

# Instructions for Compiling Your Portfolio

Developing a portfolio will entail:

- Completing the Application for Authorization
- Identifying the level of mastery required for each competency
- Providing the appropriate documentation to support the mastery requirement
- Circling the type of documentation being submitted for each competency

When you have done this you will have developed your Portfolio and will be ready to meet with your supervisor and to submit your portfolio to the State Review Team.

Please begin by completing all information requested on the **Application for Authorization**. Since the address listed will be used to send you additional correspondence, including future **Reauthorization** applications, it is suggested that your home or permanent address be listed. Also please be sure to indicate the specific Authorization for which you are applying. Remember, this application must be signed by your supervisor and submitted with your portfolio to the State Review Team.

Each Portfolio is comprised of 5 to 8 Competency Areas depending upon the Authorization you are applying for. The Competency Areas for their respective Authorization include:

## **Supervisor and Specialist Authorization**

- Typical and atypical child development
- Assessment
- Family
- Service Delivery
- Program Management
- Service Coordination
- Research
- Professional Development, Values and ethics

## **Related Services Authorization**

- Assessment
- Family
- Service Delivery
- Service Coordination
- Research, Professional Development, Values and Ethics

Competency Areas consist of 3 to 13 specific competencies. The **Criteria** for passing a specific Competency Area varies based on both the Authorization being applied for and the number of competencies within the area. In general, applicants applying for the Supervisor or Specialist Authorization must pass 6 of the 8 areas. Applicants for the Related Services Authorization must pass 4 of 5 areas.

## Supervisor and Specialist Authorization

**Applicants applying for the Supervisor or Specialist Authorization must pass 6 of the eight Competency Areas**

| Competency Area                                | Criteria for Passing Area |
|--|---------------------------|
| 1. Typical and Atypical Child Development      | 1. 2 of 3                 |
| 2. Assessment                                  | 2. 5 of 6                 |
| 3. Family                                      | 3. 9 of 11                |
| 4. Service Delivery                            | 4. 10 of 13               |
| 5. Program Management                          | 5. 7 of 9                 |
| 6. Service Coordination                        | 6. 4 of 5                 |
| 7. Research                                    | 7. 3 of 4                 |
| 8. Professional Development, Values and Ethics | 8. 5 of 6                 |

## Related Services Authorization

**Applicants for the Related Services Authorization Must pass 4 of 5 Competency Areas.**

| Competency Area  | Criteria for Passing Area |
|--|---------------------------|
| 1. Assessment  | 1. 4 of 5                 |
| 2. Family  | 2. 8 of 10                |
| 3. Service Delivery                                      | 3. 6 of 6                 |
| 4. Service Coordination                                  | 4. 7 of 7                 |
| 5. Research, Professional Development, Values and Ethics | 5. 5 of 6                 |

Each Competency Area begins with an Outcome statement. For example, the Competency Area on Assessment begins with the Outcome:

*“EI/ECSE personnel are able to select, administer and interpret information through the use of appropriate instruments for screening, eligibility, program planning, child program, and program evaluation.”*

Outcome statements are followed by a series of boxes that contain the specific competencies related to the respective Competency Area. The boxes are comprised of two rows. The first row contains the specific competency to be addressed. The second row contains two series of numbers that represent the mastery and documentation requirements for the specific competency.

The number underlined in the **Mastery Profile** indicates the mastery requirement for the Authorization you are applying for. The number(s) underlined as **Documentation** indicate the required Documentation needed for that specific competency and mastery level. You need to choose and submit documentation for only one of the underlined numbers. If nothing is underlined in the Documentation section you may choose from any of the ten types listed. Descriptions of the mastery levels and Documentation Key may be found at the end of these instructions.

In Example 1, the mastery level for this competency is 4, or demonstration of the competency at the application level. As such, you must provide documentation that you “can demonstrate this skill with guidance and are able to use the skill or knowledge in a variety of situations”.

The Documentation requirement for this competency is indicated by the underlined numbers, 4 (a written work sample produced on the job such as an IFSP) or 7 (a written document describing experience and specific examples related to the competency). These numbers represent the acceptable Documentation that must be provided for this competency. Remember you only need to provide documentation for one of the underlined requirements.

As you will also note in the example, the applicant has circled the number 4 in the Documentation section. This indicates that the applicant has chosen to submit a written work sample for documentation of the competency. You should also circle the documentation that you are providing for each competency.

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| <b>Example 1:</b> Conduct family interview and incorporation of information into other team assessment data. |  |
| <b>Mastery Profile</b>   | <b>Documentation</b>   |
| The underlined number represents the requirement for authorization.  | One of the underlined items is required. Circle the type, which you provide. |
| NA 1 2 3 <u>4</u> 5  | 1 2 3 <u>4</u> 5 6 <u>7</u> 8 9 10   |