The Registry Preschool Credential Portfolio Guide

Preparing your Portfolio

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2908 Marketplace Drive #103 | Fitchburg, Wisconsin 53719

www.the-registry.org

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Read this Booklet Carefully and Completely
Before Beginning Your Credential Portfolio

Definition of Terms

Portfolio: A collection of work to reflect your learning experiences and display your application of knowledge through completing the course work for a Registry Credential. This is packaged in a 3-ring binder or e-Portfolio program to complete the requirements for commission.

Rationale: The explanation and/or demonstration of how you applied and used the knowledge and skills you learned from the credential courses to fulfill a portfolio requirement. Consider this the 'story of your journey' and reflect on your application of knowledge through the completion of specific work samples.

Work Samples: Supporting documentation

Reasons for Creating a Portfolio

Your portfolio is a creative, living document that will include a variety of materials to reflect your learning journey. A portfolio gives you the opportunity to:

- Present a comprehensive collection of your work to demonstrate your ability to integrate and apply the knowledge and skills taught in the credential into best practice.
- Use self-reflective skills to advance and plan for future professional development.
- Validate your competency within the field as a professional.

Although each portfolio will be unique, there are specific requirements that must be met to complete a Registry Credential. Your portfolio is a compilation of your best work from the following six credential courses:

Course 1: ECE: Health, Safety, and Nutrition
Course 2: ECE: Child Development
Course 3: ECE: Social Studies, Art, and Music
Course 4: ECE: Guiding Children's Behavior
Course 5: ECE: Early Language & Literacy
Course 6: ECE: Preschool Practicum

Although the Preschool Credential courses can be taken in any order, it is recommended the Preschool Practicum course be taken last in the credential course series.

Your portfolio will be presented to a Registry Commissioner who will determine if you have met all requirements for the credential. This guide will provide you with the information you need to successfully put your portfolio together.

Overall Composition and Required Sequence of Your Portfolio

It is highly recommended that the portfolio be completed electronically, however you may elect to create a type written document presented in a three-ring binder format.

- Be sure you have all original documents saved on a secure drive (flash drive, etc.) before mailing your portfolio to the Commissioner.
- If you are submitting videos, post them privately to YouTube for Commissioner viewing. Guidelines and information for submitting videos are included in this guide under the content area *Preschool Teaching Practices*. **Do not send videos on a flash drive or any other kind of device; they will not be viewed.**
- Clearly label your portfolio and any pieces of your project with your name. Be sure any items that are part of your project can be easily identified.

When creating an electronic portfolio, check with your Capstone instructor for the e-Portfolio program used by the college. Examples of e-Portfolio sites include:

- Blogger (https://www.blogger.com/about/?r=1-null_user)
- LiveBinders (http://www.livebinders.com)
- Google Sites (https://sites.google.com/site/eportfolioapps/)
- Weebly (https://www.weebly.com/)

As a precaution, back up ALL your documents onto a secure drive (flash drive, etc). The electronic portfolio will be organized much as you would a three-ring binder. You will create and use tabs just as you would use tabs in a binder to set up and organize materials into categories. While certain content is required, individuals have a great deal of flexibility and creativity in making portfolios attractive, but the content of what you choose to include is more important as it demonstrates the range and depth of your knowledge and skills. Written work must be clearly written, grammatically correct and contain minimal spelling errors.

Before you send your e-Portfolio, don't forget to check the privacy settings on the e-Portfolio program to be sure the Commissioner will have access. When emailing your e-Portfolio link to the Commissioner, be sure to include any permissions and/or passwords needed to view the portfolio. **Remember e-Portfolio programs are public sites, so you should not include YouTube video links, sensitive personal information, or financial documents within your e-Portfolio for confidentiality reasons.** Instead, send any confidential documents in a separate email to the Commissioner and follow the directions for safe video sharing.

Your portfolio must be put together in the sequence indicated below.

- The candidate's name should be on the first page of the e-Portfolio or on the outside cover of the physical binder portfolio.
- Include a title page and table of contents.
- Label each section and use tabs for each section and category of an e-Portfolio or dividers/tabs between each section of a physical binder.
- Categories must be in the required sequence.
- Each category must include the required portfolio components noted in each content category.
- Strive to make your portfolio creative and attractive with written work that is clear, legible, descriptive, grammatically correct and without spelling errors.

