



New York Association for the Education of Young Children

New York State Family Child Care Credential

Portfolio Scoring Instrument

Applicant Name: _____

RESUME _____ Current

Comments: _____

LETTERS OF PROFESSIONAL RECOMMENDATION

- _____ 1. College Professor (attesting to academic performance)
- _____ 2. Supervisor (attesting to their administrative abilities as director of a children's program)
- _____ 3. Colleague (not a subordinate) attesting to their performance in working with staff, families and children

Comments: _____

APPLICATION

Comments: _____

TRANSCRIPTS

Comments: _____

PROFESSIONAL DEVELOPMENT PLAN

Comments: _____

I, _____, have carefully evaluated the portfolio using the criteria in the scoring instrument.
(Print name of reviewer)

(Signature of reviewer)

(Date)

CATEGORY SCORES:

Topic I: Family Child Care _____/24

Topic II: Child Development _____/24

Topic III: Environment _____/24

Topic IV: Business Practices _____/24

Professional Preparation of Portfolio _____/4

TOTAL SCORE _____/100

Candidate must achieve a minimum of 80 points to be awarded the Family Child Care Credential.

REVIEWER ASSESSMENT

AWARD CREDENTIAL

DEFER CREDENTIAL

Additional information or work needed: _____

DENY CREDENTIAL (only on 2nd review)

Comments: _____

TOPIC I: FAMILY CHILD CARE

TOPIC/COMPETENCY REVIEW	Not met	Partially met	Fully met
COMPETENCY AREA 1: RELATIONSHIPS # _____			
1. Statement clearly explains why competency is important.	Statement missing or does not relate to the topic 0 points	Statement relates to the competency statement without any explanation of its importance 1 point	Statement clearly explains the statement's importance to specific aspect of family child care with at least 50 words 2 points
2. Statement clearly explains what the candidate does or plans to do.	Demonstration is not related to competence or is missing 0 points	Demonstration of competence is not strongly related to the competency statement 2 points	Demonstration of competence is clear and related to the competency statement. 3 points
3. Evidence of competency	Evidence is not present or is not an appropriate proof of competence 0 points	Evidence is lacking relationship to #2 as proof of competence 2 points	Evidence clearly relates to competency topic and is proof of candidate's competency as explained in #2 3 points
Notes:			COMPETENCY TOTAL (out of 8) _____
COMPETENCY AREA 2: ETHICS AND LEGALITY # _____			
1. Statement clearly explains why competency is important.	Statement missing or does not relate to the topic 0 points	Statement relates to the competency statement without any explanation of its importance 1 point	Statement clearly explains the statement's importance to specific aspect of family child care with at least 50 words 2 points
2. Statement clearly explains what the candidate does or plans to do.	Demonstration is not related to competence or is missing 0 points	Demonstration of competence is not strongly related to the competency statement 2 points	Demonstration of competence is clear and related to the competency statement. 3 points
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Notes:			COMPETENCY TOTAL (out of 8) _____

TOPIC/COMPETENCY REVIEW	Not met	Partially met	Fully met
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COMPETENCY AREA 3: PROFESSIONAL ACTIVITIES

1. Statement clearly explains why competency is important.	Statement missing or does not relate to the topic 0 points	Statement relates to the competency statement without any explanation of its importance 1 point	Statement clearly explains the statement's importance to specific aspect of family child care with at least 50 words 2 points
2. Statement clearly explains what the candidate does or plans to do.	Demonstration is not related to competence or is missing 0 points	Demonstration of competence is not strongly related to the competency statement 2 points	Demonstration of competence is clear and related to the competency statement. 3 points
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TOPIC II: CHILD DEVELOPMENT

