

# Multi-Indicator Evaluation (MIE) Data Entry Record

The criteria on the following pages are to be used as the basis for entering data for the Candidate on each of the Indicators of Professional Ability. **The MIE is to be completed by the CCP Field Counselor.**

**DIRECTIONS: Enter "1" to the left of the indicator if the Candidate has provided a copy of the following. Otherwise, please enter "0"**

<b>INDICATOR 1: Professional narrative toward children, families, and the community</b>		
	<b>Item 1:</b>	Write a brief statement detailing why you aspire to achieve the CCP and how its attainment will enhance the development of your work, the lives of the children, families, and the betterment of the local community
	<b>Item 2:</b>	Write a brief statement why you have chosen to provide services to young children.
	<b>Item 3:</b>	Write a brief description of the personal strengths that you bring to the world of young children.
	<b>Item 4:</b>	Write a brief description of the accomplishments you have had regarding the positive impact on children, families, colleagues, and the community.
<b>INDICATOR 2: Professional Education and Experience</b>		
	<b>Item 5:</b>	Include a resume that includes educational and experiential background. It should be a chronological life timeline.
<b>INDICATOR 3: High School Diploma or Equivalent</b>		
	<b>Item 6:</b>	The Candidate should provide a copy of: (a) high school or equivalency diploma OR (b) high school or equivalency program transcripts showing successful completion of all courses leading to graduation OR (c) an official letter from an authorized representative of the high school or equivalency program indicating graduation.
<b>INDICATOR 4: Proof of Age</b>		
	<b>Item 7</b>	A copy of the candidate's driver's license, birth certificate, or other official document indicating the birth date.

INDICATOR 5: First Aid/CPR Documentation		
	<b>Item 8</b>	A copy of current first aid/CPR card or certificate.
INDICATOR 6: Letters of Endorsement		
	<b>Item 9:</b>	Ask the center director to complete the Center Director Endorsement Letter and send it directly to your Field Counselor. The Counselor will give you a copy to place here.
	<b>Item 10:</b>	Ask a colleague (someone you work with, but not someone you supervise or are related to) to complete the Colleague Endorsement Letter and send it directly to your Field Counselor. The Counselor will give you a copy to place here.
INDICATOR 7: Parent Evaluations		
	<b>Item 11:</b>	Parent Evaluation Form #1 A family whose children are in the candidate's care must complete the Parent Evaluation Form. This form must be submitted by the parents directly to the Field Counselor.
	<b>Item 12:</b>	Parent Evaluation Form #2 A family whose children are in the candidate's care must complete the Parent Evaluation Form. This form must be submitted by the parents directly to the Field Counselor.
INDICATOR 8: Writing Sample ( <i>Attach writing samples to the Writing Skills Form</i> )		
	<b>Item 13:</b>	Communication Skills with Parents, Colleagues, or Supervisors This writing sample must reflect the candidate's communication skills with parents, colleagues, or supervisors. Samples can include letters to parents, memos, program improvement recommendations, reports for parent-teacher conferences, etc.
	<b>Item 14:</b>	Communication Skills in Planning, Management, or Record Keeping This writing sample must reflect the candidate's communication skills in planning, management, or record keeping. Samples can include lesson plans, classroom procedures, anecdotal reports on children's development, activity formats, etc. The CCP Writing Skill Form should be used to complete this task.
INDICATOR 9: Direct Experience Hours		
	<b>Item 15:</b>	720 Direct Experience Hours Completed Experience Documentation form. These hours must be direct experience with children within the last five (5) years in a licensed child care program from the date of portfolio submission.

INDICATOR 10: 150 clock hours of validated training		
	<b>Item 16</b>	Provide certificates or transcripts from courses or workshops taken in each Area Ability (1-9) noting that the courses were taken within the past 5 years. College courses bearing college credit hours can be submitted from any date.
	<b>Item 17:</b>	Include completed CCP Training Trackers for each Area Ability.
<i>Note: There must be a minimum of fifteen clock hours in each of the items.</i>		
INDICATOR 11: Comprehensive Child Development Activities		
	<b>Item 18:</b>	<p>I. The ability to establish and maintain a safe, nurturing, purposeful learning environment.</p> <p>A. Children's health and safety activities</p> <ol style="list-style-type: none"> <li>1. List how many clock hours were obtained.</li> <li>2. Write a brief explanation of how these training could be practically implemented in the classroom.</li> <li>3. Evaluation: What worked? What did not work?</li> </ol>
	<b>Item 19:</b>	<p>II. The ability to promote children's physical, cognitive, social, and emotional development.</p> <p>B. Children's development activities</p> <ol style="list-style-type: none"> <li>1. List how many clock hours were obtained.</li> <li>2. Write a brief explanation of how these training could be practically implemented in the classroom.</li> <li>3. Evaluation: What worked? What did not work?</li> </ol>
	<b>Item 20:</b>	<p>III. The ability to create a purposeful learning environment through curriculum and content.</p> <p>C. Children's learning environment activities</p> <ol style="list-style-type: none"> <li>1. List how many clock hours were obtained.</li> <li>2. Write a brief explanation of how these training could be practically implemented in the classroom.</li> <li>3. Evaluation: What worked? What did not work?</li> </ol>
	<b>Item 21:</b>	<p>IV. The ability to create an inclusive and culturally responsive learning environment.</p> <p>D. Children's inclusion and culture activities</p> <ol style="list-style-type: none"> <li>1. List how many clock hours were obtained.</li> <li>2. Write a brief explanation of how these training could be practically implemented in the classroom.</li> <li>3. Evaluation: What worked? What did not work?</li> </ol>

	<b>Item 22:</b>	<p>V. The ability to engage in effective management of learning environments.</p> <p>E. Management activities</p> <ol style="list-style-type: none"> <li>1. List how many clock hours were obtained.</li> <li>2. Write a brief explanation of how these training could be practically implemented in the classroom.</li> <li>3. Evaluation: What worked? What did not work?</li> </ol>
	<b>Item 23:</b>	<p>VI. The ability to maintain a commitment to professional development and leadership.</p> <p>F. Leadership and professional development activities</p> <ol style="list-style-type: none"> <li>1. List how many clock hours were obtained.</li> <li>2. Write a brief explanation of how these training could be practically implemented in the classroom.</li> <li>3. Evaluation: What worked? What did not work?</li> </ol>
	<b>Item 24:</b>	<p>VII. The ability to use assessment planning of learning opportunities and documentation of outcomes.</p> <p>G. Children's documentation activities</p> <ol style="list-style-type: none"> <li>1. List how many clock hours were obtained.</li> <li>2. Write a brief explanation of how these training could be practically implemented in the classroom.</li> <li>3. Evaluation: What worked? What did not work?</li> </ol>
	<b>Item 25:</b>	<p>VIII. The ability to demonstrate knowledge of child development theory research and practice.</p> <p>H. Children's research activities</p> <ol style="list-style-type: none"> <li>1. List how many clock hours were obtained.</li> <li>2. Write a brief explanation of how these training could be practically implemented in the classroom.</li> <li>3. Evaluation: What worked? What did not work?</li> </ol>
	<b>Item 26:</b>	<p>IX. The ability to demonstrate computer literacy and promote learning through Science, Technology, Engineering, Art, and Math (STEAM).</p> <p>I. STEAM and computer literacy activities</p> <ol style="list-style-type: none"> <li>1. List how many clock hours were obtained.</li> <li>2. Write a brief explanation of how these training could be practically implemented in the classroom.</li> <li>3. Evaluation: What worked? What did not work?</li> </ol>
<b>INDICATOR 12: Performance Based Observations</b>		
	<b>Item 27:</b>	Performance based observations.

<b>INDICATOR 13: Plans for Continued Professional Development</b>		
	<b>Item 28:</b>	Creation of plans for continued professional development by developing past professional development accomplishments and goals for the future.

	<b>Item 29:</b>	Creation of plans for continued professional development by evaluating strengths and identifying three (3) areas you intend to master in the future.
	<b>Item 30:</b>	Creation of plans for continued professional development by identifying how you intend to accomplish your goals for continued professional development.
<b>INDICATOR 14: Completion of the National Credentialing Examination</b>		
	<b>Item 31:</b>	Exam completion
<b>INDICATOR 15: Professional Standards Council Review</b>		

<i>To be completed by the CCP Field Counselor.</i>	
<b>Candidate</b> First Name:	<b>Candidate</b> Last Name:
<b>Counselor</b> First Name:	<b>Counselor</b> Last Name:
<b>I affirm and certify that all the information and answers to the MIE Data Entry Record are complete, true, and correct to the best of my knowledge and belief.</b>	
Counselor Signature:	
Date:	

*Please make a copy to be placed into the Candidate's Portfolio and submit this ORIGINAL to the NECPA Office.*