



New York Association for the Education of Young Children

CHILDREN'S PROGRAM ADMINISTRATOR CREDENTIAL  
SCORING RUBRIC

DATE:	
Reviewer Name:	
CPAC Candidate Name:	

Scoring

Section 1	0
Topic Area I	0
Topic Area II	0
Topic Area III	0
Topic Area IV	0
Topic Area V	0
Topic Area VI	0
PD Plan	0
TOTAL Points	0 /63
Percentage	0

Section 1

	0	1	2	3	SCORE
Resume	Not Submitted	Submitted			
Recommendation Letters	Not Submitted	1 Required Reference Submitted	2 Required Reference Submitter	3 Required Reference Submitter	
Completed Application	Not Submitted	Submitted			
Transcripts	Not Submitted	Submitted			
				Total Score	0 /6

Topic Area I

	0	1	2	3	SCORE
Unmet Need	Not identified	Problem 1. Identified	Problem 1. Identified 2. Describe why it's a problem	Problem 1. Identified 2. Describe why it's a problem 3. Possible solutions described	
Project	Not described	1. Address unmet need	1. Address unmet need  2. Rational for why this solution was chosen	1. Address unmet need  2. Rational for why this solution was chosen 3. Describes steps taken in solution/project completion	
Outcome	Not described	Described in minimal detail	Described in full detail	Described in full detail  Evidence provided	
Total Score					0 / 9

Topic Area II

	0	1	2	3	SCORE
Unmet Need	Not identified	Problem 1. Identified	Problem 1. Identified 2. Describe why it's a problem	Problem 1. Identified 2. Describe why it's a problem 3. Possible solutions described	

Project	Not described	1. Address unmet need	1. Address unmet need 2. Rational for why this solution was chosen	1. Address unmet need 2. Rational for why this solution was chosen 3. Describes steps taken in solution/project completion	
Outcome	Not described	Described in minimal detail	Described in full detail	Described in full detail Evidence provided	
Total Score					0/9

Topic Area III

	0	1	2	3	SCORE
Unmet Need	Not identified	Problem 1. Identified	Problem 1. Identified 2. Describe why it's a problem	Problem 1. Identified 2. Describe why it's a problem 3. Possible solutions described	
Project	Not described	1. Address unmet need	1. Address unmet need 2. Rational for why this solution was chosen	1. Address unmet need 2. Rational for why this solution was chosen 3. Describes steps taken in solution/project completion	

Outcome	Not described	Described in minimal detail	Described in full detail	Described in full detail	Evidence provided	
					Total Score	0 /9

Topic Area IV

	0	1	2	3	SCORE	
Unmet Need	Not identified	Problem 1. Identified	Problem 1. Identified 2. Describe why it's a problem	Problem 1. Identified 2. Describe why it's a problem 3. Possible solutions described		
Project	Not described	1. Address unmet need	1. Address unmet need  2. Rational for why this solution was chosen	1. Address unmet need  2. Rational for why this solution was chosen 3. Describes steps taken in solution/project completion		
Outcome	Not described	Described in minimal detail	Described in full detail	Described in full detail	Evidence provided	
					Total Score	0 /9

Topic Area V

	0	1	2	3	SCORE
	Not identified	Problem 1. Identified	Problem 1. Identified	Problem 1. Identified	

Unmet Need			2. Describe why it's a problem	2. Describe why it's a problem 3. Possible solutions described	
Project	Not described	1. Address unmet need	1. Address unmet need  2. Rational for why this solution was chosen	1. Address unmet need  2. Rational for why this solution was chosen 3. Describes steps taken in solution/project completion	
Outcome	Not described	Described in minimal detail	Described in full detail	Described in full detail  Evidence provided	

Total Score 0 /9

Topic Area VI

	0	1	2	3	SCORE
Unmet Need	Not identified	Problem 1. Identified	Problem 1. Identified 2. Describe why it's a problem	Problem 1. Identified 2. Describe why it's a problem 3. Possible solutions described	
	Not described	1. Address unmet need	1. Address unmet need	1. Address unmet need	

Project			2. Rational for why this solution was chosen	2. Rational for why this solution was chosen 3. Describes steps taken in solution/project completion	
Outcome	Not described	Described in minimal detail	Described in full detail	Described in full detail Evidence provided	
				Total Score	0 /9

Professional

	0	1	2	3	SCORE
Written statement provides:	Not submitted	1 Personal Professional Goal Submitted	2 Personal Professional Goals Submitted	3 Personal Professional Goals Submitted	
				Total	0 /3

Portfolio Comments	
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Area(s) of Growth	
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Area(s) of Strength	
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