



The Wisconsin Registry Inclusion Credential

Preparing your
Portfolio

Updated 2021

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www.wiregistry.org

The Wisconsin Registry Inclusion Credential

Table of Contents

Definition of Terms.....	3
Reasons for Creating a Portfolio.....	3
Overall Composition and Required Sequence of Your Portfolio	4
Electronic Portfolios	4
Physical Portfolios	5
Portfolio Sequence	5
Contents of Your Portfolio.....	7
Introductory Section.....	7
Content Area Section	7
Considerations for Portfolio Work Samples	7
Rationales for Your Portfolio Work Samples	8
Confidentiality	8
Developmental Observation, Assessment, Screening & Referral Processes	9
Guiding Challenging Behaviors Positively	10
Individualized Accommodations	11
Community & Internet Resources.....	12
Partnerships with Families and Other Professionals	13
Ethical and Legal Responsibilities	14
Self-Assessment and Professional Development	15
Receiving the Wisconsin Registry Inclusion Credential	16
Authenticity Statement.....	19
Appendix A: Types of Observation Methods	20
Appendix B: Developmental Assessment Format	21
Appendix C: Developmental Planning Format.....	22
Appendix D: Links to Standards, Regulations and Resources	23
Appendix E: Professional Development Reflection and Planning	24
Appendix F: Video Recording & Photos—Credential Student Agreement.....	27
Appendix G: Verification Video/Photo Permission	28
Appendix H: Video & Photo Release Consent Form—Parent/Guardian.....	29

The Wisconsin Registry Inclusion Credential

**Read this Booklet Carefully and Completely
Before Beginning Your Credential Portfolio**

Definition of Terms

Portfolio: A collection of work to reflect your learning experiences and display your application of knowledge through completing the course work for a Registry Credential. A portfolio is typically packaged in an e-Portfolio program to complete the requirements for commission.

Rationale: The explanation and/or demonstration of how you applied and used the knowledge and skills you learned from the credential courses to fulfill a portfolio requirement. Consider this the ‘story of your journey’ and reflect on your application of knowledge through the completion of specific work samples.

Work Samples: Supporting documentation

Reasons for Creating a Portfolio

Your portfolio is a creative, living document that will include a variety of materials to reflect your learning journey. A portfolio gives you the opportunity to:

- Present a comprehensive collection of your work to demonstrate your ability to integrate and apply the knowledge and skills taught in the credential into best practice.
- Use self-reflective skills to advance and plan for future professional development.
- Validate your competency within the field as a professional.

Although each portfolio will be unique, there are specific requirements that must be met to complete a Registry Credential. Your portfolio is a compilation of your best work from the following four credential courses:

- Course 1: Children with Differing Abilities
- Course 2: Behavior and Emotional Challenges
- Course 3: Special Health Care Needs
- Course 4: Capstone: Family and Team-Centered Practices

It is recommended course 1 be completed first and the Capstone course must be taken last.

Courses 2 and 3 may be taken in any order. Always keep your work from previous courses in an organized manner. Do not throw any of your work away! There may be many times in the future that you will be able to utilize your prior coursework as samples of your knowledge and abilities.

Your portfolio will be presented to a Registry Commissioner who will determine if you have met all requirements for the credential. This guide will provide you with the information you need to successfully put your portfolio together.

Overall Composition and Required Sequence of Your Portfolio

Electronic Portfolios

It is **highly recommended** that your portfolio be completed electronically. Effective January 2022, **an e-Portfolio is the only format acceptable at both virtual and in-person commissions.** When creating an electronic portfolio, check with your Capstone instructor for the e-Portfolio program used by the college. Please note, your Capstone instructor may not give you an option of portfolio format and solely require an e-Portfolio for your course.

Examples of e-Portfolio sites include:

- Blogger (https://www.blogger.com/about/?r=1-null_user)
- LiveBinders (<http://www.livebinders.com>)
- Google Sites (<https://sites.google.com/site/eportfolioapps/>)
- Weebly (<https://www.weebly.com/>)

Did you know?

- All the above sites have a FREE option available to create your e-Portfolio.
- Each e-Portfolio site has tutorials to help you get started.
- You can search YouTube for easy-to-follow videos of folks demonstrating how to create an e-Portfolio.

When creating an e-Portfolio, there are a few things you should keep in mind.

1. As a precaution, back up ALL your documents onto a secure drive (flash drive, etc.).
2. The electronic portfolio you create will be organized much as you would a three-ring binder. You will create and use tabs just as you would use tabs in a binder to set up and organize materials into categories.
3. While certain content is required to demonstrate the range and depth of your knowledge and skills, individuals have a great deal of flexibility and creativity in making their e-Portfolios unique by selecting from a range of templates available.
4. Remember this is a professional portfolio so all work must be clearly written, grammatically correct and contain minimal spelling errors.

Before you send your e-Portfolio, don't forget to **check the privacy settings** on the e-Portfolio program to be sure the Commissioner will have access. When emailing your e-Portfolio link to the Commissioner, be sure to include any permissions and/or passwords needed to view the portfolio.

Remember e-Portfolio programs are public sites, so you should not include YouTube video links, sensitive personal information, or financial documents within your e-Portfolio for confidentiality reasons. Instead, send any confidential documents in a separate email to the Commissioner and follow the directions for safe video sharing.

The Wisconsin Registry Inclusion Credential

Physical Portfolios

Physical portfolios are only accepted at in-person commissions. If you elect to create a physical portfolio as a collection of typed documents presented in a three-ring binder format, you need to keep the following in mind.

- Be sure you have all original documents saved on a secure drive (flash drive, etc.) before mailing your portfolio to the Commissioner.
- If you are submitting videos, post them privately to YouTube for Commissioner viewing. Guidelines and information for submitting videos are included in this guide under the content area *Teaching Practices*. **Do not send videos on a flash drive or any other kind of device; they will not be viewed.**
- Clearly label your portfolio and any pieces of your project with your name. Be sure any items that are part of your project can be easily identified.
- You are responsible for mailing your physical portfolio to your assigned Registry Commissioner, so it is delivered by the portfolio due date. The Commissioner will return your physical portfolio to you in-person during the commission.

Portfolio Sequence

Whether you choose to create an electronic or physical portfolio, your portfolio must be put together in the sequence indicated in the credential portfolio/project guide. Be sure to include the following:

- Your name should be on the first page of the e-Portfolio or on the outside cover of the physical binder portfolio.
- Include a title page and table of contents.
- Label each section and category of an e-Portfolio or use dividers/tabs between each section of a physical binder.
- Categories must be in the required sequence and must include the required portfolio components noted in the credential portfolio/project guide.
- Strive to make your portfolio professional, creative, and attractive with written work that is clear, legible, descriptive, grammatically correct, without spelling errors, and is free of gender or cultural bias.

SECTION 1: Introductory Section

1. Candidate Name and Contact Information
2. Authenticity Statement
3. Autobiography
4. Personal Inclusion Philosophy Statement
5. Resume
6. Optional Items to illustrate Professional Contributions

The Wisconsin Registry Inclusion Credential

SECTION 2: Content Areas

1. Development Observation, Assessment, Screening & Referral Processes
2. Guiding Challenging Behaviors Positively
3. Individualized Accommodations
4. Community & Internet Resources
5. Partnerships with Families and Other Professionals
6. Ethical and Legal Responsibilities
7. Self-Assessment and Professional Development

The Wisconsin Registry Inclusion Credential

Contents of Your Portfolio

Introductory Section

The Introductory Section must include the following five (5) items:

1. Name and Contact Information (1 page)
2. Authenticity Statement (*included on page 18*)
3. Autobiography—reflect the life experiences that influenced you to pursue a career in early childhood. It may reflect your life from childhood to the present or address only the areas of your life that directly influenced your career path. (2 pages maximum).
4. Personal Philosophy Statement promoting the philosophy or “inclusion” to all other children, families, and staff (1 page).
5. Professional Resume
6. **Optional:** A **maximum** of two professional samples, such as professional recognition awards and/or documentation of professional training.

Content Area Section

Each portfolio category will require a portfolio work sample from the work completed in one of the four credential courses. A rationale must be included reflecting on the learning journey you took in applying the knowledge and skills learned into practice. **Please note that all written and spoken work should utilize respectful “person-first” language.** For example, use “children with disabilities” rather than “disabled children,” “child who has Down Syndrome” rather than “Down Syndrome child,” “parent who is blind” rather than “blind parent,” etc.

Each category must include the following:

- A rationale of each work sample you include.
- A carefully selected work sample that represents your best work and demonstrates your ability to integrate and apply the knowledge and skills you learned within your credential coursework into best practice.

Considerations for Portfolio Work Samples

- Work samples are of your own work related to children from birth through 18 years of age. *Children with disabilities can qualify for child care through age 18 if the center/provider applies for an “exception” to their license waiving the age limit for that individual child. This request must be made by the Department of Children and Families (DCF).*
- Work samples are of **your own work**.
- Each work sample should represent knowledge you have gained from the credential courses.
- Suggestions for possible work samples are in each category description.
- Choose a sample of your work that fits the category. This may be something you’ve developed previously, but it should reflect enhancements or revisions you’ve added because of your learning and growth throughout the credential courses.
- If the work sample is a form or letter or another document you created, you may wish to also include a description of the process you went through in developing the document.
- Tell what the need was that brought you to create the form/letter.
 - Describe the decisions made in its development, who you worked with, what choices were considered and why the choices were made.

The Wisconsin Registry Inclusion Credential

- You might also describe the impact or effect of the form or letter. Was it successful? When using it, does it achieve the desired results? How do you know?
- In the description, explain the sample in detail to a reader who has never seen it before. Give a description that offers a better understanding of the item than just by looking at the sample alone.
- It is the student's responsibility to provide media samples in a format that is easily accessible to both your instructor and Registry Commissioner.

Rationales for Your Portfolio Work Samples

- A rationale must accompany each work sample.
- Each rationale is the “**how**” and “**why**” of the work sample. Your rationales tell the story of your work sample.
- Your rationale must:
 1. Be no more than one page. If you have written more than one page, consider putting some of the information in the description which is part of the sample.
 2. Be concise and as brief as possible when answering the statements in the sample rationale. If you choose to not use the sample rationale template, be sure to address the guided statements in your own words.
 3. Rationales must be typed in 12 pt. font, 1.5-line spacing, with one-inch margins.

Suggested rationale for each category:

My work sample for (insert category) is _____.

