

Gateways Technical Assistance Credential

Credential Information

The Technical Assistance Credential is designed for professionals in Illinois working in a variety of roles that relate to relationship-based professional development.

The Technical Assistance Credential is a symbol of professional achievement that validates those who:

- Act as a coach, mentor, consultant, and/or technical assistance provider for ECE/School-Age professionals
- Utilize relationship-based methods to recognize and build on strengths and capacities of practitioners and programs
- Understand principles of adult learning
- Exhibit commitment to the use of evidence-based practices when providing services to others
- Demonstrate action in pursuit of their own professional development

NAEYC Definitions

Technical Assistance (TA) is the provision of targeted and customized supports by a professional(s) with subject matter and adult learning knowledge and skills to develop or strengthen processes, knowledge application, or implementation of services by recipients.

Examples: Help teacher arrange classrooms based on the ECERS-R tool, help a program towards accreditation, inform teachers on the ExceleRate process.

Mentoring is a relationship-based process between colleagues in similar professional roles, with a more-experienced individual with adult learning knowledge and skills, the mentor, providing guidance and example to the less-experienced protégé or mentee. Mentoring is intended to increase an individual's personal or professional capacity, resulting in greater professional effectiveness.

Examples: Support protégés who are new to the field, improve retention of new and/or experienced teachers, help translate coursework theory into classroom practice.

Coaching is a relationship-based process led by an expert with specialized and adult learning knowledge and skills, who often serves in a different professional role than the recipient(s). Coaching is designed to build capacity for specific professional dispositions, skills, and behaviors and is focused on goal-setting and achievement for an individual or group.

Example: Supports the development of specific skills and practices with a focus on performance-based outcome(s).

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Relationship-based Coaching, Mentoring or Technical Assistance Work Experience—Verification Form

Please complete this form to validate your work experience as a relationship-based coach, mentor, or technical assistance provider. **Use a separate form for each work experience/position.** Please include one of the following to evidence your relationship-based coaching, mentoring, and technical assistance experience:

Job description

Scope of Work/Contract

Written or typed statement about your relationship-based coaching, mentoring, and technical assistance work experience. (The NAEYC definitions are attached for your reference.)

Resume

Other: _____

Step 1: Personal Information

Name: _____ Registry Member ID: _____

Step 2: Work Experience /Position (check only one)

Quality Specialist

Lead Teacher/Mentor

Infant Toddler Specialist

Consultant

Director

Family Child Care Provider

Program Coordinator

Other: _____

Position Start Date: _____ End Date: _____

Example: Consultant works 40 hours per week on various projects. 6 hours per week is spent directly in an **intentional relationship-based coaching** role with an additional 1.5 hours of preparation and follow-up. Total hours per week would be 7.5 hours providing relationship-based professional development to providers. **Please note: Intentional relationship-based coaching and mentoring is typically a small portion of full-time job duties as illustrated using the formula below.**

Please complete your experience in this position below:

_____ hours per week in direct service as a relationship-based coach, mentor, or technical assistance provider.

_____ weeks worked per year.

_____ total years in this position.

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ECE/School-Age Work & Practical Experience—Verification Form

Please complete and have this form signed by a supervisor, director, or the Human Resources department to validate your work experience providing direct service to children. *Use a separate section for each role and age group. Use a separate form for each employer.*

NOTE: The Technical Assistance Credential requires work experience with children as well as relationship-based coaching, mentoring, and technical assistance work experience.

Personal Information

Name: _____ Registry Member ID: _____

Position: _____ Start Date (MO/YR): _____ End Date (MO/YR): _____

Hours per week: _____ x Weeks per year: _____ x # of years: _____ = Total Hours: _____
Infants/Toddlers (0–3) Preschool (3–5) School-Age (5–12)

Position: _____ Start Date (MO/YR): _____ End Date (MO/YR): _____

Hours per week: _____ x Weeks per year: _____ x # of years: _____ = Total Hours: _____
Infants/Toddlers (0–3) Preschool (3–5) School-Age (5–12)

Position: _____ Start Date (MO/YR): _____ End Date (MO/YR): _____

Hours per week: _____ x Weeks per year: _____ x # of years: _____ = Total Hours: _____
Infants/Toddlers (0–3) Preschool (3–5) School-Age (5–12)

Technical Assistance Experience Verification

Contact Information

Contact Name: _____

Company Name: _____

Company Address: _____

Company Phone: _____

Signature and title of contact who can verify your work experience:

_____ **Date:** _____

By signing the above, I verify that the information provided herein is accurate and correct to the best of my knowledge.

Participant Signature: _____ **Date:** _____

By signing the above, I verify that the information provided herein is accurate and correct to the best of my knowledge. I understand false or misleading statements or subsequent documentation may constitute grounds for denial of a Gateways to Opportunity Credential.