



WV CHILD CARE GENERAL CREDENTIAL PROFESSIONAL PORTFOLIO GUIDELINES AND REQUIREMENTS

All applicants for a WV Child Care Credential are required to complete a professional portfolio. The professional portfolio will be reviewed using the Portfolio Rubric. Once the application and portfolio are reviewed, they will be returned to the applicant. A copy of the application, checklist, and completed portfolio rubric will be kept on file at the resource and referral agency where the portfolio was submitted. The applicant must turn in their portfolio in a binder.

Professional portfolio materials will include background information, professional beliefs, and professional development as outlined in the Professional Portfolio Checklist for Credential Application. Other examples of work showcasing applicant's accomplishments, professional capabilities and interests should also be included.

The applicant is responsible for submitting the required documentation and professional portfolio to their respective resource and referral agency. The agency will have 60 days to review the submission. If the application is denied, the applicant will be notified by the resource and referral agency. The applicant has 30-days to pick up the portfolio and correct any errors found in the documentation. If the applicant fails to return the corrected application and documentation within the 30-day time period, the process begins again with a 60-day review once the application is resubmitted.

PORTFOLIO PREPARATION

Format:

Professional portfolio should be divided into tabbed and labeled sections: Section I labeled Background Information, Section II labeled Professional Beliefs, Section III labeled Professional Development, and Section IV labeled Other. Each section should contain an itemized summary/cover page that lists the contents of each section in the order in which they are presented (e.g., Resume, Reference/Recommendation Letters, WV STARS transcript, Employment verification, Conference Attendance, etc.).

Specific Content:

Section I – Background Information

1. *Resume* – Submit a resume containing Career Objective, Experience, Education, Key Skills, Professional/Community Activities, Awards/Honors, and Interests
2. *Three Reference or Recommendation Letters* – One can be a family member not living in the household. Others should be a professional reference such as a supervisor, co-worker, former teacher, coach, etc.
3. *Employment Verification Letter* for paid position – An Employment Verification Letter has been provided. Employer will complete and return to the applicant to be submitted with the portfolio. An Employment Verification Letter must be submitted for each employer, if more than one. Family Child Care providers and facility administrators will submit their valid Provider Service Agreement for proof of employment. In all cases, the applicant must have been employed for at least 12 months of the last 5 years.

Section II – Professional Beliefs

1. *Personal Professional Biography/Self-Introduction* – The applicant will provide a brief introduction stating first and last name and place of employment. Applicant will explain professional role within the organization, list any professional achievements, discuss passions and values, personal and professional goals, and may include personal interests.
2. *Early Childhood Philosophy* – This statement might include such things as the applicant’s beliefs about the role played within the childcare setting; beliefs and values about how children learn best; address special needs, different learning styles and diversity in the classroom; conflict and classroom management; the role childcare plays in the community and family; and goals of education.
3. *Personal Reflection on Overall Growth* – This requirement is for Credential Renewal only. This reflection will pertain to trainings the applicant obtains after the initial credentialing. Once a training is completed, the applicant will write a reflection summarizing the benefits of the training and how the information will be used in the childcare setting. This summary could be a paragraph or a single page.

Section III – Professional Development

WV STARS Transcript – Highlight all trainings relevant to credential applying for. Certificates, if available, should be included. Trainings must have been offered by the Resource & Referral Agency.

1. *The Growing Brain*
2. *Early Learning Standards Framework Overview (self paced) or WV Early Learning Standards Framework Overview*
3. *Pre-Service Training – Basic Health and Safety in Childcare*
4. *Making a Difference: Mandate to Report: Responsibility to Prevent Child Abuse and Neglect* (taken after 2018)
5. *WVI/T Professional Development Program: Ethics (a self-paced training)*

6. *Medication Administration – (taken within last 3 years from application date)*
7. *Understanding ACEs (Adverse Childhood Experiences): ACES 101*
8. *RR Spreading HOPE: Healthy Outcomes from Positive Experiences*

Conference Attendance Documentation - Must be highlighted on WV STARS Transcript. Please refer to the approved conference list. Conference for the General Credentialing application must be within the past 3 years.

Section IV – Other

Include any awards, recognitions, achievements, activities, lesson plans, work samples, etc. that would showcase your career in early childhood education.