

ECE Credential

Professional Contributions—Instructional Guidelines

A Professional Contribution is an activity and/or endeavor that goes beyond the scope of a position or job duty. Each participant must document a specified number of Professional Contributions related to young children and families, dependent on Credential level. Contributions to the field of early care and education can be no more than five years old from the date the portfolio is submitted to the Gateways to Opportunity office. The specific requirements are listed on the ECE Credential Checklist (see pages 5 and 6).

Professional Contributions examples and suggested documentation follow each area listed below. This list is not exclusive; other comparable activities may be considered. **Note: Professional Contributions can be no more than five years old.**

1. Program Improvement*

- Implemented program improvement plans including action plans, objectives, and outcomes.
- Created a tangible product that exhibited originality of thought and execution that helped to improve early care and education programs as a whole.
- Reflection on participation in center's self-assessment for accreditation.
- Successfully brought an early care and education program through national accreditation or Early Head Start Peer Review or was in charge of some component leading to accreditation.
- Received Quality Rating System Rating Assessment.
- Served as a consultant to other programs in the implementation of developmentally appropriate practices.
- Served as consultant in the design or renovation of indoor or outdoor environments for children birth through age 8.
- Suggestions for Family Child Care Providers:
 - BAS, or
 - Family Child Care ERS self-assessment.

Suggested Documentation

- Action plan, objectives and outcomes for improvement plan.
- Sample product, picture, or copy of a product.
- Copy of accreditation validation letter.
- Copy of consulting contract or agreement.
- Report of summary of consultation.

****Must be included as Professional Contribution area for ECE Credential Level 4 and Level 5.***

Please do not send original documentation, as it will not be returned.

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Professional Contributions—Instructional Guidelines (con't)

2. Service in a Professional Organization

- Active member in a professional organization (e.g., NAEYC, local AEYC chapter, or student ECE organization).*
- Served on a committee for an early care and education organization to organize a conference, community-wide advocacy event, or other major event.
- Coordinated or helped plan an annual event (e.g., Week of the Young Child).
- Served on a local, state, or national advisory board for an early care and education organization.
- Served on a community board as a representative of early care and education.
- Served on a local, regional, or statewide committee to promote early care and education issues.
- Held an elected office in a local, state, or national early care and education organization.

Suggested Documentation

- Copy of membership card or welcome letter.
- Copy of a certificate of service or other acknowledgement of your service to a professional organization.
- Copy of letter signed by the board president, executive director or other official representative indicating your role, dates of service, and the name and address of the organization.
- Copy of letterhead stationery, which lists you as a board member or officer and includes the name and address of the organization and include in writing the dates of your service.

3. Presentations/Training

- Presented at staff meeting.
- Presentation to co-worker.
- Presented at a professional conference.
- Served as a Credential advisor, trainer, or representative.
- Served as a paid consultant/trainer.
- Served as an accreditation validator or observer.
- Served as an adjunct instructor for a college course.

Suggested Documentation

- Outline from training, meeting/presentation agenda, PowerPoint, or evaluation.
- Copy of conference brochure with presentation listing or confirmation letter from conference or workshop chair/contact.
- Letter from NAEYC, National Child Care Association (NCCA), or other organization indicating your approval as a validator or your service as a validator.

****Membership in a professional organization is required for the Level 2 ECE Credential.***

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4. Advocacy

- Wrote a letter to legislative or government officials.
- Wrote a letter on an early care and education issue that was printed in a local newspaper.
- Provided testimony at a public hearing on early care and education issues.
- Provided consultation to an elected official about issues relating to children and their families.
- Served as a community coordinator, presented, or provided testimony for advocacy agency or event.
- Advocated for developmentally appropriate practices within programs, organizations, and the community.

Suggested Documentation

- Copy of a letter to the editor or written testimony.
- Copy of letter to legislature or government officials.

5. Writing and Publication

- Wrote an article for program newsletter.
- Wrote an article or book review that was published in an appropriate journal.
- Served as editor or regular contributor to an early care and education newsletter distributed in the community.
- Authored a book promoting developmentally appropriate practice.
- Developed a new college-level course.
- Developed new materials (e.g., handbook, manuals, etc.) for program.

Suggested Documentation

- Copy of article including the publication, date, and author.
- Copy of book cover, title page, and table of contents.
- Copy of handbook or manual cover and contents.

6. Research/Grantswriting

- Wrote a proposal for a grant.
- Researched and evaluated potential curriculum.
- Conducted a research study on a topic related to child development, their care and education in a child care setting, or related topic as part of a supervised thesis or dissertation.
- Conducted a research study on children that was published in a peer-reviewed journal.
- Served as chair of a major fundraiser for an early care and education related endeavor.
- Reviewed proposals or was a reader for a foundation or other grant-making agency/organization.

Suggested Documentation

- Copy of cover sheet, table of contents, and abstract.
- Copy of transcript indicating completion of thesis, including title and content description.
- Copy of grant approval letter.
- Copy of letter indicating service as a grant reader/reviewer.

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