



# GATEWAYS TO OPPORTUNITY

Illinois Professional Development System

## PDAC Qualifications and Credentials (QC) Credential Committee Meeting

Tuesday, April 19, 2016

1:30PM – 3:30PM

Telenet

Meeting Minutes

### Attendees:

Arlene Diericks	Gayle Mindes	Ryan Duffy
Barbara Christmas	Jill Enchelmayer	Sandra Cole
Christy Allen	Joni Scritchlow	Shallie Pittman
Connie Shugart	Julie Lindstrom	Stephanie Hellmer
Daniel Watkins	Melissa Johnson	Sue Jackson
Debbie Turrentine	Michelle Wagner	Susan Bowers
Deborah Rogers-Jaye	Miranda Lin	Tami O'Daniel
Diana Rosenbrock*	Nina Wargel	Tammy Notter
Diane Scruggs	Patricia Twymon	Teri Talan*
Elva DeLuna	Peggy North-Jones	Tricia Desmond
Faith Arnold	Penny Williams-Wolford	

\*De-notes co-chair

**Welcome** – Teri Talan and Diana Rosenbrock, co-chairs

### Review and Approval of Minutes

- March 17, 2016 Minutes
- Motion to approve the minutes made by Sandra Cole.
- Motion seconded by Arlene Diericks.
- Motion passed and minutes approved.

### Family Child Care Credential – Sandra Cole, co-chair

- The development of the Family Child Care Credential began on February 29, 2012.
- The pilot ran from August 2014 through March 2016.
- 300 Direct Route applications have been received.
  - This includes representation from 94% (15/16) of SDA's.
  - 79 total Direct Route credentials have been awarded.
  - 119 applicants need additional coursework to meet credential requirements.
  - Degrees held by applicants:
    - High School Diploma/GED: 19% (58/300)
    - Some College: 23% (70/300)
    - Associates Degree: 22% (66/300)
    - Bachelor's Degree: 25% (76/300)
    - Graduate Degree: 10% (30/300)
- 27 Entitled Route applications have been received.

- All entitled route institutions have students currently completing coursework requirements for the credential. Many will be awarded the credential spring 2016-fall 2016.
- A Pilot survey was emailed to applicants and faculty on February 23, 2016.
- Key survey findings:
  - The majority of applicants indicated that the four additional content areas (Advocacy, Technology, Business, and Family Child Care Environment Management) developed for the Family Child Care Credential applied to the work of a family child care provider.
  - Applicants also indicated that the education and training requirements for the credential were too high with 54% indicating Level 5 requirements as too high. (See final recommendation)
  - Although most applicants were aware of the inclusion of the Family Child Care Credential within ExceleRate® Illinois licensed Family Child Care Quality Standards, about 30% were not aware of the requirement.
- Faculty from entitled route institutions met to discuss the pilot process including successes and challenges on March 8, 2016. From that meeting, the faculty recommended the following for consideration to the Family Child Care Credential Committee (*not an all-inclusive list*):
  - Decrease point requirements in the Family Child Care Content Areas at Levels 4 and 5. (See final recommendation)
  - Consider eliminating Technology content area as previously discussed by the Family Child Care Credential Committee.
  - Agree to expand the Advocacy content area to include Leadership and retitle to: Leadership and Advocacy. (See final recommendation)
  - Ensure the benchmarks include how to obtain Illinois Department of Child and Family Services (IDCFS) licensing. This may already be included. (Checked benchmarks and verified)
- The committee recognized that there is a lack of college coursework and quality trainings specific to family child care.
- Since the pilot began we have seen a rise in the development of coursework and trainings to meet the content areas developed for the Family Child Care Credential.
- Summary of credentials awarded to date:

<b>Family Child Care Credentials</b>	<b>Awarded to Date</b>
<b>Level 2</b>	40
<b>Level 3</b>	21
<b>Level 4</b>	23
<b>Level 5</b>	3*
<b>Total</b>	87

*\*Based on framework changes and coursework currently underway, approximately 6 - 10 applicants are anticipated to receive the Level 5 summer 2016.*

- **Question:** What is the expectation for the Entitled Route from National Louis University?
  - **Answer:** Some of the participants in the cohort have already applied for the Direct Route and then some will be applying through the Entitled Route. Entitled Route applicants are still working on completing coursework. The FCC Credential Committee is still working with the cohort as students are finishing coursework.
- **Question:** Is there still an application phase for entitled route students other than what they do through the university? Is the Entitled Institution responsible for this piece?
  - **Answer:** INCCRRA works directly with the faculty and students to apply for the credential.
    - Applicants can apply online beginning in July 2016.

### **Recommendation for Approval – Family Child Care Framework**

- The committee is recommending the approval of the Gateways Family Child Care Credential framework. Thorough testing of each level and survey data has led to the following changes:
  - **Level 3** – Revise General Education requirements to “Three semester hours: Any Math, English, and General Education Electives (Psychology, Sociology, and Science, etc.) (These 9 hours must be credit bearing and non-developmental 100+)” to align with the ECE Credential framework.
  - **Level 4** – Revise content areas required at Level 4 for Education and Training in ECE/School Age to “include a minimum of one point in each area”.
  - **Level 5** – Revise content areas required at Level 5 for Education and Training in ECE/School Age to “include a minimum of one point in each area”. Decrease points required in Family Child Care Content Areas from 15 to 12.
  - **All Levels:** Remove professional contributions from initial credential attainment–required upon renewal.
- **Rationale:**
  - **Level 3** – The general education requirements for Level 3 have been updated to reflect the ECE Credential for consistency.
  - **Level 4** – Requiring one point in each of the ECE/School Age Content Areas is consistent with what is required for the ECE Credential. Pilot data indicated that most applicants have a minimum of one point in each content area at the Levels 4.
  - **Level 5** – Requiring one point in each of the ECE/School Age Content Areas is consistent with what is required for the ECE Credential. Pilot data indicated that most applicants have a minimum of one point in each content area at the Levels 5. Decreasing the points required in the Family Child Care Content Areas from 15 to 12 makes sense due to the four content areas. Higher education faculty came to consensus that 12 points across four content areas would allow for coursework to align with the credential.
  - **All Levels** – Professional contributions are being removed to maintain consistency throughout Credentials.
  - **\*Note: Level 2 recommendation is a separate document.**
- **Question:** Should the word “Any” before Math be removed?
  - **Answer:** INCCRRA has worked closely with the Governor’s Office of Early Childhood, the Illinois Department of Human Services and funding sources regarding math and want to ensure that the word “any” is included.
    - The wording “any Math” will be used with other Gateways Credentials as well to encourage and make space for Early Childhood Departments to develop a math class that meets the needs for early childhood professionals.

- Utilizing the word “any” will open doors for practitioners towards fulfilling the Math requirement.
- No other questions or comments.
- Five finger vote taken:
  - All members in attendance on the call (25) voted with five fingers being in total agreement, best solution, and complete support.
- The Family Child Care Credential Framework has been approved by the QC Committee today as of April 19, 2016.

**Recommendation for Approval – Family Child Care Credential Content Areas and Benchmarks Levels 2-4 and Level 5**

- The committee is recommending the approval of the attached Gateways Family Child Care Credential Content Area Specific Education (and training, knowledge, skills, and dispositions benchmarks) for Levels 2-4 and Level 5. Included is a change to the Advocacy content area. This area has been revised to Leadership and Advocacy.
- Rationale: The Gateways Family Child Care Credential was piloted using two comprehensive sets of performance area indicators and benchmarks. These were successfully tested at each level and validated with survey data from the pilot applicants and faculty. The guidance provided clear and consistent education and training requirements for all recipients of the Gateways Family Child Care Credential. The additions to the Advocacy content area, including Leadership, can be found in red.
- As stated by the National Association of Family Child Care; “family child care providers are in a unique position to impact their community through relationships with parents and fellow child caregivers. In order to maximize the family child care role attaining leadership skills and having confidence in them is key.”
- No questions or comments.
- Five finger vote taken:
  - All members in attendance on the call (23) voted with five fingers being in total agreement, best solution, and complete support.
    - Two QC Committee members left the call before this vote.
- The Family Child Care Credential Benchmarks Levels 2-4 and Level 5 have been approved by the QC Committee today as of April 19, 2016.

