

Requirements for Certified Early Childhood Assistant (CECA) Credential*

*The CECA Credential is awarded by Maine Roads to Quality (MRTQ) to Maine Career and Technical Education (CTE) students who meet the below criteria. A CECA Credential counts on the MRTQ Direct Care career lattice as equivalent to an MRTQ Maine State Credential or Child Development Associate (CDA) Credential.

1. CPR/First Aid Certification from either the American Red Cross or American Heart Association
2. NOCTI Test with a minimum grade of 70
3. Lab/Field hours totaling 180
4. Classroom hours totaling 180
5. Portfolio (see below)
6. Completion of an application to join the Maine Roads to Quality professional development Registry (mrtq-registry.org)
7. Completion of a [CECA Application](#) by the CTE Instructor, on behalf of the student

Portfolio Assessment Guidelines

Description of the Portfolio:

A hard copy or electronic portfolio is evidence of a person's learning and development over a period of time. The Portfolio is organized in a way that presents a clear picture of learning and competence, by featuring specific activities, samples, photos, and other items that the individual thoughtfully creates and selects. By saving and documenting evidence of one's learning, the person is narrating a portfolio story about his or her own experiences, learning, and reflections in the field of Early Childhood Education.

Designed as a collection of work to reflect your learning experiences and display your application of knowledge, your portfolio can be created as a hard copy or electronic portfolio. The Portfolio is organized in a way that presents a clear picture of your learning and competence, by featuring specific activities, samples, photos, and other items that the individual thoughtfully creates and selects. The portfolio is not submitted to MRTQ, but the instructor verifies its completion on the CECA application.

Contents of the Portfolio

Although each portfolio will be unique, there are specific requirements that must be met to earn the CECA credential. The following are required for a complete Portfolio:

1. Résumé

Includes your name, mailing address, phone number(s), and e-mail address. It should include work experiences, training/educational accomplishments, awards, honors, certificates, community involvement, and memberships in professional organizations. Optional: Current job description, letters of support/recommendation from parents/guardians of children, colleagues, instructors, or others familiar with one's work.

2. Documentation of 180 Instructional Hours, and Proof of 180 Field Hours

3. CPR/First Aid Certification from either the American Red Cross or American Heart Association.

4. Copy of NOCTI Test Results (minimum grade of 70)

5. Summary

A two to three-page statement that includes all of the following:

- Past or present experiences, people, and/or training that influenced you to work with young children.
- Qualities that make you well suited for the field of child care and education.
- How this training has influenced your early childhood practice; with some specific personal examples to support your statements:
 - Ideas: how you changed the way you relate to children; ways that you have improved your child care environment; importance of developmentally appropriate practice; individualized care and planning; improvements in working with parents and/or staff your commitment to working in the ECE field.
- Future: education and career dreams and goals.

6. Content Area - A compilation of your best work from each of the following six National Association for the Education of Young Children (NAEYC) standard areas:

In the 6 NAEYC standards, you must have a minimum of 1 artifact that demonstrates proficiency in each of the key competencies ([click here for more information](#)). Every section offers ideas that can be used as artifacts. Alternative assignments can also be used upon individual instructors' approval. You will have a minimum of 22 artifacts.

NAEYC Standard 1: Child Development and Learning in Context -

Key Competency 1a, 1b, 1c, 1d

[MRTQ Core Knowledge Area 1: Healthy and Safe Environment](#)

[MRTQ Core Knowledge Area 2: Child Development](#)

Lesson plan related to Nutrition

Floor plan with emergency EXIT plan

Compare and contrast two theorists

Child Development Timeline

NAEYC Standard 2: Family-Teacher Partnerships and Community Connections-

Key Competency 2a, 2b, 2c

[MRTQ Core Knowledge Area 3: Relationships with Families](#)

[MRTQ Core Knowledge Area 4: Individual and Cultural Diversity](#)

Write a parent newsletter

Write a reflection on two or more strategies you use to build strong family relationships. How have your interactions changed as a result of your training?

