**NEW YORK STATE TRAINING AND TECHNICAL ASSISTANCE PROFESSIONAL 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:

**New York State Early Learning Trainer Credential Program**

**New York association for the education of young children**

**230 Washington Avenue Extension**

**Albany, NY 12203**

**Applicant Information**

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Daytime Phone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Email Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Section 1:**

* A copy of this portfolio checklist
* Resume

**Section 2**: *(Portfolio Entry #1 – Knowledge of Content)*

* Completed portfolio cover page (appendix A)
* A written statement that explains how group training or consultation experience #1 demonstrates that you meet the Knowledge of Content Competencies

**Section 3:** *(Portfolio Entry #1 – Instructional Design and Development)*

* A written statement that describes how you meet the instructional design and development competencies of group training or consultation
* All required materials for group training or consultation experience #1 (See portfolio guidelines for details)

**Section 4:** *(Portfolio Entry #1 – Presentation Skills)*

* Timed agenda
* Participant evaluation forms

**Section 5**: *(Portfolio Entry #2 – Knowledge of Content)*

* Completed portfolio cover page (appendix A)
* A written statement that explains how group training or consultation experience #1 demonstrates that you meet the Knowledge of Content Competencies

**Section 6:** *(Portfolio Entry #2 – Instructional Design and Development)*

* A written statement that describes how you meet the instructional design and development competencies of group training or consultation
* All required materials for group training or consultation experience #1 (See portfolio guidelines for details)

**Section 7:** *(Portfolio Entry #2 – Presentation Skills)*

* Timed agenda
* Participant evaluation forms

**Section 8:**

* A written statement that explains how you as a trainer meet at least four of the professionalism competencies
* A detailed personal professional development plan using the New York State Core Body of Knowledge Assessment