**Directions for Compiling**

**Your Online EI/ECSE Authorization Portfolio**



***Required Education Degrees:***

First, in order to apply for Specialist Authorization, you must have a bachelor’s degree in early childhood, special education, or a related field. In order to apply for a Supervisor Authorization, you must hold a master’s degree in early childhood, special education, or a related field and also have three years experience working with infants, toddlers, young children and families. If you have questions if your degree is considered a related field, contact [Holly.Reed.Schindler](mailto:Holly.Reed.Schindler@ode.oregon.gov)

**Developing your online portfolio will entail:**

1. Meeting with your supervisor to discuss and make a timeline for completion.
2. Emailing [Holly.Reed.Schindler](mailto:Holly.Reed.Schindler@ode.oregon.gov) to obtain a google link for your online application.This link will include standard folders for your component documentation & additional directions. Holly can also give you the specific August and March submission due dates for the current year.
3. Completing the Application for Authorization, with your supervisor’s signature. Your supervisor should review your Authorization portfolio before you submit it online.
4. Submit your completed online portfolio to the State Review Team by sending your google link to: [Holly.Reed.Schindler](mailto:Holly.Reed.Schindler@ode.oregon.gov)

***Directions and Forms:***

**1. Authorization Standards:**

Each Portfolio is comprised of seven standards. The standards and the number of components required for passing are below:

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| --- | --- |
| **Specialist Authorization** | |
| **Standards** | **Criteria for Passing Area** |
| 1. Child Development and Early Learning 2. Partnering with Families 3. Collaboration and Teaming 4. Assessment Processes 5. Application of Curriculum Frameworks 6. Using Responsive and Reciprocal Interactions, Interventions, and Instruction 7. Professionalism and Ethical Practices | 1. 3 of 4 2. 2 of 3 3. 2 of 3 4. 3 of 4 5. 1 of 2 6. 6 of 7 7. 3 of 4 |

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| --- | --- |
| **Administrator Authorization** | |
| **Standards** | **Criteria for Passing Area** |
| 1. Vision, Mission & Direction Setting 2. Implementation of Policy, Legal & Ethical Practices for Special Education Programs & Services 3. Organizational Leadership & Management for Special Education 4. Program Oversight, Improvement, & Instructional Leadership for Special Education 5. Human & Fiscal Resource Management of Special Education Programs & Services 6. Collaboration & Communication with Special Education Partners 7. Equity & Cultural Responsiveness | 1. 3 of 4  2. 2 of 3  3. 2 of 3  4. 4 of 5    5. 4 of 5    6. 1 of 2  7. 1 of 3 |
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**2. Parts of each Standard:**

Each Standard begins with an Outcome statement. For example, the Standard for **Child Development and Early Learning** begins with the Outcome:

“EI/ECSE specialist demonstrates knowledge across domains of typical child development, the characteristics of delayed development, and patterns of atypical development associated with disabilities.”

Outcome statements are followed by a series of boxes that contain the specific components related to the respective Standard. The boxes are composed of two rows. The first row contains the specific component to be addressed. The second row contains two series of numbers that represent the mastery levels and documentation requirements for the specific component. Click here to see an example page of the Specialist Standard One and Components: [Specialist Standard 1](https://www.oregon.gov/ode/students-and-family/SpecialEducation/earlyintervention/Documents/eiecseauthorization/Specialist%20Standard%201%20example.docx)

**Supporting Guidance section of the standards**--each of the standard’s components has a supporting guidance section that provides examples of the types of skills that can be demonstrated within each component, and can be used as a helpful reference when you are completing each of the components. They can be found in the “All Standards with Guidance” online application google folder.

**3. Mastery Requirement and Documentation Keys:**

The number underlined in the **Mastery Levels** indicates the mastery requirement for the Authorization you are applying for. The number(s) underlined as **Documentation** indicate options for Documentation needed for that specific component and mastery level. You need to choose and submit documentation for at least one of the underlined numbers. You can submit additional documentation for another underlined number if you choose. Descriptions of the Mastery Levels and Documentation Key may be found in the google folder titled “Directions & Forms”.