COMPETENCY AREA 4: RESEARCH, THEORY AND ASSESSMENT

1. Statement clearly explains why competency is important.	Statement missing or does not relate to the topic 0 points	Statement relates to the competency statement without any explanation of its importance 1 point	Statement clearly explains the statement's importance to specific aspect of family child care with at least 50 words 2 points
2. Statement clearly explains what the candidate does or plans to do.	Demonstration is not related to competence or is missing 0 points	Demonstration of competence is not strongly related to the competency statement 2 points	Demonstration of competence is clear and related to the competency statement. 3 points
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Notes:	COMPETENCY TOTAL (out of 8) _____
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TOPIC/COMPETENCY REVIEW	Not met	Partially met	Fully met
COMPETENCY AREA 5: SOCIAL-EMOTIONAL-CREATIVE # _____			
1. Statement clearly explains why competency is important.	Statement missing or does not relate to the topic 0 points	Statement relates to the competency statement without any explanation of its importance 1 point	Statement clearly explains the statement's importance to specific aspect of family child care with at least 50 words 2 points
2. Statement clearly explains what the candidate does or plans to do.	Demonstration is not related to competence or is missing 0 points	Demonstration of competence is not strongly related to the competency statement 2 points	Demonstration of competence is clear and related to the competency statement. 3 points
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Notes:			COMPETENCY TOTAL (out of 8) _____
COMPETENCY AREA 6: COGNITIVE. LANGUAGE/LITERACY, PHYSICAL # _____			
1. Statement clearly explains why competency is important.	Statement missing or does not relate to the topic 0 points	Statement relates to the competency statement without any explanation of its importance 1 point	Statement clearly explains the statement's importance to specific aspect of family child care with at least 50 words 2 points
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Notes:			COMPETENCY TOTAL (out of 8) _____

TOPIC III: ENVIRONMENT

TOPIC/COMPETENCY REVIEW	TOPIC/COMPETENCY REVIEW	TOPIC/COMPETENCY REVIEW	TOPIC/COMPETENCY REVIEW
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COMPETENCY AREA 7: HEALTH AND SAFETY

1. Statement clearly explains why competency is important.	Statement missing or does not relate to the topic 0 points	Statement relates to the competency statement without any explanation of its importance 1 point	Statement clearly explains the statement's importance to specific aspect of family child care with at least 50 words 2 points
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COMPETENCY AREA 8: FACILITIES

1. Statement clearly explains why competency is important.	Statement missing or does not relate to the topic 0 points	Statement relates to the competency statement without any explanation of its importance 1 point	Statement clearly explains the statement's importance to specific aspect of family child care with at least 50 words 2 points
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TOPIC/COMPETENCY REVIEW	TOPIC/COMPETENCY REVIEW	TOPIC/COMPETENCY REVIEW	TOPIC/COMPETENCY REVIEW
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COMPETENCY AREA 9: CURRICULUM

1. Statement clearly explains why competency is important.	Statement missing or does not relate to the topic 0 points	Statement relates to the competency statement without any explanation of its importance 1 point	Statement clearly explains the statement's importance to specific aspect of family child care with at least 50 words 2 points
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COMPETENCY TOTAL (out of 8) _____

TOPIC IV: BUSINESS PRACTICES

COMPETENCY AREA 10: RECORDKEEPING

1. Statement clearly explains why competency is important.	Statement missing or does not relate to the topic 0 points	Statement relates to the competency statement without any explanation of its importance 1 point	Statement clearly explains the statement's importance to specific aspect of family child care with at least 50 words 2 points
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TOPIC/COMPETENCY REVIEW	TOPIC/COMPETENCY REVIEW	TOPIC/COMPETENCY REVIEW	TOPIC/COMPETENCY REVIEW
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COMPETENCY AREA 11: FINANCIAL PLANNING

1. Statement clearly explains why competency is important.	Statement missing or does not relate to the topic 0 points	Statement relates to the competency statement without any explanation of its importance 1 point	Statement clearly explains the statement's importance to specific aspect of family child care with at least 50 words 2 points
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Notes:

COMPETENCY TOTAL (out of 8) _____

COMPETENCY AREA 12: HUMAN RELATIONS AND PERSONNEL MANAGEMENT

1. Statement clearly explains why competency is important.	Statement missing or does not relate to the topic 0 points	Statement relates to the competency statement without any explanation of its importance 1 point	Statement clearly explains the statement's importance to specific aspect of family child care with at least 50 words 2 points
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Notes:

COMPETENCY TOTAL (out of 8) _____

TOPIC IV: PROFESSION PREPARATION OF PORTFOLIO

Professional Presentation	Essays contain many writing errors and evidence is lacking in professional quality 1 Point	Essays contain some writing errors but evidence is not clear or professionally presented 2 Points	Essays contain some writing errors but evidence is clearly and professionally presented 3 Points	Essays are free of technical writing errors and evidence is clearly and professionally displayed 4 Points
Notes:			PRESENTATION POINTS (4) _____	

REVIEWER'S SUMMARY OF CANDIDATE'S PORTFOLIO

Please give 3 commendations to the Candidate for specific portfolio entries:

Please give feedback on Portfolio if the total did not achieve the 80 points necessary, citing some specific areas for concern: