

Gateways to Opportunity

Infant Toddler Credential Level 6

Professional Contributions: Direct Route

A Professional Contribution is an endeavor completed outside the workplace that contributes to the field of early care and education, or an endeavor completed in the workplace that goes above and beyond a job description. The contributions must have been completed within five years of the date the applicant's portfolio is sent to the Gateways to Opportunity office.

The activities that demonstrate contributions to the field of Early Care and Education fall into six areas. The six areas represent a range of professional activities in which practitioners engage to improve the field. Examples follow each area. Other comparable activities may be considered. Minimally two Professional Contributions must be Infant Toddler focused (birth to 36 months).

1. Program Improvement

- Successfully brought an early childhood and/or school-age program through national accreditation
- Received a Quality Rating Improvement System Rating
- Implemented Program Improvement Plan(s)
- Served as a consultant to other programs serving infants, toddlers, and their families

2. Service in a Leadership Role in a Professional Organization

- Served on a community board as a representative of early care and education
- Served on a local, state, or national advisory board for an early care and education organization
- 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
- 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 statewide committee, for a particular cause, for a minimum of two years. (e.g., Illinois Birth to Three Institute Advisory Board)
- Participated in a project that requires collaboration in a multidisciplinary approach to work with infants, toddlers, and their families. (e.g., Committee work that spans at least two years on a regional infant-toddler conference that brought in professionals to share resources)
- Demonstrated collaboration and communication at the community level. (e.g., work with early intervention systems)

3. Presentations/Training

- Presented at an annual conference (e.g., Leadership Connections, Embracing Change, local ILAEC conference)
- Presented/trained through or for a local Child Care Resource & Referral Agency
- Trained for First Aid/CPR (through American Red Cross, American Heart Association)
- Served as a validator for NAEYC or NCCA
- Presented trainings focused on work with infants, toddlers and their families that are Registry-Approved and meets the criteria for Credential-Approved training
- Presented at a national birth to three conference (e.g., Zero to Three National Training Institute)

4. Advocacy

- Served as a social work consultant/evaluator for Department of Children and Family Services
- Organized rallies or trips to rallies
- Wrote letters to legislators about an issue regarding children/families
- Organized advocacy event in the local community for children/families
- Wrote a letter to the editor about an issue regarding children/families
- Demonstrated impact through an advocacy event that changes the public views regarding services to infants, toddlers, and their families
- Provided consultation to an elected official regarding issues impacting infants, toddlers, and their families
- Provided testimony at a public hearing on infant and toddler issues

5. Writing and Publication

- Wrote articles for Infant-Toddler themed journals
- Wrote center newsletters that are distributed to families and staff
- Wrote policy and procedure manuals for staff/parent handbooks
- Wrote Infant-Toddler textbook
- Published an article in a peer reviewed journal that focuses on infants, toddlers and their families
- Wrote a publication that has been juried and has been distributed for use with caregivers and/or families with infants and toddlers
- Assisted in the writing of state infant toddler early learning guidelines

6. Research/Grants Writing

- Wrote a Request for Proposal for a grant (e.g., Quality Improvement Funds)
- Served as a grant reader/reviewer
- Wrote a dissertation/thesis
- Conducted a relevant research study related to infants and toddlers and/or families (e.g., How family involvement in the community builds skills in changing the time that families volunteer in the center)
- Wrote a Grant (e.g., for Developmental Care Supplies for a Neonatal Unit)

Each contribution requires the following documentation:

- A thorough description of the contribution and how it clearly defines the work specifically targeting and impacting the early childhood field
- Evidence which describes the work and how it impacts the field at the local, state, national or international level
 - If letters are used, a minimum of two letters must accompany each contribution.
 - A sample of the contribution could be provided if the contribution is too large to submit.
 - Photos or testimonials must include a written narrative.
- Clearly articulate your participation in the endeavor.

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Cover Page, Professional Contributions: Direct Route

For each Professional Contribution, provide the name of the document included as evidence of the endeavor. Also, include a brief description that details how the endeavor contributes to the ECE field and represents an activity at an advanced level. Also, clearly articulate your participation in the endeavor. Please limit the description to 150 words. Provide the name of the activity, location, date, contact person, and contact information. One form must be completed with documentation for each contribution attached. Please type the information. Minimally two Professional Contributions must be Infant Toddler focused (birth to 36 months). Please type the information.

Applicant Name: _____

Phone Number: _____ Email: _____

Professional Contribution Area: _____

Name of Document: _____

Description of Professional Contribution:

Location: _____

Date(s): _____

Contact Person: _____

Contact Information (phone number or email): _____

Signature: _____ Date: _____

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Evaluation Professional Contribution: Direct Route

Each Professional Contribution will be evaluated by the ECE/ITC Level 6 Review Group based on the degree to which the endeavor represents an activity at an advanced level, the description shows a clear connection to the identified area of the endeavor, and the artifact supports the contribution. A minimum of 2 Professional Contributions must focus on infants and toddlers.

Activity and Area of Activity	Activity reflects advanced level contribution	Description shows clear connection to area identified	Artifact supports contribution	Meets	Does not meet
#1					
#2					
#3					
#4					
#5					
#6					

Comments: