



nyaecyc

New York Association for the
Education of Young Children

**The New York State Training and Technical Assistance Professional
Credential
Application Process for Coach**

Part 1: Join Aspire

Part 2: Intent To Apply Form

Part 3: Coaching Reflection Portfolio

Part 4: Video Interview

Part 1: Register as a professional development provider with Aspire.



The Aspire Registry is an online system that supports early childhood professionals and recognizes the important work that you do. With an Aspire profile, you can take advantage of helpful resources to guide your career choices and plan your professional growth.

How to Complete Your Aspire Profile

The application process takes an average of fifteen minutes to complete. You may sign out and log back in to finish your application in more than one session.

1. Create an Individual Account

- ⚙️ Go to www.nyworksforchildren.org and click **Join or Log into Aspire**.
- ⚙️ Select **Create an Account** and enter your contact information.
- ⚙️ Check both your Inbox and your Spam folder for an email with your Aspire ID and password.

2. Complete the Aspire online application

- ⚙️ Use your Aspire ID and password to login to your account.
- ⚙️ Check the box next to **Aspire Membership**, and **Register as a Trainer** and then click **Continue**.
- ⚙️ Enter all relevant information on each page and submit your application.

3. Submit your documents

- ⚙️ You will receive an email with a list of the documents you need to send.
- ⚙️ The Aspire Registry accepts **photocopies** of all education and training documents including **photocopies of official transcripts**.
- ⚙️ Send these documents within 10 days to:

The Aspire Registry
16 Court Street, 31st Floor
Brooklyn, NY 11241

That's all it takes!

After your application has been processed, you will receive a welcome letter with your membership card. In your online profile, you will have access to your certificate and Professional Development Record. We encourage you to update your profile regularly!

Part 2: Complete the Intent to Apply Form



The New York State Training and Technical Assistance Professional (T-TAP) Credential - Coach Designation provides a standard by which to assure the quality of Early Learning Coaches. Additionally, it represents a level of professional achievement for coaches.

All coaches applying to become a T-TAP Coach must meet education and experience eligibility requirements, submit a T-TAP Credential Coach Designation Portfolio, and participate in a T-TAP Credential Coach Designation Interview. The T-TAP Credential Coach Designation Portfolio is an opportunity for you to present evidence of your competence as a provider of early childhood and or school age professional development. The portfolio should specifically describe your knowledge and skills as they relate to those outlined in the [New York State Coaching Competencies](#).

Once you have an active Aspire Professional Profile, complete the Intent to Apply Form on the NYAEOYC website: www.NYAEOYC.org/coach.

You will need to supply some basic contact information along with your Aspire ID. The application should take no more than 10 minutes to complete.

Your education and experience will be verified through the [Aspire](#) registry.

NYAEOYC offers the T-TAP Credential Coach Designation for coaches of **leaders** and coaches of **teachers**.

T-TAP Coaches of **leaders** must obtain **Career Ladder 6** with 15 credits in Early Childhood or related field, have five years of leadership experience and possess an Early Childhood Leadership Degree or Children's Program Administrator Credential (CPAC). T-TAP Coaches of **teachers** must obtain Career Ladder 6 with 15 credits in Early Childhood or related field.

Individuals with a career ladder level of 4B-5C can become eligible with the completion for the 4-part Core Body of Knowledge series:

- Day 1 & 2 – The New York State Core Body of Knowledge: Introductory course for Professional Development Providers
- Days 3 & 4: The New York State Core Body of Knowledge: Coaching Institute

Candidates will need to review and sign the Coach Agreement as part of their Intent to Apply:

As a participant of the New York State Training and Technical Assistance Professional Credential, as a Coach I agree to the following:

- Support the work of New York Works for Children and I will help others understand the role of New York Works for Children in improving the quality of professional development opportunities which will, in turn, improve the quality of early childhood education in New York.

- Coach on content that is congruent with the National Association for the Education of Young Children’s Code of Ethical Conduct for Early Childhood Adult Educators. The Code of Ethical Conduct will also guide my own behavior. <http://www.naeyc.org/files/naeyc/file/positions/ethics04.pdf>
- Present current and factual information that reflects best practices for adult learning situations, including maintaining the confidentiality of all participants.
- Adhere to copyright laws.
- Provide professional development activities that are within the boundaries of my competence and expertise.
- Treat all coachees’ with fairness and respect and will not discriminate against anyone for any reason.
- Remain current in my profession by actively pursuing opportunities to continue my own professional development.
- Not sell products or services, during coaching sessions unless the products or services are directly related to the content.
- Cooperate with other professionals to the best of my ability in order to better serve Early Childhood Education and School-Age professionals, children and families of New York.
- Maintain good standing with the NYAEYC partner agencies including, but not limited to: the Office of Children and Family Services, the State University of New York Professional Development Program and New York Works for Children.

Part 3: Coaching Reflection Portfolio

You will have 30 days to submit your online reflection portfolio questions from the date NYAEYC notifies you that Part 2 approval is complete.

This is the definition of coaching for this credential designation: Coaching is a relationship-based process led by an expert with specialized and adult learning knowledge and skills, who often serves in a different professional role than the recipient(s). Coaching is designed to build capacity for specific professional dispositions, skills, and behaviors and is focused on goal-setting and achievement for an individual or group.

For additional characteristic of this definition please [CLICK HERE](#) and **scroll to page 11** for the NAEYC and Child Care Aware definition that New York State has adopted.

Below you will find the components/instructions of the portfolio process you will be competing in your online application.

