



GATEWAYS TO OPPORTUNITY

Illinois Professional Development System

PDAC Family Child Care Credential Committee

Meeting Minutes

February 6, 2016

10:00 PM – 3:00 PM

Attendees:

Barb Christmas	Melissa Johnson	Penny Williams-Wolford	Tami O'Daniel
Diana Rosenbrock*	Michelle Wagner	Sandra Cole*	Toni Williams
Faith Arnold	Miranda Lin	Stephanie Hellmer	
Malia Owens	Pat Twymon**	Sue Jackson	

*Denotes Co-Chair

** Joined for part of meeting via telenet

Welcome and Introductions

- Diana Rosenbrock welcomed attendees to the meeting.

Approval of January 14, 2016 Minutes

- Michelle Wagner moved to accept the minutes.
- Penny Williams-Wolford seconded the motion.
- Minutes approved.

Pilot Updates - (Attachment A)

- Direct Route
 - 233 direct route applications received.
 - 47 direct route applicants have been awarded the Family Child Care Credential.
- Entitled Route
 - 22 entitled route applications received.
 - 2 entitled route applicants have been awarded the Family Child Care Credential.
- A map was shared to show how many applicants are in each SDA - **(Attachment B)**.
 - There is no representation in SDA 8 and SDA 11. Committee members will help to reach out to providers in those areas.

Review Gateways Family Child Care Credential Portfolios

- Gateways Family Child Care Credential – entitled route and direct route portfolio review - **(Attachment C)**.
 - The FCC Credential Committee confirmed that the following applicants have met the requirement of the Family Child Care Credential:
 - Number 58 – approved for FCC Credential Level 2.
 - Number 63 – approved for FCC Credential Level 4.
 - Number 70 – approved for FCC Credential Level 3.
 - Number 104 – approved for FCC Credential Level 5.
 - Applicant was approved for FCC Credential Level 4 on 9/19/2015. Additional coursework and trainings were taken to meet requirements to Level Advance to FCC Credential Level 5.
 - Number 106 – approved for FCC Credential Level 2.
 - Number 158 – approved for FCC Credential Level 2.
 - Number 183 – approved for FCC Credential Level 4.
 - Number 189 – approved for FCC Credential Level 2.

- Number 12 – approved for FCC Credential Level 3.
 - Harper College entitled route applicant.
- Number 15 – approved for FCC Credential Level 2.
 - Harper College entitled route applicant.
- Number 17 – approved for FCC Credential Level 2.
 - Harper College entitled route applicant.

Coursework and Training Description Review

- Descriptions of trainings and coursework were reviewed and content areas were assigned - **(Attachment D)**.
 - Point allocations for practicums performed in a family child care setting were discussed.
 - If an applicant has completed a practicum in a family child care setting, including their own, they would get all of the credit under Family Child Care Environment Management.
 - If an applicant has completed half of a practicum in family child care and half in a center, the points will be split. Half would be in Family Child Care Environment Management and the other half would fall under the ECE content areas.

Discussion of Pilot Process

- Review of Content Area J. Business - **(Attachment E)**.
 - It was noted that the content area description for J. Business, does not reflect the benchmarks.
 - Much of the description looks like a copy/paste from content area G. Personal and Professional Development.
 - Benchmarks reflect the true intent of the Business content area.
 - This information along with the original content area description that was drafted by the Family Child Care Credential Committee will be sent to Maria Masterson and Lisa Ginet for review and revising.
 - Marie and Lisa will be asked to review and make changes to reflect the committee intention of this area, Business.
 - Draft of this will be reviewed by the FCC Committee and recommendations made for changes.
- Work and Practical Experience Verification form for Family Child Care Providers - **(Attachment F)**.
 - Applicants have expressed that the documentation required for work experience is overwhelming. After a recent conversation on this topic with the Office of Early Childhood Development (OECD), the Family Child Care Credential Committee was asked to help streamline this process.
 - The committee will draft and test a revised Work and Practical Experience form during the remainder of the Family Child Care Credential pilot.
 - The committee reviewed the current Work and Practical Experience Verification forms to determine what information was necessary to verify an applicant's experience in family child care.
 - Currently applicants are asked to submit a copy of their license; however, we do not require that an applicant be licensed to be eligible for this credential.
 - A license only proves that a person is licensed, not that they are actually operating at family child care and caring for children.
 - There is confusion regarding who needs to sign the work experience forms as the contact person.
 - The goal is to determine what is needed to verify work and practical experience in family child care and streamline the form to only require that information.
 - As the forms read now, an applicant would need to have two parents to complete the forms to verify family child care work experience.

