



Training Portfolio

The Comprehensive Approaches to Raising Educational Standards (CARES) Program is designed to provide training and support to caregivers along the entire continuum of care, from family, friend and neighbor caregivers (FFN) to teachers with advanced degrees. The program encourages retention of caregivers in the field and provides cash incentives or resources to further educational attainment. The target population of the CARES program is Early Childhood Education staff, including home-based, licensed and license-exempt family child care home providers, family child care home assistants, and center-based staff in public and private child care programs in Sacramento County.

The Training Portfolio is a comprehensive goal-setting tool that documents past, present, and future training pursuits, guides early care and education professionals through their training path, and assists in identifying goals.

This Training Portfolio will assist you in identifying the coursework or training you will need in order to be considered for a CARES stipend. It serves as documentation of the training that you have completed or intend to complete.

This document is a requirement for the Sacramento CARES program. Always consult with a professional growth advisor to ensure that you are on the appropriate path to reach your desired goals.

Funding provided by:



Name _____

Address _____

City/State/Zip _____

Phone Number _____

TO BE TURNED IN WITH
DOCUMENTATION

training portfolio

CARES Approved Professional Growth Guidelines

Professional development training and activities must be directed toward: Creating quality early learning environments that encourage children's healthy development, active learning, school readiness, and/or the leadership/mentoring skills of the participant.

Such activities may include (but are not limited to) conferences, institutes/academies, non-required staff development activities, professional early education meetings, time spent as a professional growth advisor/mentor, workshops. Documentation of professional development hours includes an official certificate from each activity.

Professional Development Hours Verification

Fulfill this CARES requirement by submitting either hour verification or unit verification as listed below:

- At most workshops or conferences that you attend, the workshop facilitator should distribute a verification of hours form that verifies your attendance. If not, ask the facilitator to send you something, or have the presenter sign a copy of the workshop flyer. Make sure that you sign in to any workshop that you attend. If you attend a Child Action, Inc. workshop, we maintain records of your attendance.

Approved content areas for unit based classes and non-unit trainings:

1. Core class on the Child Development Permit Matrix or classes for the GE requirement
2. Working with children with disabilities and other special needs
3. Diversity/cultural competence and Anti-Bias curriculum
4. Fostering early literacy and dual language acquisition
5. Development and Caregiving – Infant and Toddler, Preschoolers, Individual Child Learning Plans for Transition to Kindergarten, working with Multi-Aged groups of children, Social and Emotional, Cognitive, Physical, Positive Discipline of Children
6. Programs – Curriculum (e.g. Math and Science or Arts and Music), Assessment and Observation of children, Early Childhood Environmental Rating Scales (Harms/Clifford), Communication Methods (Children, staff parents/caregivers), Accreditation
7. California Department of Education Pre-K Guidelines, Preschool Learning Foundations, Preschool English Learners Resource Guide, and Desired Results (when not required for participant's job)
8. Children's Health, Nutrition and Physical Activity
9. Children's Safety – Child Abuse Prevention and Family Violence
10. Administrative/Teaching Skills: business courses (e.g., computer skills, budgeting, small business practices) for Administrators and Family Child Care owners, developing skills as a teacher/provider/supervisor/director

Training portfolio required for tracks 2B and 5A

Track 2B: Entry (Training Hours)

Track 2B is intended for licensed and license-exempt family child care home providers and family child care assistants who have completed less than 6 ECE units. The goal of this track is to prepare individuals to earn a Child Development Teacher Permit and/or an AA degree in Child Development or a related field.

Track 5A: Professional (Retention)

Track 5A is intended for licensed family child care home providers, family child care assistants or center-based staff who have earned a BA degree in Early Childhood Education, Child Development or related field and are continuing their professional development through training and through professional development activities.

definitions

CARES Approved Professional Growth Guidelines:

Professional development training and activities must be directed toward the following content: Creating quality early learning environments that encourage children's healthy development, active learning, school readiness, and/or leadership/advising/mentoring skills of the participant.

Child Development (CD) Coursework: Courses that are designed to prepare students for a career working with children age birth through adolescence.

Child Development Permit: California Child Development Permit refers to any level of child development permit issued by the California Commission on Teacher Credentialing (CTC) after February 1, 1997. The permit has multiple levels, which recognizes career steps within the early childhood profession.

Child Development Permit Matrix: The California Department of Education requires each staff person employed by a publicly funded child development program to maintain a current permit in the care, development, and instruction of children enrolled in the program. There are six permit levels; each level is based on educational requirements set forth by the California Commission on Teacher Credentialing (CTC):

1) Assistant Teacher Permit; 2) Associate Teacher Permit; 3) Teacher Permit; 4) Master Teacher Permit; 5) Site Supervisor Permit; and 6) Program Director Permit. The Sacramento CARES stipend eligibility requirements are based on the California Child Development Permit Matrix.

Child Development Training Consortium (CDTC) is funded by the State Department of Education and First 5 California and supports the professional development of the early childhood profession through a number of initiatives. These include grants for child development permit processing fees, career incentive grants, a community college program, and a professional growth advisor project. The CDTC provides CARES recipients with reimbursement of fees for fingerprinting required in the permit process. For more information, you can call (209) 572-6080 or visit <http://www.childdevelopment.org>

Professional Growth Advisor: An individual who meets the requirements outlined by the California Commission on Teacher Credentialing (CTC) and who advises permit holders regarding their professional growth and development. www.childdevelopment.org