SECTION 1: Introductory Section

1. Candidate Name and Contact Information
2. Authenticity Statement
3. Autobiography
4. Philosophy Statement
5. Resume
6. Optional Items to illustrate Professional Contributions

SECTION 2: Content Area Categories

A. Observation and Assessment of Child Development
B. Health, Safety, and Nutrition
C. Guidance
D. Developmentally Appropriate Preschool Environments
E. Preschool Teaching Practices
F. Diversity
G. Professionalism

Contents of Your Portfolio

Section 1

The Introductory Section must include the following five (5) items:

1. Name and Contact Information (1 page)
2. Authenticity Statement *(1-page document located in the Companion Guide)*
3. Autobiography—reflect on the life experiences that influenced you to pursue a career in early childhood. It may reflect your life from childhood to the present or address only the areas of your life that directly influenced your career path. (2 pages maximum)
4. Personal Philosophy Statement on caring for preschool children. Reflect and write an informed response to the guiding statements below. (1-page maximum)
    - My philosophy of early childhood education (importance of developmentally appropriate practice, individualized care and planning, discipline, etc.):
        - This is what I value about preschool children.
        - This is what I believe is important for nurturing their growth and development.
    - Important practices in my early childhood classroom and program.
    - My goals
        - For children three to five years of age are _____.
        - For families are _____.
5. Professional Resume
6. **Optional:** A **maximum** of two professional samples, such as your Registry Career Level certificate, professional recognition awards, or documentation of professional training.

Section 2

Content Area Categories must include the following:

- Observation and Assessment of Child Development: Set of ten observations, five learning experience plan summaries, one implementation reflection, self-assessment
- Health, Safety, and Nutrition: Three rationales and three work samples, self-assessment
- Guidance: Guidance philosophy, rationale with one work sample, self-assessment
- Developmentally Appropriate Preschool Environments: Rationale with one work sample, self-assessment
- Preschool Teaching Practices: Four learning experience plans, one video clip, one video reflection, required video/photo forms, self-assessment, Preschool Practicum Field Assessment/Qualified Observer Assessment
- Diversity: Rationale with one work sample, self-assessment
- Professionalism: Summary of growth, professional development plan, self-assessment

Within this guide, you will find details on what is required for each portfolio entry. Review each portfolio category carefully. Be sure to use the **Preparing Your Portfolio: Companion Guide,** available on the Credential Resource page of The Registry website, for critical documents including self-assessments and other required forms.

Considerations for Portfolio Work Samples

- Work samples are the **"what"** of your portfolio.
- Work samples are of **your own work** related to children from three years to five years or the end of kindergarten.
- Each work sample should represent knowledge you have gained from the credential courses.
- When using work from another source, such as a planning or observation form that you have filled in, be sure to cite it appropriately.
- Choose a sample of your work that fits the category. This may be something you've developed previously, but it should reflect enhancements or revisions you've added as a result of your learning in the credential courses.
- If the work sample is a form or letter or other document you created, you may wish to also include a description of the process you went through in developing the document.
    - Tell what the need was that brought you to create the form/letter.
    - Describe the decisions made in its development, who you worked with, what choices were considered and why the choices were made.
    - You might also describe the impact or effect of the form or letter. Was it successful? When using it, does it achieve the desired results?
    - In the description, explain the sample in detail to a reader who has never seen it before. Give a description that offers a better understanding of the item than just by looking at the sample alone.
- It is the student's responsibility to provide media samples in a format that is easily accessible to both your instructor and Registry Commissioner.

Rationales for Portfolio Work Samples

- Each rationale is the **"how"** and **"why"** of the work sample.
- Each work sample must be accompanied by a written rationale that answers the questions required in the portfolio guide.
- A suggested rationale is included in each category that requires a rationale.
- Your rationale must do the following:
    1. Be no more than one page. If you have written more than one page, consider putting some of the information in the description which is part of the sample.
    2. Be concise or as brief as possible when answering the statements in the sample rationale. If you choose not to use the sample rationale template, be sure to address the guided statements in your own words.
    3. Rationales must be typed in 12 pt. font, 1.5-line spacing, with one-inch margins.

Portfolio Resources

In addition to using this guide, be sure to reference the **Preparing Your Portfolio: Companion Guide,** available on the Credential Resource page of The Registry website, which contains critical resources to complete portfolio entry requirements. Below is a list of other valuable resources.