It fits this category because _____ (*explain how and why this work sample fits the category and how you will be able to use it in the future.*)

I chose it as the best example of my work because _____ (*explain the impact this work sample had on you and/or your work environment.*)

I learned about _____ (*write 4-5 sentences to describe what you learned about the category, not the work sample, addressing course competencies under the category and how you have applied the knowledge you have gained.*)

Confidentiality

If pictures, video, and/or observations of children are included, it is important that the child and family remain anonymous to maintain professional confidentiality. If this confidentiality is violated, requirements of the credential will not be fully met.

- You must include a signed **Video Recording & Photos—Credential Student Agreement Form** in your portfolio. Review this document carefully.
- Include the **Verification of Video/Photo Permission Form** that states that you have signed permission to use the child's photo, video or observation records.
- Obtain written permission signed by child's parent or guardian using the **Video & Photo Release Consent Form—Parent/Guardian**. Do not include the consent forms in the portfolio, but you must share them privately with the Commissioner by email or have them available to show the Commissioner at the Commission.
- Review the [Student Commission Toolkit](#) and [YouTube Video Tutorial](#) on how to upload a video to YouTube for commissioner viewing. These resources are available on the Wisconsin Registry website under [Credential Resources](#).

Developmental Observation, Assessment, Screening & Referral Processes

This category must include the following work samples with rationales:

- Five samples of detailed observations of a child, over at least several weeks. Two samples from the home and three from communities (school, child care, doctor's office, grocery store, etc.)
- Submit a developmental assessment identifying relevant developmental "red flags", and your written comments regarding a formal screening and appropriate referral process for this child to get the therapies and/or supports needed.
- Two samples of activities created to address the domains related to areas identified in the screening tool that need support.

Evidence in this category based on **Course Competencies** will demonstrate your knowledge and emerging skills to do the following:

- Differentiate between typical and exceptional development.
- Analyze children's growth and development based on the assessment.
- Analyze the differing abilities of children with physical, cognitive, health/medical, communication, and/or behavioral/emotional disorders.

Resources:

- Appendix A—Types of Observation Methods
- Appendix B—Developmental Assessment Sample Format
- Appendix C—Developmental Planning Format
- Appendix F—Video Recording & Photos—Credential Student Agreement
- Appendix G—Verification Video/Photo Permission
- Appendix H—Video & Photo Release Consent Form—Parent/Guardian
- Ages and Stages Samples and information <http://www.agesandstages.com/free-resources/>
- Wisconsin Model Learning Standards <http://www.collaboratingpartners.com/wmels-about.php>

NOTE: Making a diagnosis of a child's disability or special learning need is NOT our job nor does this series of Inclusion Credential courses qualify you to diagnose anyone! Your role is to recognize developmental 'red flags', document any concerns, communicate with family members and make appropriate referrals to trained professionals who work in the area of concern (i.e. Pediatricians, Birth to Three, Child Find, etc.)

Please note that all written and spoken work should utilize respectful "person-first" language.

Guiding Challenging Behaviors Positively

This category must include the following work sample with rationale:

- One sample and explanation of how you individualized your care and education services for a child's emotional, behavioral and/or communication needs to help her/him stay involved in typical early childhood programs.

Evidence in this category based on **Course Competencies** will demonstrate your knowledge and emerging skills to do the following:

- Demonstrate positive social-emotional teaching strategies.
- Define specific discipline and guidance strategies
- Assess challenging behaviors.
- Describe specific diagnoses typically related to challenging behaviors.
- Develop individualized, positive guidance plans
- Communicate the need for positive, consistent, team approaches to including children with challenging behaviors in typical community settings.
- Analyze the impact of disability on family systems.
- Build rapport with children, families and community partners/professionals.
- Articulate understanding of daily issues faced by families.

Resources:

- Appendix D—Links to Standards, Regulations, and Resources from Agencies

Please note that all written and spoken work should utilize respectful “person-first” language.

Individualized Accommodations

This category must include the following work sample with rationale:

- One sample, with an explanation demonstrating your ability to communicate with other families and staff, the value of creating fully inclusive early childhood setting.

Evidence in this category based on **Course Competencies** will demonstrate your knowledge and emerging skills to do the following:

- Provide inclusive programs for young children.
- Create supportive learning environments.
- Apply NAEYC code of ethical conduct to work with children, families, and professionals.
- Apply legal requirements including, but not limited to, ADA and IDEA.
- Utilize an individual educational plan (IEP/IFSP) for children with developmental differences.
- Adapt curriculum to meet the needs of children with developmental differences.
- Discuss educational implications and adaptive strategies for successful inclusion of individuals who have various healthcare conditions.
- Identify supports and resources available to families in the community.
- Implement meaningful curriculum based on child observations and assessment.

Resource:

- NAEYC Position Statement on Inclusion
https://www.naeyc.org/files/naeyc/file/positions/DEC_NAEYC_ECSummary_A.pdf

Please note that all written and spoken work should utilize respectful “person-first” language.

Community & Internet Resources

This category must include the following work sample with rationale:

- One sample sheet with an explanation demonstrating how you access local/state community resources, and website (i.e. Annotated bibliography and NICHCY-type fact sheets, etc.)