**Recommendation for Approval – Family Child Care Credential Level 2 Requirements**

- The Family Child Care Credential Committee recommends that completion of ECE Level 1 or SAYD Level 1 AND ExceleRate® Illinois Bronze Circle of Quality Training Requirements for Licensed Family Child Care in their entirety fulfill the requirements of “Education and Training in Early Care/School Age” at Level 2 of the Family Child Care Credential.
- Rationale: Family Child Care Providers will need to complete two series of trainings which include 16 training modules (48 clock hours) of training for the ECE Level 1 or SAYD Level 1 and a minimum of 54.5 hours to complete ExceleRate Bronze Circle trainings in their entirety. Recognizing and valuing these trainings through integration into our credential system will support family child care providers in their participation in both professional development and ExceleRate® Illinois. This will serve as an alternate pathway for providers and align systems, making it easier for providers to navigate and understand. (Currently, the ExceleRate Licensed Family Child Care Requirement for the Silver Circle of Quality is the ECE Credential Level 2 or higher, OR Family Child Care Credential Level 2 or higher, OR Illinois Director Credential I or

higher, OR CDA. The goal for all Licensed Family Child Care Providers in 2018 is the Family Child Care Credential Level 4.)

- No questions or comments.
- Five finger vote taken:
  - All members in attendance on the call (23) voted with five fingers being in total agreement, best solution, and complete support.
    - Two QC Committee members left the call before this vote.
- The Family Child Care Credential Level 2 eligibility requirements options have been approved by the QC Committee as of today April 19, 2016.
- Special thank you to all those involved in the work with the Family Child Care Credential and committee member who have helped in guiding this important work.

### **School-Age and Youth Development Credential Updates and Recommendations – Tammy Notter and Christy Allen, co-chairs**

#### **Recommendation for Approval - School-Age and Youth Development Credential Merge**

- The SAYD Committee is recommending combining the School-Age and the Youth Development Credentials into one School-Age and Youth Development Credential that spans the ages of 5 through 16.
- Rationale: Merging the School-Age and the Youth Development Credentials is being recommended based on the SAYD Committee's discussions, pilot survey results, the School-Age Credential pilot was more successful than the Youth Development Credential pilot, there were more people interested in the School-Age Credential, and the fiscal reality of funding being available for an age range of 5 through 16. (All Youth Development Credential recipients also achieved a School-Age Credential).
- No questions or comments.
- Five finger vote taken:
  - All members in attendance on the call (21) voted with five fingers being in total agreement, best solution, and complete support.
    - Four QC Committee members left the call before this vote.
- The School-Age and Youth Development Credential has been approved by the QC Committee on April 19, 2016 to combine the School-Age and Youth Development Credentials into one School-Age and Youth Development Credential that spans the ages of 5 through 16.

#### **Recommendation for Approval - School-Age and Youth Development Credential Framework**

- The committee is recommending the approval of the attached Gateways School-Age and Youth Development Credential framework. Thorough testing of each level and survey data has led to the following changes:
  - **Level 2**-Adding a 1 point requirement for Curriculum or Program Design content area to Education and Training. Keeping the option for applicants that have achieved a SAYD Credential Level 1 to use this achievement towards half of the SAYD Credential Level 2 Education and Training requirement. Updated Education and Training to say "6 points in SAYD Content Areas (must have a minimum of 1 point in Human Growth & Development and 1 point in Curriculum or Program Design) **or** 3 points from SAYD coursework and the SAYD Credential Level 1; 3 points may be from credential approved training, and 1 of those 3 points **may** come from assessment of prior learning (APL).