- Ages and Stages Samples and information http://www.agesandstages.com/free-resources/
- NAEYC Ethical Code of Conduct http://www.naeyc.org/positionstatements/ethical_conduct
- NAEYC Standards for Initial Early Childhood Professional Preparation https://www.naeyc.org/our-work/higher-ed/standards-summaries
- Wisconsin Department of Children and Families http://www.dcf.wisconsin.gov
- Wisconsin Department of Public Instruction Teaching Standards https://dpi.wi.gov/tepdl/programs/standards/teacher
- Wisconsin Model Learning Standards http://www.collaboratingpartners.com/wmels-about.php
- Wisconsin Pyramid Model http://www.collaboratingpartners.com/wi-pyramid-model-about.php
- YoungStar—Wisconsin's Childcare Quality Rating & Improvement System https://dcf.wisconsin.gov/youngstar

Confidentiality

If pictures, video, and/or observations of children are included, it is important that the child and family remain anonymous to maintain professional confidentiality. If this confidentiality is violated, requirements of the credential will not be fully met.

- You must include a signed **Video Recording & Photos—Credential Student Agreement Form** in your portfolio. Review this document carefully.
- Include the **Verification of Video/Photo Permission Form** that states that you have signed permission to use the child's photo, video or observation records.
- Obtain written permission signed by child's parent or guardian using the **Video & Photo Release Consent Form—Parent/Guardian**. Do not include the consent forms in the portfolio, but you must share them privately with the Commissioner by email or have them available to show the Commissioner at the Commission.

Observation and Assessment of Child Development

Evidence in this category will demonstrate your knowledge and emerging skills in observation and assessment of child development through the implementation of the teaching cycle based on the following:

- External Standards
  - NAEYC Standard 1: Promoting Child Development and Learning
  - NAEYC Standard 3: Observing, Documenting, and Assessing to Support Young Children and Families
- Wisconsin Technical College System Program Outcomes
  - ECE TSA 1: Apply child development theory to practice.
  - ECE TSA 3: Assess child growth and development.
- Preschool Practicum Course Competencies
  - Analyze factors that influence child development and behavior of children 3-5 years of age through effective observation and assessment techniques.
  - Implement developmentally appropriate integrated learning experiences for 3-5-year-old children that promote child development and learning through play and care routines.
  - Implement a developmentally appropriate environment for children 3-5 years of age.
  - Implement positive guidance strategies for children 3-5 years of age.
  - Demonstrate responsible and ethical behavior as an early childhood education professional.
  - Utilize positive interpersonal skills with children and adults.