Evidence in this category based on **Course Competencies** will demonstrate your knowledge and emerging skills to do the following:

- Identify community resources and support people available to assist children with various conditions.
- Cultivate partnerships with families who have children with developmental differences and community partners/professionals.
- Work collaboratively as team members with community and professional resources.
- Communicate the need for positive, consistent, team approaches to including children with challenging behaviors in typical community settings.
- Describe the roles of health care professionals involved with various conditions.
- Describe the role of program staff involved with the conditions covered in these courses.
- Discuss emergency management of various health conditions.

Resources you may find helpful:

- NICHCY/Center for Parent Information and Resources Disability Fact Sheets
<http://www.parentcenterhub.org/repository/specific-disabilities/>
- CESA #7 Website <http://www.specialed.us/index.html>

Please note that all written and spoken work should utilize respectful “person-first” language.

Partnerships with Families and Other Professionals

This category must include the following work sample with rationale:

- One sample with an explanation of your teamwork abilities with families of children who have special needs as well as professionals who work with them. Your sample should contain some combination of your journal/reflection entries that describe the work you did as partners with families and professionals in the community, as well as, the documentation of the time you spent in the Capstone course working with these different Team Members (i.e. field logs or collection of journal entries).

Evidence in this category based on **Course Competencies** will demonstrate your knowledge and emerging skills to do the following:

- Build rapport with children and families and community partners/professionals.
- Recognize the family as the experts about their own child/family member.
- Cultivate partnerships with families who have children with developmental differences.
- Critique families' experiences accessing systems and resources.
- Analyze the impact of disability on family systems.
- Articulate understanding of daily issues faced by families through participation with the child and family in daily routines community settings.
- Identify supports and resources available to families in the community.
- Apply NAEYC code of ethical conduct to work with children, families, and professionals.
- Integrate strategies that support diversity and anti-bias perspectives.

MAINTAIN CONFIDENTIALITY! Be sure to change names or just use initials from the very beginning of your note-taking and journal writing experiences!

Please note that all written and spoken work should utilize respectful “person-first” language.

Ethical and Legal Responsibilities

This category must include work sample with rationale:

- One sample with an explanation reflecting on your use of the NAEYC Code of Ethical Conduct and creating documentation related to the legal rights and responsibilities of family and child care providers.

Evidence in this category based on **Course Competencies** will demonstrate your knowledge and emerging skills to do the following:

- Describe the roles and limitations of health care professionals involved with various conditions.
- Describe the roles and limitations of program staff involved with the conditions covered in this course.
- Apply NAEYC code of ethical conduct to work with children, families, and professionals.
- Apply legal and ethical requirements including, but not limited to, ADA and IDEA.
- Utilize an individual educational plan (IEP/IFSP) for children with developmental differences.
- Integrate strategies that support diversity and anti-bias perspectives.

Some examples could be:

- Reflect on how you have dealt with ethical dilemmas in the past OR how you would deal with hypothetical dilemmas in the future (specifically utilizing the NAEYC Code of Ethical Conduct).
- Create a document/educational tool/information sheet targeted to inform families about their rights under a certain law (select ADA, Section 504, IDEA, etc.) You may pick out assignments you have created in your coursework, use anti-discrimination policies that you have developed in the past or design something new to meet this requirement demonstrating your knowledge of the rights and responsibilities related to children who have a disability or special care need.

Resources:

- NAEYC Ethical Code of Conduct http://www.naeyc.org/positionstatements/ethical_conduct
- Department of Justice - "Commonly Asked Questions about Child Care Centers and the Americans with Disabilities Act" <https://www.ada.gov/childqanda.htm>
- NAEYC Early Learning Standards <http://www.naeyc.org/academy/files/academy/OverviewStandards.pdf>

Please note that all written and spoken work should utilize respectful “person-first” language.

The Wisconsin Registry Inclusion Credential

Self-Assessment and Professional Development

Part One: Observation and Self-Assessment

Evidence in this category will demonstrate your ability to apply in the workplace the theories and competencies you have learned in the Wisconsin Registry Inclusion Credential courses. Your sample will show how you provide care for children with any special care needs using recognized best practices.

Your sample must include:

1. Any written assessment related to your work with children with differing abilities completed by an ECE College Instructor. (The observer cannot be a boss or co-worker.)
2. Your written self-reflection of the observation and assessment of you in the classroom.
Option: You may want to make a video recording of your classroom.

Your sample may be any of the following:

- Written narrative observations of your work by an ECE College Instructor.
- Observation/evaluation reports from supervised practicum placements with children who have special needs including the name and contact information of the observer(s).
- A video tape to provide visual documentation in the absence of an Instructor.
If you are submitting a video tape, please follow the guidelines below.
 - Pan your room and explain each area and individualized accommodations that have been made.
 - Tape a greeting of a family and exchange of developmental and activity information.
 - Show bulletin boards, notes, forms, newsletters and/or other ways that you communicate with parents.
 - This may also be done in pictures with an audio tape explaining the areas.
 - ***Permission for photos and videos must accompany this section.***

Part Two: Create Your Professional Development Plan

Evidence in this category will demonstrate your goals and emerging skills in:

- Integrating strategies that support diversity and anti-bias perspectives.
- Build rapport with children, families and community partners/professionals.
- Providing inclusive programs and supportive learning environments for young children.
- Adapting curriculum to meet the needs of children with developmental differences.
- Implementing meaningful curriculum based on child observations and assessment.
- Applying the highest professional standards related to legal and ethical requirements.

