



New York Association for the Education of Young Children

**New York State Family Child Care Credential**

***Portfolio Scoring Instrument***

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

**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: Family Child Care \_\_\_\_\_/24

Topic II: Child Development \_\_\_\_\_/24

Topic III: Environment \_\_\_\_\_/24

Topic IV: Business Practices \_\_\_\_\_/24

Professional Preparation of Portfolio \_\_\_\_\_/4

**TOTAL SCORE** \_\_\_\_\_/100

*Candidate must achieve a minimum of 80 points to be awarded the Family Child Care Credential.*

**REVIEWER ASSESSMENT**

**AWARD CREDENTIAL**

**DEFER CREDENTIAL**

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TOPIC I: FAMILY CHILD CARE**

<b>TOPIC/COMPETENCY REVIEW</b>	<b>Not met</b>	<b>Partially met</b>	<b>Fully met</b>
<b>COMPETENCY AREA 1: RELATIONSHIPS</b>			
# _____			
1. Statement clearly explains why competency is important.	Statement missing or does not relate to the topic  <b>0 points</b>	Statement relates to the competency statement without any explanation of its importance  <b>1 point</b>	Statement clearly explains the statement's importance to specific aspect of family child care with at least 50 words  <b>2 points</b>
2. Statement clearly explains what the candidate does or plans to do.	Demonstration is not related to competence or is missing  <b>0 points</b>	Demonstration of competence is not strongly related to the competency statement  <b>2 points</b>	Demonstration of competence is clear and related to the competency statement.  <b>3 points</b>
3. Evidence of competency	Evidence is not present or is not an appropriate proof of competence  <b>0 points</b>	Evidence is lacking relationship to #2 as proof of competence  <b>2 points</b>	Evidence clearly relates to competency topic and is proof of candidate's competency as explained in #2  <b>3 points</b>
<b>Notes:</b>			<b>COMPETENCY TOTAL ( out of 8) _____</b>
<b>COMPETENCY AREA 2: ETHICS AND LEGALITY</b>			
# _____			
1. Statement clearly explains why competency is important.	Statement missing or does not relate to the topic  <b>0 points</b>	Statement relates to the competency statement without any explanation of its importance  <b>1 point</b>	Statement clearly explains the statement's importance to specific aspect of family child care with at least 50 words  <b>2 points</b>
2. Statement clearly explains what the candidate does or plans to do.	Demonstration is not related to competence or is missing  <b>0 points</b>	Demonstration of competence is not strongly related to the competency statement  <b>2 points</b>	Demonstration of competence is clear and related to the competency statement.  <b>3 points</b>
3. Evidence of competency	Evidence is not present or is not an appropriate proof of competence  <b>0 points</b>	Evidence is lacking relationship to #2 as proof of competence  <b>2 points</b>	Evidence clearly relates to competency topic and is proof of candidate's competency as explained in #2  <b>3 points</b>
<b>Notes:</b>			<b>COMPETENCY TOTAL ( out of 8) _____</b>

TOPIC/COMPETENCY REVIEW	Not met	Partially met	Fully met
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**COMPETENCY AREA 3: PROFESSIONAL ACTIVITIES**

# \_\_\_\_\_

1. Statement clearly explains why competency is important.	Statement missing or does not relate to the topic <b>0 points</b>	Statement relates to the competency statement without any explanation of its importance <b>1 point</b>	Statement clearly explains the statement's importance to specific aspect of family child care with at least 50 words <b>2 points</b>
2. Statement clearly explains what the candidate does or plans to do.	Demonstration is not related to competence or is missing <b>0 points</b>	Demonstration of competence is not strongly related to the competency statement <b>2 points</b>	Demonstration of competence is clear and related to the competency statement. <b>3 points</b>
3. Evidence of competency	Evidence is not present or is not an appropriate proof of competence <b>0 points</b>	Evidence is lacking relationship to #2 as proof of competence <b>2 points</b>	Evidence clearly relates to competency topic and is proof of candidate's competency as explained in #2 <b>3 points</b>