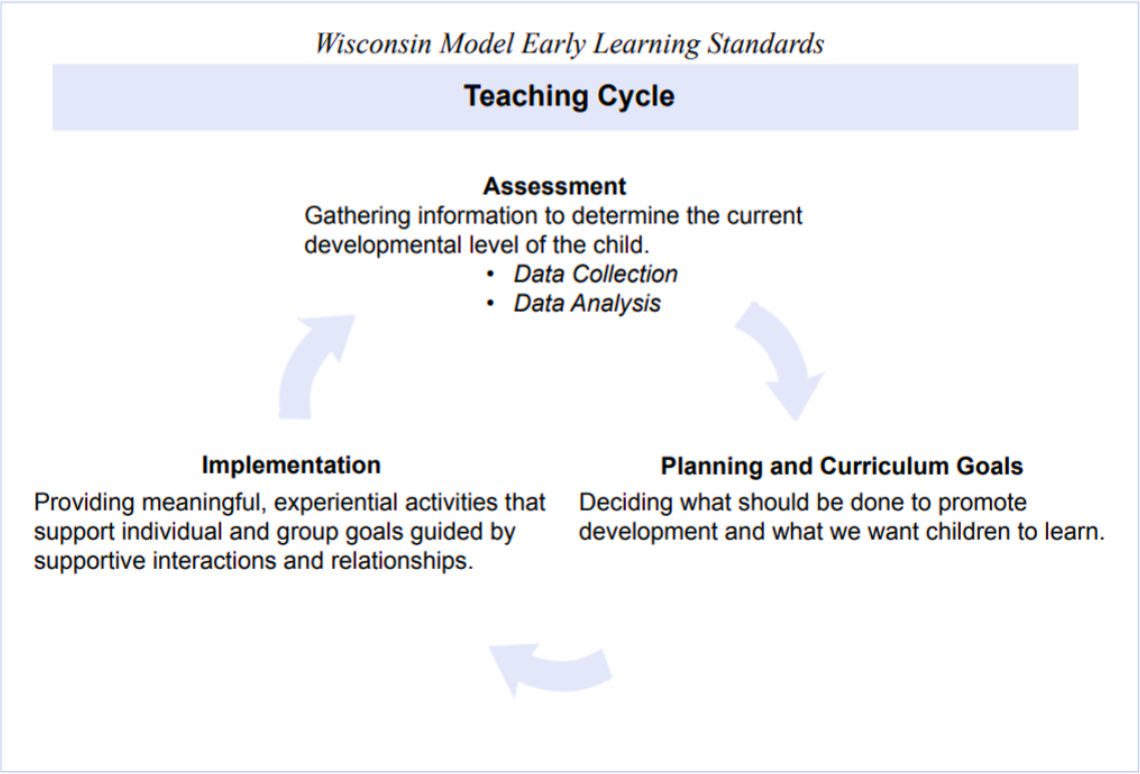

Image source: Wisconsin Model Early Learning Standards. (2017). Retrieved from http://www.collaboratingpartners.com/documents/wmels_5thedition.pdf

Required portfolio entry must include:
1. **Assessment** • Submit a collection of a minimum of 10 observations, meeting the observation guidelines below. • Include at least 2 observations from each developmental domain, using a minimum of 3 different observation methods and include artifacts when applicable.
2. **Planning and Curriculum Goals**—Use at least 1 observation from each developmental domain, for a total of 5. Plan a learning experience for each developmental domain to promote development based on the analysis of each observation. • Submit 5 learning experience plan summaries, one for each observation from each of the developmental domains. Include the following information in each learning experience plan summary: o Observation with analysis for that specific developmental domain o Name and type of learning experience o In 3-5 sentences, a description of the teacher's role during the learning experience and what the children will be doing. o In 2-4 sentences, explanation of why the learning experience was chosen and how the activity supports child development specific to the developmental domain. Cite theory of child development in choosing the learning experience.
3. **Implementation**—Implement and reflect on 1 of the 5 learning experience plans. • In 2-4 sentences, examine the effectiveness of the chosen learning experience in promoting development. • In 2-4 sentences, evaluate the child's overall development and progress in the chosen developmental domain of the learning experience.
4. **Self-Assessment**: Observation and Assessment of Child Development *(1-page document located in the Companion Guide)*

Required portfolio entries must meet the following guidelines:

- Observation Guidelines
  - Select a child that is 3, 4, or 5 years old to follow over a period of time.
  - Observe the child and make observations on note cards, in a journal, or using an observation notes page.
  - Each observation must include:
    - Date and time
    - The observation—an anecdotal note, running record, or other observation method
    - The developmental domain observed. The five developmental domains include:
      - Health and Physical Development
      - Social and Emotional Development
      - Language Development and Communication
      - Approaches to Learning
      - Cognition and General Knowledge
    - Analysis of the observation
- *Observation resources are available in the Companion Guide for use, but are **not** required documents.*

Health, Safety, and Nutrition

Evidence in this category will demonstrate your knowledge and emerging skills concerning the aspects of health, safety, and nutrition in a quality early childhood program based on the following:

- External Standards
  - NAEYC Standard 1: Promoting Child Development and Learning
- Wisconsin Technical College System Program Outcomes
  - ECE TSA 6: Integrate health, safety, and nutrition practices.
- Preschool Practicum Course Competencies
  - Incorporate governmental regulations and professional standards as they apply to quality early childhood education.

Required portfolio entry must include:
1. One rationale and one work sample for health
2. One rationale and one work sample for safety
3. One rationale and one work sample for nutrition
4. Self-Assessment: Health, Safety, and Nutrition *(2-page document located in the Companion Guide)*

Examples of supporting portfolio work samples are:

- Newsletter or poster to notify parents of a communicable disease
- Menu or meal plan created for preschool children
- Video clip of a hands-on presentation you gave on health, safety or nutrition for preschool children
- Photograph(s) and/or artifact(s) from a learning experience you facilitated related to health, safety, and nutrition for preschool children. Include your learning experience plan.
- Completed safety checklist with a realistic plan for correction or modification

Suggested rationale for each work sample:

My work sample for (insert health, safety, *or* nutrition) is _____. It fits this category because _____ *(explain* how *and* why *this work sample fits the category and how you will be able to use it in the future.)* I chose it as the best example of my work because _____ *(explain the impact this work sample had on you and/or your work environment.)* I learned about _____ *(write 4-5 sentences to describe what you learned about the category, not the work sample, addressing course competencies under the category and how you have applied the knowledge you have gained.)* My work sample shows my knowledge and understanding of the role _____ *(insert health, safety, or nutrition)* plays in quality early childhood programming by _____.