The sample for Part Two is your Professional Development Plan that includes the following:

1. Current professional Registry Level
2. Professional degree
3. Self-assessment identifying your personal strengths and weaknesses
4. Goal statements identifying your plans for future development (directly related to those areas you have identified as needing improvement)

You may wish to use the Professional Development Planning forms provided in the Appendix. If you are using an online service to maintain your Professional Development Plan, please print a hard copy to include in your Portfolio as a sample.

The Wisconsin Registry Inclusion Credential

Receiving the Wisconsin Registry Inclusion Credential

When you have successfully completed the courses required for a Registry Credential and your portfolio is complete, the final requirement is to present your portfolio to a Registry Commissioner. The Commission process steps are explained below:

1. Candidate completes the portfolio/project.
2. Candidate submits a completed *Registration for Commission* form with payment to the Wisconsin Registry.
3. The Wisconsin Registry sends a confirmation letter including the Commission details with a payment receipt.
4. Candidate makes delivery arrangements for their portfolio/project based on the instructions received from the Wisconsin Registry or the Instructor.
5. Candidate attends the designated Commission.
6. Commissioner notifies the Wisconsin Registry of successful completion of Commission.
7. If official documentation and payment have been received, the Wisconsin Registry sends a Credential Certificate to the candidate.

Request for Commission

Commissions are convened throughout the state several times each year. Candidates who have completed all the credential course work and are preparing a credential portfolio/project may submit a completed *Registration for Commission* form to the Wisconsin Registry. In most cases, the Capstone instructor will schedule the Commission; however, you may join a scheduled Commission if you are not part of a class. Visit the [Commission page](#) of the Wisconsin Registry website to view the list of upcoming Commissions.

You must submit a *Registration for Commission* form with the required commission fee to be registered to a Commission. The *Registration for Commission* form is located on the [Credential Resource](#) page of the Wisconsin Registry website.

Fax your *Registration for Commission* form to (608) 222-9779 or **mail** your form to:

Wisconsin Registry
Attn: Credentials
2908 Marketplace Drive #103
Fitchburg, WI 53719

The following requirements must be completed when submitting the *Registration for Commission* form:

- **Registry Membership:** All credential candidates must have a Registry Membership or must apply to the Wisconsin Registry prior to commissioning. You do not need to include a copy of your Registry certificate; the Wisconsin Registry will confirm your membership in the system. Standard application processing time is 5-7 weeks.
 - **If you have never applied:** Visit our website at www.wiregistry.org to apply online or download an application. We will verify your application has been submitted when we receive your *Registration for Commission* form.
 - **If you have applied but never received a Registry certificate because you were not eligible or your application was incomplete/unpaid:** You must submit a one-year renewal with the applicable renewal fee and any documentation that was missing

The Wisconsin Registry Inclusion Credential

previously. Visit our website at www.wiregistry.org to renew online or download a membership application.

- **Commission Fee:** Each student is required to pay a \$300 Commission fee. Once paid, commission fees are non-refundable and non-transferable. Payment in full must be included with the *Registration for Commission* form. The Wisconsin Registry will send you a payment receipt with your confirmation letter including the commission details. The commission fee covers the processing of the credential and administration of the commission system. If you are a T.E.A.C.H. scholarship recipient, contact your T.E.A.C.H. counselor for information on the reimbursement process. Visit <http://wisconsinearlychildhood.org/programs/teach> for more information.

The Wisconsin Registry Credential Commissioners

Registry Commissioners are early care and education professionals who have been trained to objectively evaluate your portfolio/project using the assessment tool designed for each specific credential. Each Registry Commissioner has completed at least one of the Wisconsin Registry Credentials, presented a project or portfolio, and successfully completed the commission process.

The Commission Process

Your portfolio/project must be received by the Registry Commissioner **at least ten (10) days prior** to the date of the commission for review. Please review the portfolio/project assessment form available on the [Credential Resource](#) page of the Wisconsin Registry website to ensure you have included all required components. If you have visuals, such as display/picture boards, samples, blueprints, or scale models do not submit them with the written portion of your project. You may share these with the Commissioner at the commission.

There are two parts to the Commission.

1. **Presentation of your Learning Story:** Your classmates and other credential candidates will be present during your presentation. The time frame for individual presentations is at the discretion of the commission host and based on the commission groups size. In approximately 5-10 minutes address the following questions within your presentation.
 - How has the Inclusion Credential changed you as a provider?
 - What does completing this credential mean to you?
 - What are you passionate about as it relates to inclusion?
 - How will you contribute to inclusive practices in the future?
2. **Individual Meeting with the Commissioner:** You will meet with the Registry Commissioner to complete the commission process. This is an opportunity for the Commissioner to ask you any questions s/he may have about your portfolio/project. The Commissioner will give you feedback and comments about your portfolio/project. You will be informed if you have successfully completed the commission during your individual meeting with the Commissioner. If your commission portfolio/project is incomplete, the Commissioner will advise you of what you will need to do to complete the portfolio/project. If you are asked to submit additional materials, you will submit them directly to the Commissioner by the deadline provided by the Commissioner. In the event the additional materials are not submitted as requested by the deadline, you will not pass the commission.