**Notes:**

**COMPETENCY TOTAL ( out of 8) \_\_\_\_\_**

**TOPIC II: CHILD DEVELOPMENT**

**COMPETENCY AREA 4: RESEARCH, THEORY AND ASSESSMENT**

# \_\_\_\_\_

1. Statement clearly explains why competency is important.	Statement missing or does not relate to the topic <b>0 points</b>	Statement relates to the competency statement without any explanation of its importance <b>1 point</b>	Statement clearly explains the statement's importance to specific aspect of family child care with at least 50 words <b>2 points</b>
2. Statement clearly explains what the candidate does or plans to do.	Demonstration is not related to competence or is missing <b>0 points</b>	Demonstration of competence is not strongly related to the competency statement <b>2 points</b>	Demonstration of competence is clear and related to the competency statement. <b>3 points</b>
3. Evidence of competency	Evidence is not present or is not an appropriate proof of competence <b>0 points</b>	Evidence is lacking relationship to #2 as proof of competence <b>2 points</b>	Evidence clearly relates to competency topic and is proof of candidate's competency as explained in #2 <b>3 points</b>

**Notes:**

**COMPETENCY TOTAL ( out of 8) \_\_\_\_\_**

TOPIC/COMPETENCY REVIEW	Not met	Partially met	Fully met
<b>COMPETENCY AREA 5: SOCIAL-EMOTIONAL-CREATIVE</b> # _____			
1. Statement clearly explains why competency is important.	Statement missing or does not relate to the topic <b>0 points</b>	Statement relates to the competency statement without any explanation of its importance <b>1 point</b>	Statement clearly explains the statement's importance to specific aspect of family child care with at least 50 words <b>2 points</b>
2. Statement clearly explains what the candidate does or plans to do.	Demonstration is not related to competence or is missing <b>0 points</b>	Demonstration of competence is not strongly related to the competency statement <b>2 points</b>	Demonstration of competence is clear and related to the competency statement. <b>3 points</b>
3. Evidence of competency	Evidence is not present or is not an appropriate proof of competence <b>0 points</b>	Evidence is lacking relationship to #2 as proof of competence <b>2 points</b>	Evidence clearly relates to competency topic and is proof of candidate's competency as explained in #2 <b>3 points</b>
<b>Notes:</b>			<b>COMPETENCY TOTAL ( out of 8) _____</b>
<b>COMPETENCY AREA 6: COGNITIVE. LANGUAGE/LITERACY, PHYSICAL</b> # _____			
1. Statement clearly explains why competency is important.	Statement missing or does not relate to the topic <b>0 points</b>	Statement relates to the competency statement without any explanation of its importance <b>1 point</b>	Statement clearly explains the statement's importance to specific aspect of family child care with at least 50 words <b>2 points</b>
2. Statement clearly explains what the candidate does or plans to do.	Demonstration is not related to competence or is missing <b>0 points</b>	Demonstration of competence is not strongly related to the competency statement <b>2 points</b>	Demonstration of competence is clear and related to the competency statement. <b>3 points</b>
3. Evidence of competency	Evidence is not present or is not an appropriate proof of competence <b>0 points</b>	Evidence is lacking relationship to #2 as proof of competence <b>2 points</b>	Evidence clearly relates to competency topic and is proof of candidate's competency as explained in #2 <b>3 points</b>
<b>Notes:</b>			<b>COMPETENCY TOTAL ( out of 8) _____</b>

**TOPIC III: ENVIRONMENT**

TOPIC/COMPETENCY REVIEW	TOPIC/COMPETENCY REVIEW	TOPIC/COMPETENCY REVIEW	TOPIC/COMPETENCY REVIEW
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**COMPETENCY AREA 7: HEALTH AND SAFETY**

# \_\_\_\_\_

1. Statement clearly explains why competency is important.	Statement missing or does not relate to the topic <b>0 points</b>	Statement relates to the competency statement without any explanation of its importance <b>1 point</b>	Statement clearly explains the statement's importance to specific aspect of family child care with at least 50 words <b>2 points</b>
2. Statement clearly explains what the candidate does or plans to do.	Demonstration is not related to competence or is missing <b>0 points</b>	Demonstration of competence is not strongly related to the competency statement <b>2 points</b>	Demonstration of competence is clear and related to the competency statement. <b>3 points</b>
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<b>Notes:</b>	<b>COMPETENCY TOTAL ( out of 8) _____</b>
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**COMPETENCY AREA 8: FACILITIES**