Guidance

Evidence in this category will demonstrate your knowledge and emerging skills of how it is possible to guide children through a system of support to enhance social and emotional competence while creating a sense of self-discipline in a child based on the following:

- Preschool Practicum Course Competencies
  - Implement positive guidance strategies for children 3-5 years of age.

Required portfolio entry must include:
1. Guidance Philosophy—this includes your ideas and beliefs about guiding children and your vision statement of how and why you guide children's behavior and development. This is your personal philosophy, rather than the philosophy of your program.
2. One rationale and one work sample for guiding children's behavior.
3. Self-Assessment: Guidance for 3-5-year-olds *(3-page document located in the Companion Guide)*

Examples of supporting portfolio work samples are:

- An audio or video recording demonstrating your ability to create a sense of self-discipline in children. The sample should include a verbal explanation of the teacher/child interaction and the strategies used within that interaction.
- An anecdotal report of how you successfully addressed a child's challenging behavior over a period of time identifying the strategies used.
- A case study regarding a child's behavioral concerns. The case study should focus on the strategies developed in cooperation with the family for guiding the child.
- A written description or video narrative (not to exceed 5 minutes) of how you have implemented the WI Pyramid Model (SEFEL) to enhance guidance practices.
- A written behavior management plan. This plan may be tailored for an individual child or for the preschool classroom. Cite your resources using APA style or other acceptable format.

Suggested rationale for each work sample:

My work sample for Guidance is _____. It fits this category because _____ *(explain* how *and* why *this work sample fits the category and how you will be able to use it in the future.)* I chose it as the best example of my work because _____ *(explain the impact this work sample had on you and/or your work environment.)* I learned about _____ *(write 4-5 sentences to describe what you learned about the* <u>*category*</u>*, not the work sample, addressing course competencies under the category and how you have applied the knowledge you have gained.)* My work sample shows my understanding of how it is possible to guide children while creating a sense of self-discipline in a child by _____ *(describe how it shows your knowledge and understanding of how to guide children 3-5 years of age in ways that promote self-discipline and is sensitive to family culture, values, and individual differences).*

Developmentally Appropriate Preschool Environments

Evidence in this category will demonstrate your understanding of how a developmentally appropriate environment contributes to a child's development based on the following:

- External Standards
  - NAEYC Standard 1: Promoting Child Development and Learning
  - NAEYC Standard 4: Using Developmentally Effective Approaches
  - NAEYC Standard 5: Using Content Knowledge to Build Meaningful Curriculum
- Wisconsin Technical College System Program Outcomes
  - ECE TSA 4: Use best practices in teaching and learning.
- Preschool Practicum Course Competencies
  - Implement a developmentally appropriate environment for children 3-5 years of age.

Required portfolio entry must include:
1. One rationale and one work sample for developmentally appropriate preschool environments.
2. Self-Assessment: Developmentally Appropriate Preschool Environments *(4-page document located in the Companion Guide)*

Examples of supporting portfolio work samples are:

- Photographs, video or drawings of your classroom with a description of how the environment meets the developmental needs of children 3-5-years-old.
- A written description of any changes you've made to the environment based on what you've learned throughout your professional development. Include before and after photographs with descriptions of the change process.
- Examples of how you have adapted materials or the environment for children with special needs.
- An inventory of the play/learning materials used in your classroom with an explanation of how the choices are developmentally appropriate for the children 3-5-years-old. The inventory may be expressed as a picture, a narrated video, chart or spreadsheet. Cite your resources using APA style or other accepted format.
- A description of how you changed your classroom environment to meet ECERS, YoungStar or other quality improvement criteria. Include before and after photographs with descriptions of the change process.

Suggested rationale for this category:

My work sample for Developmentally Appropriate Preschool Environments is _____. It fits this category because _____ *(explain* how *and* why *this work sample fits the category and how you will be able to use it in the future.)* I chose it as the best example of my work because _____ *(explain the impact this work sample had on you and/or your work environment.)* I learned about _____ *(write 4-5 sentences to describe what you learned about the* <u>*category*</u>*, not the work sample, addressing course competencies under the category and how you have applied the knowledge you have gained.)* My work sample shows my understanding of how a developmentally appropriate environment contributes to a child's development by _____ *(describe how it shows your knowledge of how to meet the developmental needs of children 3-5 years of age by creating a healthy, respectful, supportive, and challenging learning environment).*

Preschool Teaching Practices

Evidence in this category will demonstrate your knowledge and emerging skills in creation and implementation of developmentally appropriate learning experiences based on the following:

- External Standards
  - NAEYC Standard 4: Using Developmentally Effective Approaches
  - NAEYC Standard 5: Using Content Knowledge to Build Meaningful Curriculum
- Wisconsin Technical College System Program Outcomes
  - ECE TSA 4: Use Best Practices in Teaching and Learning
- Preschool Practicum Course Competencies
  - Analyze factors that influence child development and behavior of children 3-5 years of age through effective observation and assessment techniques.
  - Integrate strategies that support diversity, cultural responsiveness and anti-bias perspectives.
  - Implement developmentally appropriate integrated learning experiences for 3-5-year-old children that promote child development and learning through play and care routines.
  - Implement a developmentally appropriate environment for children 3-5 years of age.
  - Implement positive guidance strategies for children 3-5 years of age.
  - Utilize positive interpersonal skills with children and adults.

Required portfolio entry must include:
1. Learning experience plan for each of the following experiences (for a total of 4): ▪ Facilitating a social studies experience ▪ Facilitating a process art experience ▪ Facilitating a music experience ▪ Reading a story or other experience facilitating children's language *(Sample learning experience plan form located in the Companion Guide)*
2. A video clip of the implementation of one learning experience plan included in this category.
3. Reflection of your teaching practices demonstrated in the video clip using the Video Reflection: Observation of Learning Experience Plan form. *(2-page document located in the Companion Guide)*
4. Required Form: Video Recording & Photos—Credential Student Agreement Form *(1-page document located in the Companion Guide)*
5. Required Form: Verification of Video/Photo Permission Form *(1-page document located in the Companion Guide)*
6. Self-Assessment: Preschool Teaching Practices *(3-page document located in the Companion Guide)*
7. Preschool Practicum Field Assessment **OR** Qualified Observer Assessment

Required portfolio entries must meet the following guidelines:

- Learning Experience Plan Guidelines
  If using a planning form other than the sample learning experience planning form provided on page 6 in the Companion Guide, the planning form must include:
  - Objectives, including which area of development the activity promotes
  - Materials needed
  - Steps of the presentation and experience
  - Preparation and set up
  - How you will invite the children to the activity
  - Which domain is promoted from the Wisconsin Model Early Learning Standards
  - A follow up reflection/evaluation of the learning experience
- Video Clip Guidelines
  - All children present in the video must have a signed *Video & Photo Consent Form* by a parent or guardian. Consent forms must be shared privately with a commissioner and are not to be included in the portfolio for confidentiality.
  - Length of the video clip should be appropriate to the activity, including transitions leading into and out of the activity, and is not to exceed 15 minutes.
  - Videos must be uploaded privately onto YouTube for commissioner viewing. Videos must be posted privately and are shared with the commissioner by email. Instructions on how to use YouTube are available in the Commission Student Toolkit under Credential Resources on The Registry website. A YouTube Video Tutorial on how to post and share a video with the commissioner is also available under Credential Resources on The Registry website. There is also a letter available in English and Spanish you can give parents explaining the purpose of the video, available under Credential Resources.
  - Once the Commissioner has successfully viewed your video clip, the Commissioner will email you the video can be deleted. The Commissioner will verify with you at the commission all video clips have been deleted, including not only the segments submitted, but any video material created as part of your effort to prepare for and complete the portfolio requirements.
- Preschool Practicum Field Assessment Guidelines
  - Include a copy of your Preschool Practicum Field Assessment completed by your Preschool Practicum course instructor.
  - A passing score of 80% proficiency or greater is required to credential.
- Qualified Observer Assessment Guidelines
  - The Qualified Observer Assessment must be completed by a **qualified observer** who is an individual who:
    1. Is not employed by the same program as the person being observed, including but not limited to co-workers, supervisors, and administrators.
    2. Meets **one or more** of the following:
       a. Is your instructor for the Preschool Practicum course
       b. Has a minimum of an Associate Degree in Early Childhood Education
       c. Is a Registry approved consultant in the ITERS, ECCERS, or FCCERS environmental rating scales
       d. Is a recipient of the Preschool Credential with 5 years of experience in the field

- In the event the instructor of the Preschool Practicum course is unable to serve as the qualified observer, other individuals who might also meet the qualifications of a qualified observer include staff at local Child Care Resource and Referral Agencies, YoungStar Technical Consultants who are not working directly with the credential candidate's program, or other individuals trained in formal rating scale observation tools. Networking with other professionals in the early childhood and care field can provide additional opportunities to connect with individuals who are qualified observers. **If a qualified observer is an individual other than the course instructor, the Preschool Practicum instructor must give their approval in advance to ensure the individual meets the requirements of a qualified observer.**

Diversity

Evidence in this category will demonstrate your understanding of the importance of knowing about and understanding diverse family and community characteristics that have an impact on children's development and learning based on the following:

- External Standards
  - NAEYC Standard 2: Building Family and Community Relationships
- Wisconsin Technical College System Program Outcomes
  - ECE TSA 2: Cultivate relationships with children, family and community.
- Preschool Practicum Course Competencies
  - Integrate strategies that support diversity, cultural responsiveness and anti-bias perspectives.
  - Demonstrate responsible and ethical behavior as an early childhood education professional.
  - Utilize positive interpersonal skills with children and adults.

