



GATEWAYS TO OPPORTUNITY®

Illinois Professional Development System

PDAC Technical Assistance (TA) Credential Committee

Tuesday, January 17, 2017

9:30 AM – 11:00 AM

INCCRRA

Meeting Minutes

Attendees:

Amanda Quesenberry	Joan Longtin	Sharyl Robin*	Stephanie Hellmer
Beth Knight	Lisa Downey*	Teri Meisner	
Jamie Nichols	Sandy Young	Tami O'Daniel	

*Denotes Co-Chair

Welcome – Sharyl Robin, co-chair

Approval of December 6, 2016 Meeting Minutes

- Motion to approve minutes made by Joan Longtin.
- Motion seconded by Sandy Young.
- Motion passed and minutes approved.

Updates

- 56 Technical Assistance Credentials have been awarded to date.
 - No new applications have been received since November 2016.
 - Applications are expected to start coming in once the information is made available on the Gateways website.
- TA Workgroup has formed to assist with the Technical Assistance Credential Competencies.
 - Those helping with this task are: Toni Potenza, Lisa Downey, Johnna Darragh, and Nancy Latham, with Joni Scritchlow's assistance.
- Gateways staff are in the process of updating the TA marketing materials.
 - Once complete, marketing materials will be mailed to those in the Registry Database who match the work experience required for the TA Credential and distributed to CCR&R's.

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

- TA Credential direct route applicants reviewed:
 - Applicant 106 – approved for a TA Credential Level 4.
 - Applicant 110 – approved for TA Credential Level 4.

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:

- Remove lines for applicants to write a description of their TA work experience and simply ask that applicants include documentation to describe their TA work experience.
- Include examples of what documentation applicants can include. Such as, job description, scope of work or contract, written or typed statement, and resume.
- 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 Tuesday, February 21, 2017 from 9:30 AM – 11:00 AM.

Attachments Available Upon Request

Adjourn

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