

START
HERE

Part 1: Training

Save your work from Step 1 and use it to build your portfolio!

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Applicants will enroll in and **complete the following trainings** (in any order):

1. *Caring for Infants, Toddler, and Their Families*
2. *Your Professional Portfolio*
3. *Partners in Caring: Families and Caregivers*
4. *Foundations of Health, Wellness and Safety*
5. *Infant Toddler Maine Early Learning and Development Standards (IT MELDS) OR Supporting Maine's Infants and Toddlers: Guidelines for Learning and Development and Bridge to Infant Toddler MELDS*
6. *Social and Emotional Learning: Birth-Five OR Introduction to Infant Mental Health: Issues and Practice*

Part 2: Portfolio

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Applicants will create an **electronic portfolio** to demonstrate their competence and **reflect on their training and experience**, using the information and resources they gathered throughout the training process. You can work on this independently or join an Infant Toddler Credential Portfolio Cohort. Visit **pages 8-23** of the [Infant Toddler Credential Packet](#).

Maine Infant Toddler Credential Roadmap

Part 3: Application

3

There is an Online Credential Application process through the MRTQ PDN Registry. Visit **pages 31-33** in the [IT Packet](#). Before submitting, please update the employment information in your Registry Profile. Successful applicants must have at least 480 hours of experience working with infants and/or toddlers within the past 5 years.

Part 6: Review/ Decision

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Review process includes an overview of the following:

- **Portfolio**
- **Family Survey**
- **Onsite Observation**

Once approved, your Credential is **valid for 3 years**.

After 3 years, you'll have the option to renew:

[Credential Renewal Info & Application](#)

Part 5: On-site Observation

5

Upon successful completion of the **portfolio**, MRTQ PDN reviewers will schedule an on-site observation. Through the **on-site observation**, applicants will show how they have integrated the knowledge gained through the Credential process into their daily practice. Visit **page 25** of the [IT Packet](#). You can find the Onsite Observation in **Appendix D, pages 34-38**.

Part 4: Family Survey

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Once your application, fee, and electronic portfolio have been received by MRTQ, you will receive an electronic link for the **Infant Toddler Credential Family Survey**. You will use this survey to gain feedback from families in your care. Visit **page 24** in the [IT Packet](#). You can find the Family Survey in **Appendix E, pages 39-40**.