The Wisconsin Registry Inclusion Credential

Awarding the Credential

You will receive your Credential Certificate when you have done the following:

- Received a Registry Career Level Certificate or submitted a complete application for membership. If your first-time application is put on “Incomplete” status, you will not receive your Credential Certificate until the necessary fee or information is received and the “Incomplete” status is resolved.
- Successfully completed the commission process.
- **Submitted Credential Course Documentation:** Please note that your credential **will not** be verified until the Wisconsin Registry receives an official transcript showing successful completion of all four credential courses. Official transcripts must be sent directly to the Wisconsin Registry in an unopened, originally sealed envelope or by secure email from the institution of higher education. Photocopies of official transcripts, grade reports, or unofficial transcripts are not accepted. You must receive a C- or better in each course to be eligible for the credential.

Appeal Process

You may send a letter to the Wisconsin Registry if you do not agree with the results of your commission. The letter will be reviewed by the Executive Director or designated qualified staff. You will receive a letter indicating the Wisconsin Registry’s decision within 30 days of the receipt of your letter. If your concern has not been resolved to your satisfaction, you may request that The Board of Directors review your project and your letter of appeal. The Board of Directors will review your appeal at the next regularly scheduled meeting. The Wisconsin Registry Board meets four times per year and the board meeting schedule is available on the Wisconsin Registry website.

The Wisconsin Registry Inclusion Credential

Authenticity Statement

Insert the completed statement as the second page of your portfolio. This may be scanned for insertion in an electronic portfolio.

I _____ am presenting this portfolio in this month
of _____ year of _____ and I attest that this is my
original work, or I have cited where applicable.

Signature

Date

Appendix A: Types of Observation Methods

1. **Running Records – ‘Play by Play’, factual (objective) account of what the child does as the child is doing it.** Times are included to help determine the amount of time spent at each activity. For example, “9:05 Joe is sitting cross-legged on the floor playing with Legos. He uses his left hand to hold the tower and his right hand to add new pieces. He is not talking but has a stern and serious look on his face. 9:08 Todd walks by and asks 3 times if he can play too (“Hey, can I play?”). Joe does not respond. He looks around him for more Lego pieces. 9:10 Todd kicks Joe’s tower. Joe jumps up and hits Todd’s back with his right hand. He grunts but doesn’t make intelligible words. He sits back down amid the Lego pieces, mumbling and reassembling them.
2. **Anecdotal Records – Objective written record of a significant incident/event including a description of observed behaviors and direct quotes.** For example, “Joe played with the Legos this morning and had an incident of hitting Todd once after Todd knocked down his tower. He then went back to play with the Legos, this time building something low that couldn’t be knocked over.”
3. **Time Samples – Keeping track of what occurs at designated intervals.** For example, you may want to track the type of activities a child is engaged in so every half hour, you make a note: 9:00-Legos alone; 9:30-trucks with two peers; 10:00-art table with same peers; 10:30 Legos alone...
4. **Event Samples – Monitoring a single event that may be problematic, tracking the specifics of just that event.** For example, toileting or a bedtime routine might be causing problems, so you would write down everything that seemed to be happening during only that event. Or maybe the child has temper tantrums and you decide to simply record the time and place of each tantrum – nothing else, just that event. This helps determine patterns that support or deter from achieving goals
5. **Checklists – Formal lists of specific behaviors that may indicate certain tendencies.** For example, pediatricians will usually send home a series of checklists for the parents, teachers, and child care staff to complete to help determine if a child has ADHD. In order for a condition to be present, it needs to occur in all 3 areas of the child’s life. Teachers and School Psychologists also use checklists/surveys to rate behavior or other areas they may be working on.
6. **Interviews – In this situation, you would have a list of questions prepared related to specific issues and then meet with someone who knows the child well enough to answer the questions accurately** (parent, teacher, sibling, caregiver, etc.) Interviews are frequently conducted in conjunction with checklist questionnaires. The checklist is completed first, and then a follow-up interview is held to discuss the results.

Appendix B: Developmental Assessment Format

Insert ASQ if permission is obtained (delete this page if no permission is granted)

Journal Entries on Developmental Assessment and Observations

Journal entries should include the following domains and discuss what you observed with the child and whether or not this was reflected in the screening tool.

Fine and gross motor growth & development

Child functions at an approximate age level of _____ in this area based on developmental norms.

The assessment is based on the following examples of skills in the domain from observations:

Cognition/Intellect (comprehension, problem solving, memory, academics, etc.)

Child functions at an approximate age level of _____ in this area based on developmental norms.

The assessment is based on the following examples of skills in the domain from observations:

Social/Interpersonal skills (interaction with peers, siblings and adults, manners, etc.)

Child functions at an approximate age level of _____ in this area based on developmental norms.

The assessment is based on the following examples of skills in the domain from observations:

Emotional/Intrapersonal growth (feelings identification and expression, mood control, etc.)

Child functions at an approximate age level of _____ in this area based on developmental norms.

The assessment is based on the following examples of skills in the domain from observations:

Communication skills (speech & language, making needs known, understanding cues, etc.)

Child is functioning _____ below, _____ above, _____ at average for age in this area.

The assessment is based on the following examples of skills in the domain from observations:

Self-Help skills (dressing, feeding, etc.)

Child functions at an approximate age level of _____ in this area based on developmental norms.

The assessment is based on the following examples of skills in the domain from observations:

Appendix C: Developmental Planning Format

As a result of this assessment, what specific types of ACTIVITIES might you (the teacher) plan for this child and why? Be sure to include activities that you know the child enjoys as well as activities that will improve upon areas the child needs more practice or support with in order to develop. You might not use all the areas below, depending on your assessment results, but remember that one activity usually crosses several domains.