Updated “HS/GED” under General Education Requirements to “High School Diploma or GED.”

- **Level 3**-Removed Observation and Assessment content area requirement from Level 3 Education and Training Requirements. Updated General Education Requirements to “High School Diploma or GED and 6 semester hours (in 2 areas—English, Social Science, and **any Math or Science**) (These 6 hours must be credit bearing and non-developmental 100 level+).” Adding a text box across Education Requirements and SAYD Education and Training saying “1 additional point is required from general or content area specific education).” Updated Education and Training to say “9 points in SAYD Content Areas (minimum of 1 point in each area) – Human Growth & Development, Health, Safety, & Well-Being, Curriculum or Program Design, Interactions, Relationships & Environments, Family & Community Relationships, 6 points may come from credential approved training and 1 of those 6 points may come from APL”
- **Level 4**-Updated General Education Requirements to “Associate’s Degree **or** 60+ semester hours with (9 semester hours of English, Social Science, and **any Math or Science**) (These 9 hours must be credit bearing and non-developmental 100 level +).”
- **Level 5**-No changes at this time.
- **All Levels**-Removed Professional Contributions from initial credential attainment requirements and only requiring professional contributions at renewal.
- **Rationale:**
  - **Level 2**-Adding the 1 point Curriculum of Program Design content area to the Education and Training at Level 2 to insure that School-Age and Youth Development Credential recipients have skills necessary to understand and design basic curriculum and programs in School-Age and Youth Development. Updated the General Education Requirements to match existing credential requirements. Any applicant that has earned a SAYD Credential Level 1 has received extensive training focused on working with children and youth ages 5 – 18. This training consists of 16 modules that are each three hours in length. These trainings strengthen the SAYD workforce professionals to be able to offer higher quality programs, care, and services to individuals within the SAYD age ranges.
  - **Level 3**-Including **any Math or Science** mirrors AAS state requirements with a greater application for this credential and workforce. Utilizing “**any Math or Science**” provides opportunities for both professionals working in the field and faculty in designing programs, to better meet the needs of this workforce. Removing the Observation and Assessment content area requirement from Level 3’s Education and Training was based upon analysis of data and applicability to expectations related to roles. Updated the General Education Requirements to match existing credential requirements.
  - **Level 4**-Including **any Math or Science** mirrors AAS state requirements with a greater application for this credential and workforce. Utilizing “**any Math or Science**” provides opportunities for both professionals working in the field and faculty in designing programs, to better meet the needs of this workforce. Removing the Observation and Assessment content area requirement from Level 4’s Education and Training was based upon analysis of data and applicability to expectations related to roles. Updated the General Education Requirements to match existing credential requirements.
  - **All Levels**-Professional contributions will be required only upon renewal.
- Comments: Including “Any Math” and other requirements to be consistent with other Gateways Credential Framework changes requested.
- The SAYD Committee discussed the changes suggested from the past QC Committee Meeting on March 17<sup>th</sup>, 2016.

- Important to incorporate these changes in the benchmarks and not in the framework.
  - These concerns will be addressed when voting on the SAYD benchmarks.
- Five finger vote taken:
  - 21 members voted with five fingers being in total agreement, best solution, and complete support.
  - 1 member voted with four fingers being that they agree, it's a good solution, and support it.
    - Three QC Committee members left the call before this vote.
- The School-Age and Youth Development Credential Framework has been approved by the QC Committee on April 19, 2016.