Required portfolio entry must include:
1. One rationale and one work sample for diversity.
2. Self-Assessment: Diversity *(2-page document located in the Companion Guide)*

Examples of supporting portfolio work samples are:

- Photographs or displays of pictures and/or artwork in the preschool classroom that features elements of diversity. Include in your rationale a description of the source for the displays and how the children interact with the pictures and/or artwork to encourage understanding and acceptance.
- A book list of 15-20 multi-cultural/culturally responsive/anti-bias books for a preschool classroom library, including the book title, author, year of publication, focus topic and a summary of each book.
- Evidence of family involvement in a culturally responsive/anti-bias classroom activity or event that you designed, planned and implemented.
- Photograph(s) and/or artifact(s) from a learning experience you facilitated related to a culturally responsive/anti-bias classroom learning experience you provided for preschool children that took into consideration children's cultures and traditions. Include your learning experience plan.

Suggested rationale for this category:

My work sample for Diversity is _____. It fits this category because _____ *(explain* how *and* why *this work sample fits the category and how you will be able to use it in the future.)* I chose it as the best example of my work because _____ *(explain the impact this work sample had on you and/or your work environment.)* I learned about _____ *(write 4-5 sentences to describe what you learned about the* <u>*category*</u>*, not the work sample, addressing course competencies under the category and how you have applied the knowledge you have gained.)* My work sample shows my understanding of the importance of knowing about and understanding diverse family and community characteristics that have an impact on children's development and learning by _____ *(describe how it shows your knowledge and understanding of how human diversity plays a role in children's development and learning).*

Professionalism

Evidence in this category will demonstrate your ability as a professional to apply recognized best practices in the workplace using theories and competencies you have learned based on the following:

- External Standards
  - NAEYC Standard 6: Becoming a Professional
- Wisconsin Technical College System Program Outcomes
  - ECE TSA 5: Demonstrate professionalism.
- Preschool Practicum Course Competencies
  - Demonstrate responsible and ethical behavior as an early childhood education professional.

Required portfolio entry must include:
1. Summary of Growth
2. Professional Development Reflection and Planning Form *(2-page document located in the Companion Guide)*
3. Self-Assessment: Professionalism *(1-page document located in the Companion Guide)*

Required portfolio entries must meet the following guidelines:

- Summary of Growth
  - Must be 1-3 pages typed, with 12 pt. font, 1.5-line spacing, with one-inch margins
  - Must address the following:
    - Describe your experience working with preschool children.
    - How has completing the Preschool Credential changed you as an early childhood professional?
    - What changes have you implemented in your classroom or program to improve quality in working with preschool children?
    - What challenges and/or barriers within this credential did you overcome?
    - How will you use your strengths and passion to contribute to quality early care and education in the future?

Receiving The Registry Preschool Credential

When you have successfully completed the courses required for a Registry Credential and your portfolio is complete, the final requirement is to present your portfolio to a Registry Commissioner. The Commission process steps are explained below:

1. Candidate completes the portfolio/project.
2. Candidate submits a completed *Registration for Commission* form with payment to The Registry.
3. The Registry emails a confirmation of registration, including the Commission details with a payment receipt.
4. Candidate makes delivery arrangements for their portfolio/project based on the instructions received from The Registry or the Instructor.
5. Candidate attends the scheduled Commission.
6. Commissioner notifies The Registry of successful completion of the commission process.
7. Candidate submits to The Registry official documentation of successful completion of credential coursework. Once verified, The Registry sends a Credential Certificate to the candidate.

Request for Commission

Commissions are convened throughout the state several times each year. Candidates who have completed all the credential coursework and are preparing a credential portfolio/project may submit a completed *Registration for Commission* form to The Registry. In most cases, the course instructor will schedule the Commission; however, you may join a scheduled Commission if you are not part of a class. Visit the Commission page of The Registry website to view the list of upcoming Commissions.