Modify a lesson plan to meet an individual child's needs.

Write an essay describing your cultural values.

Interview a teacher asking how they incorporate multi-cultural education in their classroom

Interview a teacher asking how they connect with families

Watch Babies Documentary make observation regarding adult/infant interactions and cultural variations

NAEYC Standard 3: Child Observation, Documentation, and Assessment

Key Competency 3a, 3b, 3c, 3d

[MRTQ Core Knowledge Area 5: Observation and Assessment](#)

Observation (child or teacher)

Utilization of 2 assessment tools and comparing for strengths and weaknesses

Create a lesson plan based on observation

Interpret the observation made regarding the Babies documentary

NAEYC Standard 4: Developmentally, Culturally, and Linguistically

Appropriate Teaching Practices

Key Competency 4a, 4b, 4c

[MRTQ Core Knowledge Area 6: Developmentally Appropriate Practice](#)

[MRTQ Core Knowledge Area 7: Guidance](#)

Design an activity incorporating two or more areas of development.

Create an informational tool describing Developmentally Appropriate Practices

Choose a guidance plan and critique.

Create a behavior plan for a young child.

Conscious Discipline training.

NAEYC Standard 5: Knowledge, Application, and Integration of Academic Content in the Early Childhood Curriculum

Key Competency 5a, 5b, 5c

Demonstrate Knowledge of the [Preschool Maine's Early Learning and Development Standards \(P-MELDS\)](#) and [Infant and Toddler Maine Early Learning and Development Standards \(IT-MELDS\)](#)

Create a Lesson Plan Using Each Content Area

Write a story and read it

Create a math folder

NAEYC Standard 6: Professionalism as an Early Childhood Educator

Key Competency 6a, 6b, 6c, 6d, 6e

[MRTQ Core Knowledge Area 8: Business and Professional Development](#)

Philosophy essay

Review the NAEYC Code of ethics and provide a rationale for the importance of the confidentiality policy

Career investigation

Program investigation

Create a business plan

Create a Vision Board

Ideas for Artifacts

(If pictures, video, and/or observations of children are included, it is important that the child and family remain anonymous to maintain professional confidentiality.)

1. A recording of an unbiased observation of a child or children (at least 15 minutes) and comments about the observation (in a separate section at the end):
Examples: child or children playing, experiencing/resolving a conflict, relating to parents, or experimenting with a new toy/material.
2. A reflective statement of particular learning you have had:
Examples: describe a discussion with children about a story of another culture and what you thought about that discussion later, a health or safety problem that you noticed and solved over time, a description of the differences between how toddlers and preschoolers approach painting, and why you think this happens.
3. A sample of a written policy and/or procedure:
Examples: How medical emergencies are handled, drop-off and pick-up of children, acceptable guidance and discipline techniques, reporting suspected neglect or abuse.
4. Learning Activity Plan for a particular child or group of children:
Examples: Outdoor challenges and skills for school-age children, a range of small motor materials and activities, and music and movement activities for preschoolers. To add to this, try the activity and write about what did or did not work well and what you might do differently another time.
5. Documentation of a hands-on demonstration with children or adults (photos, video, written description):
Examples: how to sort various colored beads into a divided tray, how to prepare a simple meal, how to climb a ladder safely, and how to design and create an informational bulletin board for families.
6. Any Activities or Assignments completed during any instructional training. The following may be included to enhance your portfolio areas: Journal excerpts, interviews, photos with explanations, video and/or audio clips, samples of children's creations, ways to promote literacy, or any other type of development.

Assessment of the Portfolio

The Portfolio is to be reviewed by the instructor according to the following professional criteria:

Clarity of Organization

Attractiveness of Presentation

Completion of all Required Contents

Authentic and Direct Evidence of the Individual's Creative Work

Quality of Work which demonstrates: (Quantity does not always equal quality)

Breadth & depth of progressive learning

English: Correct spelling, grammar, and sentence structure

The completion of the Portfolio is determined the instructor.