### **Recommendation for Approval - School-Age and Youth Development Credential Levels 2– 4 and Level 5 Benchmarks**

- The committee is recommending the approval of the attached Gateways School-Age and Youth Development Credential Benchmarks.
  - **Levels 2-4**-The benchmarks for the School-Age and the Youth Development Pilot Credentials Levels 2-4 will be merged together as one set of benchmarks.
  - **Level 5**-The benchmarks for the School-Age and the Youth Development Pilot Credentials Level 5 will be merged together as one set of benchmarks.
- Rationale:
  - **Levels 2-4**-The Level 2-4 benchmarks have been merged to strengthen the education and training requirements for SAYD Credential professionals working with children and youth ages 5 through 16.
  - **Level 5**- The Level 5 benchmarks have been merged to strengthen the education and training requirements for SAYD Credential professionals working with children and youth ages 5 through 16.
- Suggested revisions to Level 5 Benchmarks:
  - Important to understand the fundamentals about the ways in which children learn and effective ways of delivering program needs in accordance with curriculum and program planning.
  - School-Age and Youth Practitioners need to understand how children with disabilities function in a learning world.
  - Gayle Mindes is going to draft dot points after talking with the SAYD co-chairs after today's meeting and information will be added pending SAYD Committee approval.
    - Would like to gain insight from faculty and four-year universities that develop curriculum.
    - Susan Bowers from Northern Illinois University shares the same concerns as Gayle but does not feel that the Level 5 Benchmarks should be distinctly different from Levels 2 – 4.
      - The SAYD Level 5 Benchmarks will build off of the SAYD Levels 2 – 4 benchmarks in including verbiage on curriculum and program design.
  - The SAYD Level 5 Benchmark vote will be tabled until after these revisions have been added and approved by the SAYD Committee.
    - A vote will then be taken with QC Members via email at a later date.
- Five finger vote taken on the SAYD Levels 2 -4 Benchmarks:
  - 21 members voted with five fingers being in total agreement, best solution, and complete support.

- Four QC Committee members left the call before this vote.
- The School-Age and Youth Development Credential Levels 2-4 Benchmarks has been approved by the QC Committee on April 19, 2016.
- Thank you to everyone who has worked on the SAYD Credential and all the work that has been put forth.

### **ECE Level 1 Credential**

- It is important to utilize trainings that are in existence and that are key parts to an individual's professional development.
- The ECE Level 1 training will help applicants towards obtaining the ECE Level 2 if allowing credential approved training points at the Level 2 from successful completion of the ECE Level 1 modules.
- The Family Child Care Credential allows for an applicant to receive the FCC Level 2 with the completion of the ECE Credential Level 1 or SAYD Credential Level 1 and ExceleRate® Illinois Bronze Circle of Quality Trainings.
- As previously approved on the SAYD Credential framework, an applicant can earn the SAYD Credential Level 2 if they have 3 points from SAYD Coursework and the SAYD Credential Level 1.
- It's important to build bridges towards the ECE Level 2 as the other credentials have utilized Level 1 as three training points towards the Level 2.
- It is important to encourage having a system that has consistency.
- The committee agreed that applicants should receive three credential approved training points at the ECE Level 2 if they have completed the ECE Level 1 modules.
- The ECE Level 1 Training Modules are currently being revised and will be done by December of 2016.
  - There is a knowledge and application section in every single module but we will make an internal note to make sure these are strengthened.
- Including the ECE Credential Level 1 encourages practitioners to advance their professional development.
- Teri Talan made a recommendation for the ECE Level 1 to count for three points of credential approved training points towards the ECE Credential Level 2.
- Christy Allen seconded the motion.
- Motion approved.
- Five finger vote taken and all members in attendance (17) were in total agreement, best solution, and with complete support.
  - Eight QC Committee members left the call before this vote.
- Recommendation will be moved to the Steering Committee on May 18<sup>th</sup> and May 19<sup>th</sup>.

### **Announcements**

- The ECE Framework has been updated on Gateways Website.
- PDAC Face-to-Face Meeting on April 29<sup>th</sup>, 2016 – INCCRRA.

### **Attachments available upon request**

### **Adjourn**