You must submit a *Registration for Commission* form with the required commission fee to be registered to a Commission. *Registration for Commission* forms are unique to each credential type and are located on the Credential Resource page of The Registry website.

Fax your *Registration for Commission* form to (608) 222-9779 or **mail** your form to:

The Registry
Attn: Credentials
2908 Marketplace Drive #103
Fitchburg, WI 53719

The following requirements must be completed when submitting the *Registration for Commission* form:

- **Registry Membership**: All credential candidates must have a Registry Membership or must apply to The Registry prior to commissioning. You do not need to include a copy of your Registry certificate; The Registry will confirm your membership in the system. Standard application processing time is 5-7 weeks.
    - **If you have never applied:** Visit our website at www.the-registry.org to apply online or download an application. We will verify your application has been submitted when we receive your *Registration for Commission* form.
    - **If you have applied but never received a Registry certificate because you were not eligible or your application was incomplete/unpaid:** You must submit a one-year renewal with the applicable renewal fee and any documentation that was missing

previously. Visit our website at www.the-registry.org to renew online or download an application.

- **Commission Fee**: Each student is required to pay a $300 Commission fee. Once paid, commission fees are non-refundable and non-transferable. Payment in full must be included with the *Registration for Commission* form. The Registry will send you a payment receipt with your registration confirmation email. The commission fee covers the processing of the credential and administration of the commission system. If you are a T.E.A.C.H. scholarship recipient, contact your T.E.A.C.H. counselor for information on the reimbursement process. Visit http://wisconsinearlychildhood.org/programs/teach for more information.

The Registry Credential Commissioners

Registry Commissioners are early care and education professionals who have been trained to objectively evaluate your portfolio/project using the assessment tool designed for each specific credential. Each Registry Commissioner has completed at least one of The Registry Credentials, presented a project or portfolio, and successfully completed the commission process.

The Commission Process

Your portfolio/project must be received by the Registry Commissioner **at least ten (10) days prior** to the date of the commission for review. Please review the portfolio/project assessment form available on the Credential Resource page of The Registry website to ensure you have included all required components. If you have visuals, such as display/picture boards, samples, blueprints, or scale models do not submit them with the written portion of your project. You may share these with the Commissioner at the commission.

There are two parts to the Commission.

1. **Presentation of your Learning Story:** Your classmates and other credential candidates will be present during your presentation. The time frame for individual presentations is at the discretion of the commission host and based on the commission group size. In approximately 5-10 minutes address the following questions within your presentation.
    - How has the Preschool Credential changed you as a provider?
    - What does completing this credential mean to you?
    - What are you passionate about as it relates to the education of children three to five years of age?
    - How will you contribute to quality early childhood education in the future?
2. **Individual Meeting with the Commissioner:** You will meet with the Registry Commissioner to complete the commission process. This is an opportunity for the Commissioner to ask you any questions s/he may have about your portfolio/project. The Commissioner will give you feedback and comments about your portfolio/project. You will be informed if you have successfully completed the commission during your individual meeting with the Commissioner. If your commission portfolio/project is incomplete, the Commissioner will advise you on what you will need to do to complete the portfolio/project. If you are asked to submit additional materials, you will submit them directly to the Commissioner by the deadline provided by the Commissioner. In the event the additional materials are not submitted as requested by the deadline, you will not pass the commission.

Awarding the Credential

You will receive your Credential Certificate when you have done the following:

- Received a Registry Career Level Certificate or submitted a complete application for membership. If your first-time application is put on "Incomplete" status, you will not receive your Credential Certificate until the necessary fee or information is received and the "Incomplete" status is resolved.
- Successfully completed the commission process.
- **Submitted Credential Course Documentation**: Please note that your credential **will not** be verified until The Registry receives an official transcript showing successful completion of all six credential courses. Official transcripts must be sent directly to The Registry in an unopened, originally sealed envelope or by secure email from the institution of higher education. Photocopies of official transcripts, grade reports, or unofficial transcripts are not accepted. You must receive a C- or better in each course to be eligible for the credential.

Appeal Process

You may send a letter to The Registry if you do not agree with the results of your commission. The letter will be reviewed by the Executive Director or designated qualified staff. You will receive a letter indicating The Registry's decision within 30 days of the receipt of your letter. If your concern has not been resolved to your satisfaction, you may request that The Board of Directors review your project and your letter of appeal. The Board of Directors will review your appeal at the next regularly scheduled meeting. The Registry Board meets four times per year and the board meeting schedule is available on The Registry website.