Oregon Registry

Infant Toddler Professional Credential

Overview

Oregon Center for Career Development in Childhood Care and Education

March 2011
Dear Prospective Oregon Registry Infant Toddler Professional Credential Candidate:

Thank you for your interest in the Oregon Registry Infant Toddler Professional Credential! Applying for this Credential indicates a high level of professionalism and commitment to the field.

In 2005, staff at the Oregon Center for Career Development in Childhood Care and Education (OCCD) began working with state partners and other professionals in Oregon to develop state approved credentials for the field of childhood care and education.

The Oregon Registry Infant Toddler Professional Credential is one of the first to be developed, distributed for broad input from the field and field tested with a sample of infant toddler providers.

The purpose for the Oregon Registry Infant Toddler Professional Credential is: To recognize professional knowledge, skills and achievements toward strengthening infant and toddler practice.

Enclosed is an overview of the requirements and process for the Oregon Registry Infant Toddler Professional Credential application and the required portfolio. Application instructions and materials are available on-line at www.centerline.pdx.edu.

If you have questions, please feel free to contact the Oregon Center for Career Development in Childhood Care and Education (OCCD) office at 503-725-8535 or toll free 1/877-727-8535, email at: occdcredential@pdx.edu, or if you would like credential materials sent to you.

Ingrid Anderson
Oregon Registry Coordinator
### Oregon Registry Infant Toddler Professional Credential Requirements

**Purpose of Infant Toddler Professional Credential:** To recognize professional knowledge, skills and achievements toward strengthening infant and toddler practice.

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<th>Credential Components</th>
<th>Specific Requirements for the Infant Toddler Professional Credential</th>
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| **Training and Education Requirements** | • High school diploma or GED  
• Training and education sufficient to receive an Oregon Registry Step 6 or higher. Step 8 may be required for Registered Family Child Care Providers. (See experience requirements below)  
• Minimum of 60 clock hours of training and/or education specific to infants and toddlers  
• Minimum of 30 clock hours of training specific to infants and toddlers must be current, completed within the past five years prior to application |

| **Experience Requirements** | For Child Care Center Staff and Certified Family Child Care Providers:  
A minimum of two years of qualifying teaching experience*. At least one year must be as a teacher in the care of infants and/or toddlers in a certified child care facility or comparable group care program, as defined by Oregon Child Care Division (CCD).  
For Registered Family Child Care Providers:  
Experience requirements as described for Child Care Center Staff and Certified Family Child Care Providers  
**OR**  
A minimum of two years of teaching/child care experience, with at least one year in the care of infants and/or toddlers in a CCD Registered Family Child Care Home **AND**  
Training and education requirements for an Oregon Registry Step 8. |

* Qualifying Teaching Experience: One year of experience is defined as 1500 hours gained with a group of the same age children in at least 3 hour blocks, within a 36 month period. There is no time limit on experience as long as it can be documented.

| **Observation Requirements** | ONE of the following is required:  
• One hour observation by a mentor, supervisor, professional consultant, or college faculty including written feedback from the observer, completed within six months prior to submitting application  
**OR**  
• Copy of student teaching practicum observation, including written feedback from the instructor, completed within the past five years prior to submitting application  
The candidate must be observed with a minimum of two children of infant and/or toddler age, one of which is not the candidate’s child.  
Also required:  
• A reflection by the candidate, based on the observation and feedback from observer, completed within the past six months prior to application **AND**  
• A professional action plan developed by the candidate, based on the observation, observer feedback, and candidate’s reflection, completed within the past six months prior to submitting the application  
The observation, reflection and action plan must reflect the candidate’s work in the care of infants and/or toddlers.  

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Portland State University-OCDD • PO Box 751 • Portland OR 97207-0751 • 1-877-725-8535  
503-725-8535 • Fax: 503-725-5430 • www.centerline.pdx.edu • centerline@pdx.edu
### Credential Components

<table>
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<tr>
<th>Professional Involvement Requirements</th>
<th>Specific Requirements for the Infant Toddler Professional Credential</th>
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<td>Documentation of ONE activity from the following:</td>
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<tr>
<td>• Attendance at a state, regional, or national conference of an organization related to early childhood education and/or infant toddler development</td>
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<td>• Membership in a professional organization such as National Association for the Education of Young Children (NAEYC), OregonAEYC, Provider Resource Organization, Zero to Three, National Head Start Association, Oregon Infant Toddler Mental Health Association, or World Association for Infant Mental Health</td>
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<td>• Advocacy activities</td>
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<td>• Active participation in a local or state organization or committee, such as OregonAEYC, One Voice, local commission on children and families, state childhood care and education committee, child care resource and referral advisory board, or local early childhood councils. “Active participation” includes serving on a committee, contributing to a service project, assisting with planning a conference, volunteering at a conference.</td>
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<tr>
<td>• Participation in a support group for family child care providers and/or infant and toddler caregivers and teachers</td>
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<tr>
<th>Portfolio Content Requirements</th>
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<tbody>
<tr>
<td>• Enrollment Form</td>
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<td>• Cover Sheet</td>
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<tr>
<td>• Professional autobiography or resume</td>
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<tr>
<td>• Documentation of required training and education</td>
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<tr>
<td>• Documentation of experience</td>
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<td>• Documentation of observation with reflection and professional action</td>
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<td>• Documentation of professional involvement</td>
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<td>• Written statements of candidate’s competency in 5 core knowledge categories. Must include statements for the core knowledge categories of Human Growth &amp; Development and Understanding &amp; Guiding Behavior. The other three statements may be from categories of the candidate’s choosing. All five statements must reflect the candidate’s work in the care of infants and/or toddlers.</td>
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<tr>
<td>• Professional development plan</td>
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<td>• References:</td>
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<tr>
<td>o One from a professional who knows of the candidate’s work with infants and toddlers and</td>
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<tr>
<td>o One from a parent of an infant and/or toddler whose child has been in ongoing care with the candidate.</td>
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<td>• Commitment to the Code of Ethical Conduct (NAEYC)</td>
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### Additional requirements

| Age Minimum: 18 years of age |
| Renewals: 5 years, process to be determined |
CREDENTIAL APPLICATION PROCESS

Who can apply?

• Teachers in certified or legally-exempt child care centers offering infant and/or toddler care.
• Providers in family child care homes who care for children ages birth to three.

You will need...

Before applying, you will need copies of the following materials:

• Infant Toddler Professional Credential Overview
• Infant Toddler Professional Credential Portfolio Instructions
• Infant Toddler Professional Credential Portfolio Forms
• Copy of Code of Ethical Conduct (NAEYC)

If you are applying for an Oregon Registry Step, you will need:

• Oregon Registry Step: Training and Education Worksheet
• Oregon Registry Steps Document
• Definitions of Core Knowledge Categories

These materials can be downloaded at www.centerline.pdx.edu/credential. You will need Adobe Acrobat Reader 8.0 or higher to do so. To receive materials by mail, contact the Oregon Center for Career Development, toll-free at 1-877-725-8535 or email at occdcredential@pdx.edu.

Application Process

• Review the Infant Toddler Professional Credential Overview materials.
• Review the Infant Toddler Professional Credential Portfolio Instructions. This guide describes all the necessary requirements for the portfolio, which you will use to document your qualifications for the Oregon Registry Infant Toddler Professional Credential.
• Gather all your certificates, transcripts, workshop/class/course descriptions, syllabi and anything else that will help you document your infant/toddler training and education.
• If you are applying for a step on the Oregon Registry, see below: Applying for an Oregon Registry Step.
• Schedule and complete an observation.
• Complete the observation reflection and action plan.
• Write five statements describing your competency in five of the ten core knowledge categories, relating to your work with infant and/or toddlers.
• Obtain references and verification of your experience.
• Complete all necessary portfolio forms and collect required documentation. The portfolio must contain the following elements (in this order):
  o Enrollment Form
  o Cover Sheet
  o Resume or autobiography
  o Documentation of education and training for the Oregon Registry Step and the infant/toddler training
  o Documentation of teaching experience
  o Documentation of observation with observation reflection and action plan
  o Documentation of professional involvement
  o Five core knowledge category statements
  o Professional development plan
  o Two references
  o Commitment to Code of Ethical Conduct (NAEYC)

• The application date is the date the portfolio is received at OCCD.
• The fee to apply for the Infant Toddler Professional Credential is $225. Scholarships may be available at www.centerline.pdx.edu/scholarship. Make your check or money order payable to: PSU.
• Make a copy of your completed Infant Toddler Professional Credential Portfolio. Keep the original portfolio in a safe place. Send the copy of your Infant Toddler Professional Credential Portfolio to:
  o Portland State University – OCCD
    Attn: Infant Toddler Professional Credential Application
    PO Box 751
    Portland OR 97207-0751

• For credential application questions please call the Oregon Center for Career Development in Childhood Care and Education (OCCD), toll-free at 1-877-725-8535, or email occdcredential@pdx.edu.

Applying for an Oregon Registry Step:
• Refer to the Infant Toddler Professional Credential Supporting Materials for documents listed below.
• Gather certificates/transcripts and anything else that will help you match your training and/or education to the core knowledge categories. All Oregon Registry training and education must be related to childhood care and education.
• Review the Definitions of Core Knowledge Categories.
• Link your training and education to the different core knowledge categories.
• Use the Oregon Registry Steps document to determine what step you are eligible for.
• For help in determining which step you are eligible to receive, you may want to complete the Oregon Registry Step: Training and Education Worksheet.
• Contact OCCD Credential staff for help in determining what Oregon Registry Step you are eligible for, and for Oregon Registry Step related questions.
CREDENTIAL REVIEW AND RENEWAL PROCESS

Portfolio Review

- Portfolios received by the Oregon Center for Career Development (OCCD) become the property of OCCD but will be kept confidential.
- The application date is the date the portfolio is received at OCCD.
- Portfolios will be checked for completeness. Candidates will be notified of completeness within 30 days of application date. Incomplete portfolios will be returned to candidate with a letter indicating what is missing from the portfolio.
- Portfolios will be reviewed by the Infant Toddler Professional Credential Review Team.
- The Infant Toddler Professional Credential Review Team meets once a calendar quarter: Jan-Mar, Apr-June, July-Sept, Oct-Dec. A portfolio is reviewed in the quarter following the application date. (i.e., Portfolio is received at OCCD by Sept 30 and is reviewed between October 1st and December 31st).

<table>
<thead>
<tr>
<th>Portfolio Received at OCCD by:</th>
<th>Portfolio Reviewed by:</th>
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<tbody>
<tr>
<td>December 31st</td>
<td>March 31st</td>
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<tr>
<td>March 31st</td>
<td>June 30th</td>
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<tr>
<td>June 30th</td>
<td>September 30th</td>
</tr>
<tr>
<td>September 30th</td>
<td>December 31st</td>
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</tbody>
</table>

- The Infant Toddler Professional Credential Review Team will make the decision to award, table or deny the credential.
- Candidates are notified of the decision by mail by the end of the calendar quarter in which the portfolio is reviewed (i.e., Portfolio is received at OCCD by Sept 30; Decision should be mailed out by December 31st).
- Oregon Center for Career Development issues the Oregon Registry Infant Toddler Professional Credential to successful candidates.

Portfolio Appeal Process

The Oregon Registry Credential Appeal Process will follow the Oregon Registry Appeal Process. This process involves a written appeal with supporting documentation to the OCCD Credential Staff explaining why a decision should be reconsidered. If OCCD decides to uphold the decision of the reviewers, the candidate will receive a written explanation. If the OCCD decides to overturn the decisions of the reviewers, the candidate will be notified that the portfolio will be re-reviewed.

Credential Renewal Process

- The Oregon Registry Infant Toddler Professional Credential is valid for five years.
- Participants will be notified by mail before their credential expiration date.
- Participants may renew the credential by completing additional training and experience. The specific renewal requirements will be defined at a future date.
FREQUENTLY ASKED QUESTIONS

Q: What is a credential?

A credential, as defined by the National Child Care Information Center (NCCIC), is a "document certifying that an individual has met a defined set of requirements set forth by the grantor of the credential, usually related to skills and knowledge and may include demonstrations of competence." www.NCCIC.org

The purpose of the state-approved Oregon Registry credentials is to recognize a professional’s knowledge, skills and achievements in order to improve the quality of services and thereby increase positive outcomes for children and families.

Q: Who can apply for the Infant Toddler Professional Credential?

This credential is appropriate for experienced infant toddler teachers in certified or legally exempt childhood care and education centers or providers in certified or registered family child care homes who care for children ages birth to three.

Q: How long does the process take?

The time it takes to complete the credential varies. If you have the required education and experience, the remaining requirements can probably be met in six to nine months. Portfolios are reviewed quarterly. Once the portfolio is submitted, it will be reviewed in the following quarter.

Q: What is the cost?

The Oregon Registry credential fee is $225.

Q: Is there scholarship money available for the credential application fee?

If you are currently caring for children, you may be eligible for a scholarship through the Oregon Statewide Scholarship Program. Scholarships are available for professional training and education leading to credentialing, as well as Oregon Registry Credential application fees and fees associated with observations required for the credentials. For information contact OCCD toll-free at 1-877-725-8535, or email us at: centerline@pdx.edu. The scholarship application is available online at www.centerline.pdx.edu/scholarship.

Q: Is the Infant Toddler Professional Credential good for life or does it need to be renewed at some point?

The Infant Toddler Professional Credential is valid for five years from the date of award of the initial credential. Participants will be notified by mail before their credential expiration date. Participants may renew the credential by completing additional training and experience. The specific renewal requirements will be defined at a future date.

Q: How can I get Infant Toddler Professional Credential Application materials?

Application materials are available on-line at www.centerline.pdx.edu/credential. You can also contact OCCD and request that forms be mailed to you.

Q: How can I get help with my Infant Toddler Professional Credential portfolio?

Contact OCCD credential staff toll free at 1-877-725-8535, or email at occdcredential@pdx.edu.
Q: Do I need to have an Oregon Registry Step?

No, not at the time of your application but you must meet the requirements for the Oregon Registry Step required for the Infant Toddler Professional Credential. The credential requires a minimum of Step 6 for certified child care center teachers and certified family child care providers. Registered family child care providers may be required to have a minimum of a Step 8 depending on previous experience.

You will be enrolled in the Oregon Registry when you submit your credential portfolio. If you don’t already have the required step for the credential, you will need to submit copies of training certificates and transcripts to verify you meet the step requirements.

We recommend that you complete the Oregon Registry Step: Training and Education Worksheet to help you determine if you are eligible for the required step. Some people find it easier to apply for the step separately before applying for the credential.

Q: Can I use my infant/toddler training for my Oregon Registry Step?

Yes, the training and/or education required for the Infant Toddler Professional Credential can also be used to meet the Oregon Registry Step requirement. The same training can count for both programs.

Q: Who offers the infant/toddler training and coursework?

The Infant Toddler Professional Credential requires 60 clock hours of training specific to the care of infants and/or toddlers (ages birth to three). This training requirement can be met by college coursework or community based training.

College courses in infant/toddler development and education are offered by Oregon’s community colleges and universities. Many organizations provide community based training; Child Care Resource and Referral, Oregon Association for the Education of Young Children, Oregon Association of Child Care Directors, Provider Resource Organization and others. Check the Oregon Child Care Training Calendar at www.oregonchildcaretraining.org for community-based trainings in your area.

Q: How do I know if my certificates are appropriate documentation for the Oregon Registry Infant Toddler Professional Credential?

Please see the Oregon Registry: Training and Education Criteria for the requirements for training and education accepted by the Oregon Registry. Community based certificates must include the applicant’s name, title of training, date of training, hours of training, trainer name and/or signature. If the core knowledge category is not listed on the certificate, the title sometimes indicates a link to a core knowledge category. If the title doesn’t clearly imply a core knowledge category, then a description of the workshop will be required.

Q: How do I know if transcripts contain appropriate documentation for the Oregon Registry Infant Toddler Professional Credential?

College transcripts must include applicant’s name and the name of a regionally accredited college or university. If a degree is required for the Step, transcripts must include a degree awarded, date and major.

Each college course must include the title, month and year, number of credits completed and awarded. If the title of the course doesn’t clearly imply a core knowledge category, then a description of the course will be required.

Additional Questions?

Call toll-free at 1-877-725-8535, or email us at: occdcredential@pdx.edu, if you have questions.