- This is not convenient for many applicants as children grow up and providers and/or families move. It can be extremely hard to get these forms signed.
 - Question: How would applicants account for this information if they left family child care years ago? Often providers lose contact with families.
 - For the purpose of the Family Child Care Credential, the ages of children in care are not necessary. Length of time as a family child care provider is more pertinent.
 - It was noted that information is needed to verify ages of children in care for the ECE and ITC Credentials.
 - Verification of caring for children is also required for Great Start and Gateways Scholarship.
 - Research gathered to date shows that applicants have an overabundance of hours in family child care.
 - The committee discussed how to verify all of the provider's years of experience in family child care.
 - Ask applicant to list names and contact information for someone that can verify their years of experience in family child care.
 - Including this information does not mean we will call to verify experience with everyone listed. It means we could check which keeps people honest.
 - Submitting a license should be optional, but not really necessary if we aren't using it to verify anything.
 - Tax forms do not prove how many hours an applicant is working with children, they show how many hours the provider is working in the home. Often many of these hours are when children are not present.
 - Tami will use the committee's suggestions and comments to streamline the Work and Practical Experience forms. A revised form will be drafted and sent to committee for approval. Once approved, this form will be tested throughout the remainder of the pilot.
- Family Child Care Credential Pilot Framework Review
 - Copies of the current FCCC pilot framework and revised ECE, ITC and IDC frameworks were shared with the committee for reference - **(Attachment H)**.
 - Professional contributions are only required for Level 6. All others will be required at renewal only.
 - Family Child Care Credential will also say "at renewal only" once pilot is over.
 - Education and Training in Early Care & Education and/or School Age:
 - At Level 2, per an approved recommendation on March 19, 2015, "Completion of the ExceleRate Illinois Licensed Family Child Care Bronze Circle Trainings in their entirety count as three points in Education and Training in Family Child Care for Level 2 of the Family Child Care Credential pilot.
 - At this point, this option has not been tested as we are waiting for providers to complete the trainings.
 - Tami will run a current report to see if any have completed the trainings.
 - This option was not included on the framework. The recommendation was made after the framework was approved.
 - In order to test this recommendation, more messaging to providers about this option must take place.
 - Trainings completed for BAS and/or FCCERS-R may not show up on an applicant's PDR. They may need to send these certificates to Gateways for credit.
 - It was noted that the Bronze Trainings align better with the education and training requirements in ECE/School Age.

- This option may be used as an alternative path for ECE similar to using CDA, CCP, or Montessori Credential for the three points of HGD and 3 points of HSW at Level 2.
 - Currently both the School Age Credential and Youth Development Credential pilots are including the SAYD Level 1 at Level 2. Completion of the SAYD Level 1 meets half of what applicants need for Level 2.
 - The SAYD Level 1 is 48 hours of trainings, but it is not credential approved.
 - SAYD Credential Committee hopes to keep this as an option because of the lack of training and coursework specific to School Age and Youth Development.
 - Level 3: No changes were discussed.
 - Level 4 and 5: Framework must indicate, “A minimum of 1 point in each content area.”
 - Currently we are only requiring a total of four content areas to be included at this level.
 - Committee felt that by the time the Associate and Bachelor levels are reached, all content areas should be covered.
- Review of Family Child Care Content Areas
 - Advocacy – Suggestion was made to include Leadership in this content area.
 - Many applicants have taken courses or trainings on leadership and that may be an area that we missed.
 - Some courses with leadership content have been given points in Advocacy,
 - A suggestion was made to change this content area to Leadership and Advocacy.
 - If changed, the content area description and benchmarks will need to be reviewed and revised as needed.
 - Technology – This content area has been a struggle for many applicants
 - Many applicants took coursework in Technology years ago. Gateways Credentials have a ten year limit on Technology coursework since it changes so rapidly.
 - There are still many areas throughout the state that do not have reliable internet access.
 - Question: Could applicants provide documentation that they know and use technology in their business?
 - Answer: Coursework may be too old or the applicant may be using technology every day, but have never taken a course or training on technology.
 - An Assessment of Prior Learning is available for a fee and includes extensive documentation to be evaluated for Technology.
 - Some of the coursework and trainings that the committee has reviewed for Technology also aligns with Business.
 - Question: Could Technology and Business be combined together?
 - Answer: Looking at the benchmarks for Technology, they could be dispersed in to Business and Family Child Care Environment Management if this content area was deleted.
 - Some committee members felt that this area was very important and should be kept as a separate content area.
 - Question: If we combine Technology and Business together, could we require a minimum of points from Technology?
 - Answer: If we want to require points from Technology specifically, we should keep the two areas separate.
 - Question: If we were to combine the two areas together, would we call it “Business and Technology” or “Business or Technology?”

- This will be discussed more if the decision to combine the two is made.
- There are free online trainings that can be taken to earn credit in Technology.
 - Town Square is in the process of developing free webinars and modules to cover half a point in Technology.
- Discussion on content areas will continue during the March committee meetings.

Attachments available upon request.

Next Steps

- Review survey results to inform recommendations.
- Family Child Care Credential Committee upcoming meeting dates were reviewed.
 - Thursday, March 10, 2016 1:00 - 2:30 Telenet
 - Saturday, March 19, 2016 10:00 - 3:00 Face-to-Face
 - Thursday, April 7, 2016 1:00 - 2:30 Telenet

Adjourn