In Example 1 on the next page, the mastery profile or level for this component is **4**, or demonstration of the component at the application level. As such, you must provide documentation that you “can demonstrate this skill with guidance and are able to use the skill or knowledge in a variety of situations.”

The Documentation requirement for this component is indicated by the underlined numbers, 4 (a written work sample produced on the job such as an IFSP) or 7 (a written document describing experience and specific examples related to the component). These numbers represent the acceptable Documentation that must be provided for this component. Remember you only need to provide documentation for one of the underlined requirements.

As you will also note in the example, the applicant has highlighted the number 4 in the Documentation section. This indicates that the applicant has chosen to submit a written work sample for documentation of the component. If you are opting to supply more than one piece of documentation, you should also highlight the additional documentation number.

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| --- | --- | --- |
| **Example 1**: | Candidates apply their knowledge of family-centered practices, family systems theory, and the changing needs and priorities in families’ lives to develop trusting, respectful, affirming, and culturally responsive partnerships with all families that allow for the mutual exchange of knowledge and information. | |
| **Mastery Profile**  The underlined number represents the requirement for authorization.  NA 1 2 3 **4** 5 | | **Documentation**  One of the underlined items is required. Highlight the type which you provide.  1 2 3 **4** 5 6 **7** 8 9 10 |

**4. Submitting your Highlighted Documentation:**

You must highlight all documentation you are supplying on the [Specialist Standards for Authorization](https://www.oregon.gov/ode/students-and-family/SpecialEducation/earlyintervention/Documents/eiecseauthorization/SpecialistStandardsforAuthorization.docx) or [Supervisor Standards for Authorization](https://www.oregon.gov/ode/students-and-family/SpecialEducation/earlyintervention/Documents/eiecseauthorization/Supervisor%20Standards%20for%20Authorization.docx) and place this in your google folder entitled “Highlighted Component Documentation.” Use the guidance for each component listed in the folder “All Standards with Guidance” to assist you in deciding what documentation might be appropriate to include for specific components. For specialists, you can also review these links from DEC online resources: 1) [Standards and Assessment Chart](https://d4ab05f7-6074-4ec9-998a-232c5d918236.filesusr.com/ugd/95f212_597e393ba9a6450697e1db6affb332ba.pdf) 2) [Performance Indicators](https://d4ab05f7-6074-4ec9-998a-232c5d918236.filesusr.com/ugd/95f212_bed6e205c63d48e39689febeb0852174.pdf) 3) [DEC Standards](https://www.dec-sped.org/ei-ecse-resources)

**5. Uploading Documentation:**

Once you have decided on your documentation, place it in the appropriate component folder under the corresponding standard folder. For example, place your work sample for Standard #4, Component 3 “Candidates analyze, interpret, document, and share assessment information using a strengths-based approach with families and other professionals” in your google folder titled Component 4.3, within the folder Standard 4: Assessment Processes.

It is helpful for the reviewers if you add to each component folder a short paragraph summarizing your included documentation and your overall knowledge and skills in this area. Remember the reviewers do not know you or anything about your experience, so the more information you can share regarding your expertise in a certain area is beneficial.

**6. Initial Application:**

Please complete all information requested on the **Application for Authorization** found in the google folder “Initial Application”. Since the email address listed will be used to send you additional correspondence, including future **Reauthorization** applications, please include the best email (home or work). Also please be sure to indicate the specific Authorization for which you are applying (specialist or supervisor). Remember, this application must be signed by your supervisor and submitted with your online portfolio to the State Review Team.

**7. Questions:**

If you have questions regarding the application process, please talk with your supervisor or contact[Holly.Reed.Schindler](mailto:Holly.Reed.Schindler@ode.oregon.gov)