation, as well as communicate how your training work reflects your competency in Knowledge Base Areas for Trainers A-C. Use the ***Portfolio Guidelines*** and the ***Trainer Competencies*** to help you adequately demonstrate your competency for each portfolio entry.
3. Write an essay reflecting on your professionalism (See ***Portfolio Guidelines, Part 3: Essay on Professionalism***, p.8 for more information).
4. Complete the Portfolio Submission Checklist.
5. Make a copy of your Trainer Credential Portfolio for your own records.
6. Mail your completed portfolio and Portfolio Submission Checklist to:

NYS Early Learning Trainer Credential Program
NYS Association for the Education of Young Children (NYSAEYC)
Trainer Credential Program
230 Washington Avenue Extension
Albany, NY 12230

Portfolio Structure

A complete portfolio submission has three parts; two portfolio entries that reflect your training work, and one essay. Each portfolio entry has three sections. Each section asks you to relate your work to a specific Knowledge Base Area (A. Knowledge of Content, B. Instructional Design and Development, and C. Presentation Skills) in the **NYS Early Learning Trainer Competencies**. Use the Portfolio Guidelines on pages 5-7 to help you organize your portfolio entries.

Portfolio Structure:

Part 1

Portfolio Entry One

- Knowledge of Content
- B. Instructional Design and Development
- C. Presentation Skills

Part 2

Portfolio Entry Two

- A. Knowledge of Content
- B. Instructional Design and Development
- C. Presentation Skills

Part 3

Essay on Professionalism

Portfolio Content

Parts 1 and 2: Portfolio Entries

When compiling your portfolio entries, you should include content that will give reviewers a comprehensive picture of your training work. To help you do this most effectively, you will want to use the Portfolio Guidelines on pages 5-7. Use the Portfolio Guidelines (either Group Training or Consultation Services) that are most applicable to your training work. For example:

- If your training offerings consist of mostly workshops and presentations, you may want to use the Group Training guidelines for both portfolio entries.
- If you generally work as a coach or a mentor, you may want to use the Consultation Services guidelines for both portfolio entries.
- If you regularly provide both group training and consultation services, you might use the Group Training guidelines for your first portfolio entry and the Consultation Services guidelines for your second portfolio entry.

Helpful Definitions:

- **Group Training** -- reflects the work of a group presentation or course that you have planned, developed and implemented. See the Portfolio Guidelines: Group Training to help you structure this type of portfolio entry.
- **Consultation Services**—reflects your work as a mentor, coach or consultant. See the Portfolio Guidelines: Consultation Services to help you structure this type of portfolio entry.

Portfolio Guidelines: Group Training

Choose a presentation given in the last 3 years. Collect and organize documentation to support how the training reflects your competency in Knowledge Base Areas A-C. Use the guidelines below and the NYS Early Learning Trainer Competencies to help you adequately demonstrate your capabilities.

A. KNOWLEDGE OF CONTENT

Write a Statement of Competence. Refer to the **NYS Early Learning Trainer Competencies A, 1-11 (Knowledge of Content)**. Explain how the content of your presentation demonstrates *four or more* of these competency statements and how your qualifications and experience inform your expertise in this area.

When describing the content of the presentation, be sure to include the:

- Topic of the presentation
- Age group with which the training participants work
- Level of the presentation (This refers to the level of the audience's professional expertise. See the New York State Core Body of Knowledge description of Competency Levels for more information).

It is recommended that you reference the following when composing your Statement of Competence:

- The New York State Core Body of Knowledge
- The New York State Office of Child and Family Services Regulations

B. INSTRUCTIONAL DESIGN AND DEVELOPMENT

1. For the same presentation, write a description of instructional design and development. Be sure to include and/or reference:

- Your process for assessing participant needs, including your rationale for the chosen assessment format and approach
- Participant learning objectives
- Your plan for assessing participant learning. In this section be sure to reference The NYS Early Learning Trainer Competencies B, 1-11 (Instructional Design and Development).

2. For the same presentation, please include the following:

- An agenda or outline of the presentation
- Text or notes, printed Power Point slides
- Description of participant activities
- Set of handouts (one copy of each handout provided).

C. PRESENTATION SKILLS

From the same presentation, submit a set of at least **20 participant evaluations** (the evaluations may be from different sessions of the same presentation). The evaluations will be reviewed to assess how well they reflect the **NYS Early Learning Trainer Competencies C, 1-11, Presentation Skills**.