1. **Core Body of Knowledge Self Assessment**

This process helps to further determine your areas of expertise.

A. Assessment and Professional Development Planning Tool

If you do not have a paper copy of the CBK, you can access the online version [here](#), and this [link](#) will take you to a pdf of the professional development planning tool.

Begin this process assessing your competence in the 7 knowledge base areas of the CBK. Carefully read through each related behavior and skill for each core competency area. It is expected that although you are an experienced professional, there will be areas of opportunity for every applicant. *If you have recently*

completed the assessment and professional development planning tool as part of the CBK Institute, you may use that document. If not, [please click here to view a short instructional video.](#)

Use the assessment tool to note whether that competency is an area of strength, an area of steady progress, or an area of opportunity. Use the summary page to keep track of your results as you complete each section. When you have completed the online sections of the entire portfolio, please upload the professional development planning tool and the CBK Summary Form below. Please upload all documents at the time of submission.

B. Comfort Level Assessment

Please click [here](#) to download the comfort level assessment. This tool is intended to provide you with a profile of yourself as a coach in each of the 7 Core Body of Knowledge Competency Areas. Assess your experience, knowledge, and competency level to determine whether you can meet the needs of specific coachee request(s). Reassess yourself periodically as you gain more knowledge and skills through your own professional development. Please use the data collected on the CBK Assessment and Professional Development Tool Summary Page to inform your comfort level assessment. Please upload the comfort level assessment at the time of submission. [Please click here to view a short instructional video.](#)

2. Description of Practice

The purpose of this section is understand your coaching practice and how it aligns with the NYS Coaching Competencies.

A. Statement of coaching philosophy (150 words)

B. Description of your work with one coachee.

- i. How did the coaches access your service? (150 words)
- ii. What were the components of your first meeting? (150 words)
- iii. How did you identify the learning and communication styles and preferences of your coachee? (150 words)
- iv. Describe your goal setting process. (150 words)
- v. Share the goals and objectives for the coaching cycle. (150 words)
- vi. Describe 3 action steps and their implementation. (E.g.: modelling, observation and reflection, providing resources) (450 words)
- vii. How did you know if the coaching partnership was succeeding and what adjustments did you make in the process? (150 words)
- viii. How did you conclude the coaching relationship and lay the groundwork for continued growth? (150 words)

C. How do you use reflective practice to reexamine coaching relationships, solve ethical dilemmas and reflect on your own work? (150 words)

Part 4: Video Interview

The T-TAP Credential Coach Designation Interview consists of responses to case studies. Like the written component it is designed to assess your knowledge and skills as they relate to those described in the [NYS Coaching Competencies](#). They will be emailed to you shortly before the interview for the sole purpose of giving you an opportunity to read prior to the interview. You are not expected to research and prepare responses as these are intended to be potential coaching situations you would encounter on a coaching visit.

Scenarios will have situations that can be addressed through foundational knowledge of the following documents:

1. [New York State Core Body of Knowledge](#)
2. [New York State Office of Child And Family Services Regulations](#)
3. [New York City Department of Health and Mental Hygiene Article 47](#)
4. NAEYC [Code of Ethical Conduct](#) and [Supplement for Adult Learners](#)
5. [NAEYC Position Statement On Responding to Linguistic and Cultural Diversity](#)

This is a video interview format that utilizes both a webcam with a built in microphone or a web cam with a phone line. Access to video and sound required.

Interviews will be scheduled within 30-days of submitting your completed coach portfolio.

Part 5: Review and Scoring

The T-TAP Credential Coach Designation candidates will be scored by 2 trained T-TAP Coach peers on both the portfolio and interview. The scoring is based fully on the NYS T-TAP Coach Competencies. Scores will be submitted to the credential review panel for final determination.

Candidates will be notified within 45-days of the interview of their status in writing. The determinations will be accompanied with competencies noted as areas of strength and areas of continued growth.

Payment Procedures

The cost of the Coach designation through the New York State Training and Technical Assistance Professional Credential is \$450.00.

Credit Card Payment (PayPal)

NYAEYC accepts and strongly encourages payment via MasterCard or Visa using the secure PayPal interface. A PayPal account is not required to use this service. Once you begin the process of becoming a T-TAP Coach, NYAEYC will send you an email with your payment options, including a link to log in to the PayPal interface.

Credential Fees- *Fees are subject to change

T-TAP Credential – Coach Designation

\$450.00 – with \$100.00 due at the submission of the Intent to Apply and \$350.00 due with the submission of the online portfolio

Renewal Submission Fee - \$150.00

Maintaining your T-TAP Credential – Coach Designation

To maintain your status as a T-TAP Coach , you will need to maintain an active Aspire profile. In addition, you will need to:

1. Conduct at least one coaching cycle per year. All Coaching cycles must be listed on the Aspire Statewide Training Calendar.
2. Participate in at least 30 total hours of professional development every 3 years based on your CBK self-assessment.

Coach Search

If you indicated in your Aspire Professional Profile that you would like to be included in public consultant searches, once awarded one of the T-TAP designation you will be listed on the Consultant Search so that professionals can easily seek the services of an approved T-TAP Coach. The Consultant Search can be found at www.nyworksforchildren.org.

Need Help?

If you do not wish to be listed on the Trainer Search, please contact NYAEYC at 518-867-3517.

For help with Aspire

Phone: 718-254-7716

Email: info@nyworksforchildren.org

For help with the T-TAP Credential Application or Portfolio Process

Phone: 518-867-3517

Email: credetials@NYAEYC.org