

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. (See Education/Training Portfolio Requirement below).

Professional Development Hours Verification

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

- Verify that this professional development activity meets the requirement by obtaining a signature on the verification form or by obtaining other verified documentation

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

1. Core classes 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
11. Others to be specified.

Routine planning, extracurricular activities or training that is required and part of your regular employment cannot be counted for CARES professional growth hours. If you have any questions about whether the college units or professional growth hours you are taking are applicable to the CARES program, please contact the Sacramento CARES program coordinator at Child Action, Inc. Tracey Slater at (916) 369-3346 or tracey.slater@childaction.org.

Education/Training Portfolio Requirement

The Education/Training Portfolio is a comprehensive goal-setting tool that documents past, present and future education and professional growth, guides early care and education professionals through their educational/career path, and assists in identifying educational/career goals.

The Education/Training Portfolio that accompanies this document is a requirement for the Sacramento CARES program. It will help the CARES program staff identify the appropriate track and determine the eligibility requirements. The Education/Training Portfolio will also assist you in identifying the coursework or training you will need in order to be considered for a CARES stipend. The Education/Training Portfolio serves as documentation of the coursework or training hours that you have completed.

Please keep in mind that this Education/Training Portfolio is for the CARES program only and does not substitute for information required by community or 4-year colleges or the Child Development Permit Matrix.

There are many people who can help you in completing your Education/Training Portfolio:

- If you are working on professional growth hours applicable toward a child development permit, contact your Professional Growth Advisor for assistance.
- If you are working on moving from Track 2 to Track 3 and need to complete ECE classes, talk to a college counselor to plan which classes might fit your interests and needs.
- If you are working on your AA, BA, or Masters degree in Child Development (or your teaching credential), it is best to talk to a college counselor or representative from the college faculty.