Fine and gross motor growth & development

Cognition/Intellect (comprehension, problem solving, memory, academics, etc.)

Social/Interpersonal skills (interaction with peers, siblings and adults, manners, etc.)

Emotional/Intrapersonal growth (feelings identification and expression, mood control, etc.)

Communication skills (speech & language, making needs known, understanding cues, etc.)

Self-Help skills (dressing, feeding, etc.)

Appendix D: Links to Standards, Regulations and Resources

“A Thinking Guide to Inclusive Child Care” booklet

<http://www.disabilityrightswi.org/wp-content/uploads/2008/02/thinking-guide-to-inclusive-child-care.pdf>

Ages and Stages

<http://www.agesandstages.com/free-resources/>

Center for Parent Information and Resources

<http://www.parentcenterhub.org/nichey-gone/>

Center on the Social and Emotional Foundations for Early Learning (CSEFEL)

<http://csefel.vanderbilt.edu>

Department of Justice - "Commonly Asked Questions about Child Care Centers and the Americans with Disabilities Act"

<https://www.ada.gov/childqanda.htm>

Head Start Performance Standards

<http://eclkc.ohs.acf.hhs.gov/policy>

The Department of Health and Family Services

<http://dhs.wisconsin.gov>

The National Association for the Education of Young Children (NAEYC)

<http://www.naeyc.org>

The Wisconsin Model Early Learning Standards

<http://collaboratingpartners.com/wmels-about.php>

Waisman Center

<http://waisman.wisc.edu>

Wisconsin Department of Child and Family Services

<http://dcf.wisconsin.gov>

Wisconsin Department of Public Instruction Teaching Standards

<https://dpi.wi.gov/tepd/programs/standards/teacher>

Appendix E: Professional Development Reflection and Planning

Professional Areas of Growth

Using this self-assessment, reflect on your achievements in a wide range of professional areas of growth. Review each area of growth and rate your progress using the following scale:

- **Emergent** – beginning to grow
- **Strong** – established ideas and routines
- **Risk Taking** – you have done something over and beyond your strong performance

After you have established your level of growth, write a comment about your achievement(s) for each area.

Professional Areas of Growth	Level of Growth	Comments on your Achievement
Child/Teacher Interactions: <i>Genuine acceptance and respect for children</i>	<input type="checkbox"/> Emergent <input type="checkbox"/> Strong <input type="checkbox"/> Risk Taking	
Personal Development/Stress Management <i>Emotional and physical well-being</i>	<input type="checkbox"/> Emergent <input type="checkbox"/> Strong <input type="checkbox"/> Risk Taking	
Curriculum Planning and Implementation <i>Utilize new ideas in a variety of curriculum areas</i>	<input type="checkbox"/> Emergent <input type="checkbox"/> Strong <input type="checkbox"/> Risk Taking	
Parent-Teacher Relationships <i>Communicate effectively</i>	<input type="checkbox"/> Emergent <input type="checkbox"/> Strong <input type="checkbox"/> Risk Taking	
Professional Development <i>Keep current in child care and development concerns</i>	<input type="checkbox"/> Emergent <input type="checkbox"/> Strong <input type="checkbox"/> Risk Taking	
Behavior Guidance <i>Implement problem solving effectively</i>	<input type="checkbox"/> Emergent <input type="checkbox"/> Strong <input type="checkbox"/> Risk Taking	
Health and Safety <i>Communicate to children, staff and families the importance of health and safety issues</i>	<input type="checkbox"/> Emergent <input type="checkbox"/> Strong <input type="checkbox"/> Risk Taking	
Community Involvement <i>Provide opportunities for center, home, school and community relationships (i.e. field trips, community support, etc.)</i>	<input type="checkbox"/> Emergent <input type="checkbox"/> Strong <input type="checkbox"/> Risk Taking	
Advocacy <i>Actively represent the needs of the child care community to the larger community</i>	<input type="checkbox"/> Emergent <input type="checkbox"/> Strong <input type="checkbox"/> Risk Taking	

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Self-Reflections

Think about your career in the field of early care and education. Reflect on your current professional satisfaction and create a plan for next steps in continuing your professional growth.

What excites you MOST about your job? What are you passionate about? How does your passion contribute to the field of early care and education?

What challenges are you currently facing in your work in the field of early care and education?

What new insights did you gain from discussions and activities during the credential course work? Identify ways you can use these new ideas and processes in your teaching practices.

What other ideas do you want to consider, think about more, or explore that will benefit you as a professional?

Identify a professional organization you want to consider joining (i.e. NAEYC, WECA, WFCCA, WCCAA, etc.). What are the benefits to you in joining this organization? Are there any barriers to your participation?

