



GATEWAYS TO OPPORTUNITY®

Illinois Professional Development System

PDAC Technical Assistance (TA) Credential Committee

Tuesday, February 21, 2017

9:30 AM – 10:30 AM

INCCRRA

Meeting Minutes

Attendees:

Lisa Downey*

Sharyl Robin*

Tami O'Daniel

Peggy North-Jones

Stephanie Hellmer

*Denotes Co-Chair

Welcome – Lisa Downey and Sharyl Robin, co-chair

Approval of January 17, 2017 Meeting Minutes

- Motion to approve minutes made by Peggy North-Jones.
- Motion seconded by Sharyl Robin.
- Motion passed and minutes approved.

Updates/Announcements

- Peggy North-Jones will be retiring June 30, 2017.
- 56 Technical Assistance (TA) Credentials have been awarded to date.
 - No new TA applications have been received.
- Gateways staff are in the process of producing a postcard to promote the TA Credential.
 - Once complete, marketing materials will be mailed to those in the Registry Database who match the work experience required for the TA Credential and possibly distributed to CCR&R's.
 - Committee members noted other ways marketing materials could be shared:
 - Infant Toddler Conference March 4, 2017
 - Leadership Connections Conference mid-May
 - Illinois Association of Infant Mental Health - Listserv

Review Gateways Technical Assistance (TA) Credential Pilot Portfolios (Attachment A)

- TA Credential direct route applicants reviewed:
 - Applicant N6642 – Pending
 - Committee would like more information on coaching and mentoring hours through the Teen Summer Nutrition Aide Program.
 - Applicant N265757 – Pending
 - Committee would like coaching and mentoring experience to be verified through a phone call to the program director.

TA Work Experience Form Revisions (Attachment B)

- Committee members were asked to review a draft of the revised TA Credential Work Experience forms.
 - Work Experience forms are being revised to streamline the review process.
- Committee comments for further revisions:
 - Page 2, first dot point, change “children and families” to “ECE and/or School-Age professionals.”
 - Page 3, first paragraph, add language to strengthen intentionality of relationship-based coaching, mentoring, and technical assistance experience.
 - Page 3, step 2, indicate more specific instructions on how to calculate hours worked as a coach, mentor, or technical assistance provider.
 - Example: “please exclude time spent with children.”
- Further revisions will be made based on Committee comments.

Course Description Reviews (Attachment C)

- Course descriptions were reviewed and TA Content Areas assigned.

Next Steps

- The next TA Credential Committee telenet will be on Friday, March 10, 2017 from 10:00 AM – 11:00 AM.

Attachments Available Upon Request

Adjourn