Portfolio Guidelines: Consultation Services

A. KNOWLEDGE OF CONTENT

Consider a consultation experience from the last 3 years in which you provided support to early childhood professionals. What knowledge and skills did you bring to that consultation work? In a brief statement (approximately 300 words), explain how the content of this work demonstrates *four or more* of the competency statements listed in the **NYS Early Learning Trainer Competencies A, 1-11 (Knowledge of Content)**.

When describing the content of the consultation experience, be sure to include the following:

- Topic areas and/or manner in which you provided support (helping teachers understand the meaning of children's behavior, observing children, providing appropriate materials such as books and articles, helping teachers communicate with families, etc.)
- Age group with which the early childhood professionals work
- Level of the early childhood professionals' expertise (See the New York State Core Body of Knowledge description of Competency Levels for more information).

You may also reference the following when composing your Statement of Competence:

- The New York State Core Body of Knowledge
- The New York State Office of Child and Family Services Regulations

B. INSTRUCTIONAL DESIGN AND DEVELOPMENT

1. For the same consultation experience, write a description of how you designed your consultation services or the requested work to fit the culture, needs, philosophy and goals of the individual program. In this section be sure to reference **The NYS Early Learning Trainer Competencies B, 1-11 (Instructional Design and Development)**.

2. To provide evidence of your abilities to design and develop meaningful consultation services, it is recommended you include 3 or more of the following:

- Your process for assessing participant needs, including your rationale for the chosen assessment format and approach
- Participant goals based on articulated program and individual needs
- Evidence of planning around identified goals
- Anecdotal records of interactions with directors and/or teachers
- Observations of classroom practice or program function

*****In an effort to maintain confidentiality, please eliminate or alter all identifying information.***

C. PRESENTATION SKILLS

You have 2 choices for how to demonstrate your presentation skills as a consultant:

1. Consultants need strong interpersonal skills. Please relate an experience (approximately 300 words) from your consultation work that communicates your ability to engage with early childhood professionals in ways that beneficially affect relationships between various roles of leadership, staff, parents and, most importantly, between teachers and children.

You may want to refer to the following skills, as well as the **NYS Early Learning Trainer Competencies C, 1-11, (Presentation Skills)** as you compose your statement:

- Empathy
- Respect and appreciation for staff
- Means to build trust
- Personal warmth
- Good intuition (knowing when to move ahead and when to hold back)
- Ability to listen
- Sensitivity to cultural issues and issues of diversity
- Non-judgmental manner
- Understanding rules of confidentiality and their limits
- Understanding rules of confidentiality and how they protect children, families and the school.

OR

2. Submit a set of evaluations or a letter of recommendation from your consultation work. The evaluations or letter will be reviewed to assess how well they reflect the **NYS Early Learning Trainer Competencies C, 1-11, (Presentation Skills)**.

Part 3: Essay on Professionalism

Compose an essay of 300-500 words reflecting on the process you take to design and implement effective training or consultation services that maximize your own knowledge and experience, meet the needs of the audience, and apply adult learning theory. This is, in essence, your philosophy of professional development. Be sure to refer to the **NYS Early Learning Trainer Competencies D 1-9, Professionalism** and reflect on how your planning and implementation ensure that you meet these competencies. You may also select an ethical dilemma that occurred in a training session or your consultation work and reflect how the competencies in Section D helped guide the resolution of the problem.

NEW YORK STATE EARLY LEARNING TRAINER CREDENTIAL Portfolio Checklist

Use this checklist to help you gather the components required for the Trainer Credential portfolio. Once you have compiled the necessary components, submit the documents along with this checklist to:

**NYS Early Learning Trainer Credential Program
NYS Association for the Education of Young Children (NYSAEYC)
Trainer Credential Program
230 Washington Avenue Extension
Albany, NY 12203**

Applicant Information

Date: _____

Name: _____

Address: _____

Daytime Phone: _____ Evening Phone: _____

Email Address: _____

Be sure your Trainer Credential Portfolio includes:

Part 1

Portfolio Entry One

- Knowledge of Content
- B. Instructional Design and Development
- C. Presentation Skills

Part 2

Portfolio Entry Two

- A. Knowledge of Content
- B. Instructional Design and Development
- C. Presentation Skills

Part 3

Essay on Professionalism