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Professional Development Goals

Professional Development Goals	Goal for the children's learning.	Goal for my own learning.	Goal for my teaching practice.
Create one S.M.A.R.T. goal in each column. <ul style="list-style-type: none"> • Is your goal Specific? A <i>general</i> goal is, "Get in shape." A <i>specific</i> goal is, "Join a gym and work out 3 days a week." • Is it Measurable? Ask yourself, <i>how will I know if I have accomplished it?</i> • Is it Attainable? <i>Begin to see ways you can attain your goal and recognize opportunities that bring you closer to reaching your goal.</i> • Is it Realistic? <i>Do you truly believe you can accomplish it?</i> • Is it Timely? <i>Your goal should be time-bound; otherwise, there is no urgency to complete it.</i> 			
Decide on a plan for each goal. <i>Determine strategies/activities to help you accomplish your goal. (i.e. find a mentor to work with you, do professional reading, keep a journal or log of your activities, get involved with a professional organization, learn to use new technology, etc.)</i>			
Evaluate each plan. <i>Does your goal and plan reflect your needs? Does your plan involve new learning & growth, not just time & effort? Is your goal clear? Does your plan include time for reflection followed by appropriate adjustments?</i>			
Identify next steps. <i>What will you do to meet your goal? What should you prioritize first? Are your next steps achievable? Have you addressed any potential barriers?</i>			
Determine a timeline. <i>What is a realistic target date(s) to reach your goal?</i>			

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Appendix F: Video Recording & Photos—Credential Student Agreement

This is a required form. Failure to submit this form with your credential portfolio will result in unsuccessful completion of the commission process.

Video clips and/or photos are included in your credential portfolio because it adds richness and valuable context to the evaluation of your teaching. However, because videos and photos will almost always include identifiable images of children, their use carries some significant ethical and legal responsibilities. For reasons of privacy and safety, many parents are concerned about their children appearing in videos and photos, especially any that might be used outside the classroom. For both legal and ethical reasons, *those concerns must be respected at all times*. Doing so requires you to adhere to the following guidelines:

1. **Parents and guardians must be asked to consent to having their child appear in a video or photo.**
Permission from a supervisor or director to video record and take photos must also be confirmed.
Supervisor/Director signature: _____ Date: _____
2. **Before creating a video or taking a photo, you must guarantee the following:**
 - Any children whose parents did not grant permission to appear in the video recording or in photos is identified. To avoid including those children in the video or photo, the camera must be positioned to not capture their images. If necessary, focus the camera on you teaching the activity, or on the backs of the children or the children's hands. Any faces captured of children not given permission to be in the video or photo must be blurred out. *Important note: Non-consenting children must not be excluded from the learning experience.*
 - Any student work you submit as part of the credential portfolio must not contain any identifying information about the child, including but not limited to, the child's name, any clothing that identifies the child or the location the video or photo was taken, or any items in the environment that can pinpoint the location of the video recording or photo.
 - The locator is turned off on your device before video recording or taking the photo to maintain confidentiality.
3. **Once created, video clips and/or photos must be submitted as part of your credential portfolio requirements and can be shared with your course instructor but must not be shared or distributed beyond that.**
 - Video clips and photos are created solely to be used as part of your credential commission.
 - No part of a video or photo (whether or not included with your submission) should be used for any other personal or professional purposes, including but not limited to, being posted online for purposes outside the commission process, shared with your family or friends, shared with the children's families, posted on social media, included in a job portfolio, or used within a presentation.
 - **Anyone suspected of misusing video clips and/or photos will be reported to the Wisconsin Registry. This violation falls under the FERPA laws and are subject to an investigation. Other possible civil and criminal investigations and/or penalties can apply.** *Remember: Once you have shared the video or photo electronically with anyone, you have effectively lost control of it.*
4. **Once you have received confirmation that you have successfully completed the credential commission requirements, video clips and photos must be deleted.** This includes not only the segments submitted, but any photos or video material created as part of your effort to prepare for and complete the credential portfolio requirements.

I have read the above guidelines and agree to follow them.

Credential student signature

Date

Appendix G: Verification Video/Photo Permission

To maintain confidentiality, I have obtained written permission from the parent or guardian of each child whose photo or video likeness is included in this portfolio. These permission forms are available to be reviewed by the Commissioner.

Signature _____
portfolio author date

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Appendix H: Video & Photo Release Consent Form—Parent/Guardian

Dear Parent/Guardian,

An early childhood educator in your child's classroom is pursuing a Registry Credential. Registry Credentials are credit-based programs focused on job specific skills students can apply to their current positions in the childhood care and education profession. To complete the commission requirements for a Registry Credential in Wisconsin, the educator must demonstrate:

- Application of knowledge
- Teaching ability of learning activities
- Interaction with caregiving routines

When photos, videos, and/or observations of children are included in a Credential portfolio, it is important the child and family remain anonymous to maintain professional confidentiality.

To maintain confidentiality, video recordings are shared privately with a Registry Commissioner and course instructor by email and are deleted after completion of the Registry Credential. Photos may be included in portfolio entries as evidence of teaching practice.

If you give permission below, your child may appear in video recording(s) and photo(s). If you do not give permission, your child will still participate in the activities, but the camera will be positioned not to capture their image.

Child Name _____

I am the parent/legal guardian of the child named above. I have received and read the letter above and agree to the following:

(Please check the appropriate box below.)

- ☐ I DO give permission to include my child in video recordings and photos. I understand the video recordings and photos will be shared only with a Registry Commissioner and course instructor as evidence of teaching practice.
- ☐ I DO NOT give permission to video record or photo my child.

Signature of Parent/Guardian:

Signature

Date

Printed name

This form is required for each child that appears in a video clip or photo. Failure to submit this form with your video clip or photo will result in unsuccessful completion of the commission process.