**Appendix A**

Candidate Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PORTFOLIO ENTRY COVERSHEET**

**PORTFOLIO ENTRY INFORMATION**

|  |  |
| --- | --- |
| The portfolio entry that follows pertains to *(Check One)*: | Date(s) of Training or Consultation: |
| * Group training experience * Consultation experience | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |  |
| --- | --- | --- |
| **TRAINING AUDIENCE:** |  | **TARGET AGE FOR TRAINING/CONSULTATION:** |
| * Family Child Care/Group Family Child Care Providers * Childcare Center Staff * Informal Family Child Care Providers * School-Age Child Care/School Based Staff * Supervisors/Directors * Trainers/Instructors * Other: |  | * Infants * Toddlers * Preschoolers * Kindergarteners * First to Third-Graders * Other: |

**CORE BODY OF KNOWLEDGE New York States Core Competencies for Early Childhood Educators:**

*Please select the area(s) that best describes the primary focus of your group training or consultation*

|  |  |
| --- | --- |
| * Area 1: Child Growth and Development * Area 2: Family and Community Relationships * Area 3: Observation and Assessment * Area 4: Environment and Curriculum | * Area 5: Health Safety and Nutrition * Area 6: Professionalism and Leadership * Area 7: Administration and Management |

**COMPETENCY LEVELS:** *Check the competency level(s) of the individuals you are targeting in your presentation: (choose only 2)*

* **Level I -** Individuals at this level are at the first step in the commitment to a career in early learning; they contribute to and assure the maintenance of a safe and nurturing environment in which children learn and develop; they learn about children and families throughparticipation in professional development activities; they receive ongoing supervision from someone at a higher level.
* **Level II -** Individuals at the level consistently exhibit practices grounded in theories of growth, development, and learning; they work cooperatively with others; establish good mentoring relationships, and sometimes provide direct supervision; they have participated in formal study leading to a degree and/or certificate and have refined their knowledge through guided and reflective experience with young children and families.
* **Level III -** Individuals at this level have extensive academic preparation and experience in the field; they can be responsible for mentoring those at Level I and II; they posses the ability to provide new resource in the development of theory and innovative practice; they demonstrate a mastery of developmentally appropriate practices which allow them to mentor peers as well as persons at other levels.

**OCFS REQUIRED TRAINING TOPICS:** *Please select the area(s) that best describes the primary focus of your group training or consultation experience.*

* Principles of childhood development, including the appropriate supervision of children, meeting the needs of children enrolled in the program with physical or emotional challenges and behavior management and discipline
* Nutrition and health needs of children
* Child care program development
* Safety and Security procedures, including communications between staff
* Child abuse and maltreatment identification and prevention
* Statutes and regulations pertaining to child care
* Statutes and regulations pertaining to child abuse and maltreatment
* Education and information on the identification, diagnosis and prevention of shaken baby syndrome