# \_\_\_\_\_

1. Statement clearly explains why competency is important.	Statement missing or does not relate to the topic <b>0 points</b>	Statement relates to the competency statement without any explanation of its importance <b>1 point</b>	Statement clearly explains the statement's importance to specific aspect of family child care with at least 50 words <b>2 points</b>
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<b>Notes:</b>	<b>COMPETENCY TOTAL ( out of 8) _____</b>
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TOPIC/COMPETENCY REVIEW	TOPIC/COMPETENCY REVIEW	TOPIC/COMPETENCY REVIEW	TOPIC/COMPETENCY REVIEW
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**COMPETENCY AREA 9: CURRICULUM**

# \_\_\_\_\_

1. Statement clearly explains why competency is important.	Statement missing or does not relate to the topic <b>0 points</b>	Statement relates to the competency statement without any explanation of its importance <b>1 point</b>	Statement clearly explains the statement's importance to specific aspect of family child care with at least 50 words <b>2 points</b>
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**Notes:**

**COMPETENCY TOTAL ( out of 8) \_\_\_\_\_**

**TOPIC IV: BUSINESS PRACTICES**

**COMPETENCY AREA 10: RECORDKEEPING**

# \_\_\_\_\_

1. Statement clearly explains why competency is important.	Statement missing or does not relate to the topic <b>0 points</b>	Statement relates to the competency statement without any explanation of its importance <b>1 point</b>	Statement clearly explains the statement's importance to specific aspect of family child care with at least 50 words <b>2 points</b>
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**Notes:**

**COMPETENCY TOTAL ( out of 8) \_\_\_\_\_**



TOPIC/COMPETENCY REVIEW	TOPIC/COMPETENCY REVIEW	TOPIC/COMPETENCY REVIEW	TOPIC/COMPETENCY REVIEW
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**COMPETENCY AREA 11: FINANCIAL PLANNING**

# \_\_\_\_\_

1. Statement clearly explains why competency is important.	Statement missing or does not relate to the topic <b>0 points</b>	Statement relates to the competency statement without any explanation of its importance <b>1 point</b>	Statement clearly explains the statement's importance to specific aspect of family child care with at least 50 words <b>2 points</b>
2. Statement clearly explains what the candidate does or plans to do.	Demonstration is not related to competence or is missing <b>0 points</b>	Demonstration of competence is not strongly related to the competency statement <b>2 points</b>	Demonstration of competence is clear and related to the competency statement. <b>3 points</b>
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**Notes:**

**COMPETENCY TOTAL ( out of 8) \_\_\_\_\_**

**COMPETENCY AREA 12: HUMAN RELATIONS AND PERSONNEL MANAGEMENT**

# \_\_\_\_\_

1. Statement clearly explains why competency is important.	Statement missing or does not relate to the topic <b>0 points</b>	Statement relates to the competency statement without any explanation of its importance <b>1 point</b>	Statement clearly explains the statement's importance to specific aspect of family child care with at least 50 words <b>2 points</b>
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**Notes:**

**COMPETENCY TOTAL ( out of 8) \_\_\_\_\_**

**TOPIC IV: PROFESSION PREPARATION OF PORTFOLIO**

<b>Professional Presentation</b>	Essays contain many writing errors and evidence is lacking in professional quality <b>1 Point</b>	Essays contain some writing errors but evidence is not clear or professionally presented <b>2 Points</b>	Essays contain some writing errors but evidence is clearly and professionally presented <b>3 Points</b>	Essays are free of technical writing errors and evidence is clearly and professionally displayed <b>4 Points</b>
<b>Notes:</b>			<b>PRESENTATION POINTS (4) _____</b>	

**REVIEWER'S SUMMARY OF CANDIDATE'S PORTFOLIO**

Please give 3 commendations to the Candidate for specific portfolio entries:

Please give feedback on Portfolio if the total did not achieve the 80 points necessary, citing some specific areas for concern: