Multi-Indicator Evaluation (MIE) Data Entry Record

CCP Credentialing Program for the Early Childhood Education Specialist

Introduction

This CCP Data Entry Record provides the CCP Field Counselor with guidelines and criteria for on-site data entry of documentation with the exception of the National Credentialing Examination and the Performance- Based Observation. This guide should be referred to when completing the Candidate's Data Entry Record.

In assisting the Candidate in preparing their portfolio, please call The NECPA Commission at 1.855.706.3272 with any questions.

Data Entry Guidelines

- Use this Data Entry Record to review the Candidate's portfolio.
- When completing the Data Entry Record:
    - All data entry (except where noted) must be completed by the CCP Field Counselor. o Complete all the Candidate and CCP Field Counselor Identifying Information on the Data Entry Record.
    - For each of the portfolio Indicators fill in the correct bubble as follows:
        - **Fill in the (1) if the Candidate has met the criteria for the Indicator**
        - **Fill in the (0) if the Candidate has not met the criteria for the Indicator**
    - Sign and date the Data Entry Record and make a copy.

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"

INDICATOR 1: Professional narrative toward children, families and the community		
	Item 1:	Write a brief statement detailing why you aspire to achieve the CCP and how it's attainment will enhance the development of your work, the loves of the children, families and the betterment of the local community
	Item 2:	Write a brief statement why you have chosen to provide services to young children.
	Item 3:	Write a brief description of the personal strengths that you bring to the world of young children.
	Item 4:	Write a brief description of the accomplishments you have had regarding the positive impact on children, families, colleagues and the community.
INDICATOR 2: Professional Education and Experience		
	Item 5:	Include a resume that includes educational and experiential background. It should be a chronological life timeline.
INDICATOR 3: High School Diploma or Equivalent		
	Item 6:	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.
INDICATOR 4: Proof of Age		
	Item 7	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		
	Item 8	A copy of current first aid/CPR card or certificate.
INDICATOR 6: Letters of Endorsement		
	Item 9:	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.
	Item 10:	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		
	Item 11:	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.
	Item 12:	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 *(Attach writing samples to the Writing Skills Form)*		
	Item 13:	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.
	Item 14:	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		
	Item 15:	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/12 credit hours		
	Item 16	Provide documentation that the courses that were taken were from a NECPA approved training institution.
INDICATOR 11: Comprehensive Child Development Activities		
	Item 17:	Include completed CCP Training Tracker.
Note: Provide certificates from courses or workshops taken in each of these areas (I-IX). There must be a minimum of 15 clock hours in each of the items. After the certificate(s) for each item, insert something personally created or some activity that demonstrates what you have learned in the specific area.		
	Item 18:	I. The ability to establish and maintain a safe, nurturing, purposeful learning environment. A. First aid/CPR documentation B. Children's health and safety activities 1. Hours 2. Implementation 3. Evaluation: What worked? What didn't work? 4. Documentation
	Item 19:	II. The ability to promote children's physical, cognitive, social and emotional development. C. Children's development activities 1. Hours 2. Implementation 3. Evaluation: What worked? What didn't work? 4. Documentation
	Item 20:	III. The ability to create a purposeful learning environment through curriculum and content. D. Children's learning environment activities 1. Hours 2. Implementation 3. Evaluation: What worked? What didn't work? 4. Documentation
	Item 21:	IV. The ability to create an inclusive and culturally responsive learning environment. E. Children's inclusion and culture activities 1. Hours 2. Implementation 3. Evaluation: What worked? What didn't work? 4. Documentation

	Item 22:	V. The ability to engage in effective management of learning environments. F. Management activities 1. Hours 2. Implementation 3. Evaluation: What worked? What didn't work? 4. Documentation
	Item 23:	VI. The ability to maintain a commitment to professional development and leadership. G. Leadership and professional development activities 1. Hours 2. Implementation 3. Evaluation: What worked? What didn't work? 4. Documentation
	Item 24:	VII. The ability to use assessment planning of learning opportunities and documentation of outcomes. H. Children's documentation activities 1. Hours 2. Implementation 3. Evaluation: What worked? What didn't work? 4. Documentation
	Item 25:	VIII. The ability to demonstrate knowledge of child development theory research and practice. I. Children's research activities 1. Hours 2. Implementation 3. Evaluation: What worked? What didn't work? 4. Documentation
	Item 26:	IX. The ability to demonstrate computer literacy and promote learning through technology. J. Children's computer literacy activities 1. Hours 2. Implementation 3. Evaluation: What worked? What didn't work? 4. Documentation
INDICATOR 12: Performance Based Observations		
	Item 27:	Performance based observations.

INDICATOR 13: Plans for Continued Professional Development		
	Item 28:	Creation of plans for continued professional development by developing past professional development accomplishments and goals for the future.
	Item 29:	Creation of plans for continued professional development by evaluating strengths and identifying three (3) areas you intend to master in the future.
	Item 30:	Creation of plans for continued professional development by identifying how you intend to accomplish your goals for continued professional development.
INDICATOR 14: Completion of the National Credentialing Examination		
	Item 31:	Exam completion
INDICATOR 15: Professional Standards Council Review		

To be completed by the CCP Field Counselor.	
Candidate First Name:	**Candidate** Last Name:
Counselor First Name:	**Counselor** Last Name:
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.	
Counselor Signature:	
Date:	

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