



**nyaeyc**

New York Association for the  
Education of Young Children

## **New York State Children's Program Administrator Credential**

### ***Portfolio Scoring Instrument***

**Applicant Name:** \_\_\_\_\_

- All documents must be typed
- Proofing is essential
- Portfolio should be submitted in a 3-ring binder

**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 \_\_\_\_\_/4

Topic II \_\_\_\_\_/4

Topic III \_\_\_\_\_/4

Topic IV \_\_\_\_\_/4

Topic V \_\_\_\_\_/4

Topic VI \_\_\_\_\_/4

Professional Preparation of Portfolio \_\_\_\_\_/3

**TOTAL SCORE** \_\_\_\_\_/27

**REVIEWER ASSESSMENT**

**AWARD CREDENTIAL**

**DEFER CREDENTIAL**

Additional information or work needed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DENY CREDENTIAL (only on 2<sup>nd</sup> review)**

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TOPIC I: ADMINISTERING CHILDREN'S PROGRAMS**

COMPETENCY AREA            A                    B                    C

STATEMENT OF COMPETENCY: Points

**Unmet need clearly stated** 1    \_\_\_\_\_  
➤ Identify the problem  
➤ Describe why it's a problem  
➤ Offer possible solutions

*Comments:* \_\_\_\_\_  
\_\_\_\_\_

**Project addresses unmet need** 1    \_\_\_\_\_  
➤ Rationale for the solution chosen  
➤ Steps taken in project completion

*Comments:* \_\_\_\_\_  
\_\_\_\_\_

**Project** 1    \_\_\_\_\_  
➤ Does it meet the objective?  
➤ The outcome improves the program in implementation phase

*Comments:* \_\_\_\_\_  
\_\_\_\_\_

**Next Steps** 1    \_\_\_\_\_  
➤ Implementation  
➤ Extension  
➤ Follow Through

*Comments:* \_\_\_\_\_  
\_\_\_\_\_

**SUBTOTAL** 4    \_\_\_\_\_

**TOPIC II: FINANCIAL PLANNING AND MANGEMENT OF CHILDREN’S PROGRAMS**

COMPETENCY AREA            A                    B                    C

STATEMENT OF COMPETENCY:

Points

**Unmet need clearly stated**

1    \_\_\_\_\_

- Identify the problem
- Describe why it’s a problem
- Offer possible solutions

*Comments:* \_\_\_\_\_  
\_\_\_\_\_

**Project addresses unmet need**

1    \_\_\_\_\_

- Rationale for the solution chosen
- Steps taken in project completion

*Comments:* \_\_\_\_\_  
\_\_\_\_\_

**Project**

1    \_\_\_\_\_

- Does it meet the objective?
- The outcome improves the program in implementation phase

*Comments:* \_\_\_\_\_  
\_\_\_\_\_

**Next Steps**

1    \_\_\_\_\_

- Implementation
- Extension
- Follow Through

*Comments:* \_\_\_\_\_  
\_\_\_\_\_

**SUBTOTAL**

4    \_\_\_\_\_

**TOPIC III: OPERATIONS MANAGEMENT IN CHILDREN'S PROGRAMS**

**COMPETENCY AREA**              A                      B                      C

**STATEMENT OF COMPETENCY:**

Points

**Unmet need clearly stated**

1        \_\_\_\_\_

- Identify the problem
- Describe why it's a problem
- Offer possible solutions

*Comments:* \_\_\_\_\_  
\_\_\_\_\_

**Project addresses unmet need**

1        \_\_\_\_\_

- Rationale for the solution chosen
- Steps taken in project completion

*Comments:* \_\_\_\_\_  
\_\_\_\_\_

**Project**

1        \_\_\_\_\_

- Does it meet the objective?
- The outcome improves the program in implementation phase

*Comments:* \_\_\_\_\_  
\_\_\_\_\_

**Next Steps**

1        \_\_\_\_\_

- Implementation
- Extension
- Follow Through

*Comments:* \_\_\_\_\_  
\_\_\_\_\_

**SUBTOTAL**

**4**        \_\_\_\_\_

**TOPIC IV: EXTERNAL ENVIRONMENT AND CHILDREN'S PROGRAMS**

COMPETENCY AREA            A                    B                    C

STATEMENT OF COMPETENCY:

Points

**Unmet need clearly stated**

1    \_\_\_\_\_

- Identify the problem
- Describe why it's a problem
- Offer possible solutions

Comments: \_\_\_\_\_  
\_\_\_\_\_

**Project addresses unmet need**

1    \_\_\_\_\_

- Rationale for the solution chosen
- Steps taken in project completion

Comments: \_\_\_\_\_  
\_\_\_\_\_

**Project**

1    \_\_\_\_\_

- Does it meet the objective?
- The outcome improves the program in implementation phase

Comments: \_\_\_\_\_  
\_\_\_\_\_

**Next Steps**

1    \_\_\_\_\_

- Implementation
- Extension
- Follow Through

Comments: \_\_\_\_\_  
\_\_\_\_\_

**SUBTOTAL**

4    \_\_\_\_\_

**TOPIC V: DESIGNING PROGRAMS THAT ARE GOOD FOR CHILDREN AND FAMILIES**

COMPETENCY AREA            A            B            C

STATEMENT OF COMPETENCY: Points

**Unmet need clearly stated** 1    \_\_\_\_\_  
    ➤ Identify the problem  
    ➤ Describe why it's a problem  
    ➤ Offer possible solutions

*Comments:* \_\_\_\_\_  
\_\_\_\_\_

**Project addresses unmet need** 1    \_\_\_\_\_  
    ➤ Rationale for the solution chosen  
    ➤ Steps taken in project completion

*Comments:* \_\_\_\_\_  
\_\_\_\_\_

**Project** 1    \_\_\_\_\_  
    ➤ Does it meet the objective?  
    ➤ The outcome improves the program in implementation phase

*Comments:* \_\_\_\_\_  
\_\_\_\_\_

**Next Steps** 1    \_\_\_\_\_  
    ➤ Implementation  
    ➤ Extension  
    ➤ Follow Through

*Comments:* \_\_\_\_\_  
\_\_\_\_\_

**SUBTOTAL** 4    \_\_\_\_\_



**TOPIC VI: SEMINAR IN CHILDREN'S PROGRAM ADMINISTRATION**

COMPETENCY AREA            A                    B                    C

STATEMENT OF COMPETENCY: Points

**Unmet need clearly stated** 1    \_\_\_\_\_  
    ➤ Identify the problem  
    ➤ Describe why it's a problem  
    ➤ Offer possible solutions

*Comments:* \_\_\_\_\_  
\_\_\_\_\_

**Project addresses unmet need** 1    \_\_\_\_\_  
    ➤ Rationale for the solution chosen  
    ➤ Steps taken in project completion

*Comments:* \_\_\_\_\_  
\_\_\_\_\_

**Project** 1    \_\_\_\_\_  
    ➤ Does it meet the objective?  
    ➤ The outcome improves the program in implementation phase

*Comments:* \_\_\_\_\_  
\_\_\_\_\_

**Next Steps** 1    \_\_\_\_\_  
    ➤ Implementation  
    ➤ Extension  
    ➤ Follow Through

*Comments:* \_\_\_\_\_  
\_\_\_\_\_

**SUBTOTAL** 4    \_\_\_\_\_

**I. Points for Professional Preparation of Portfolio**

**Points**

Organization 1 \_\_\_\_\_

Grammatically correct 1 \_\_\_\_\_

Free of typographical errors 1 \_\_\_\_\_

**Subtotal** 3 \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_