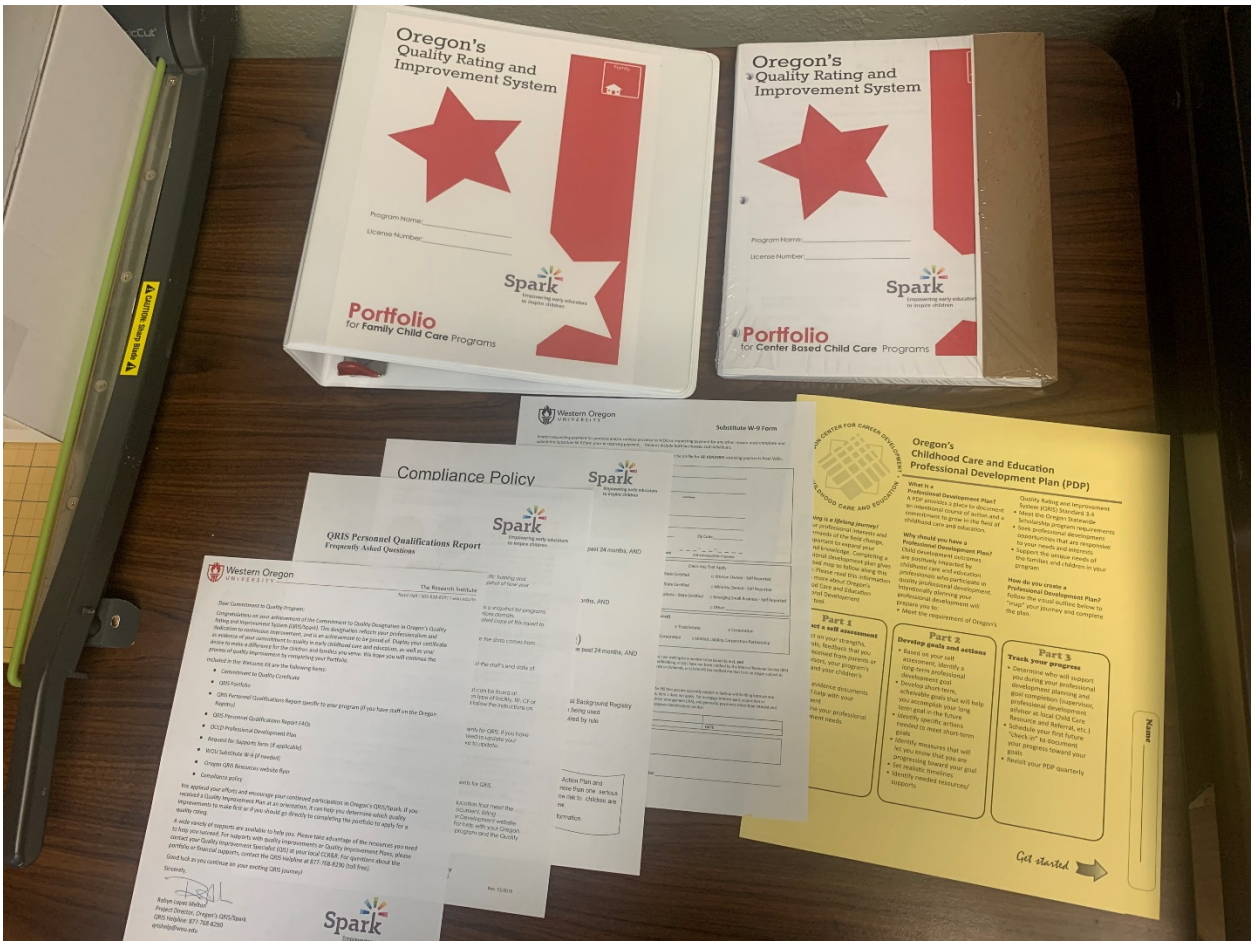
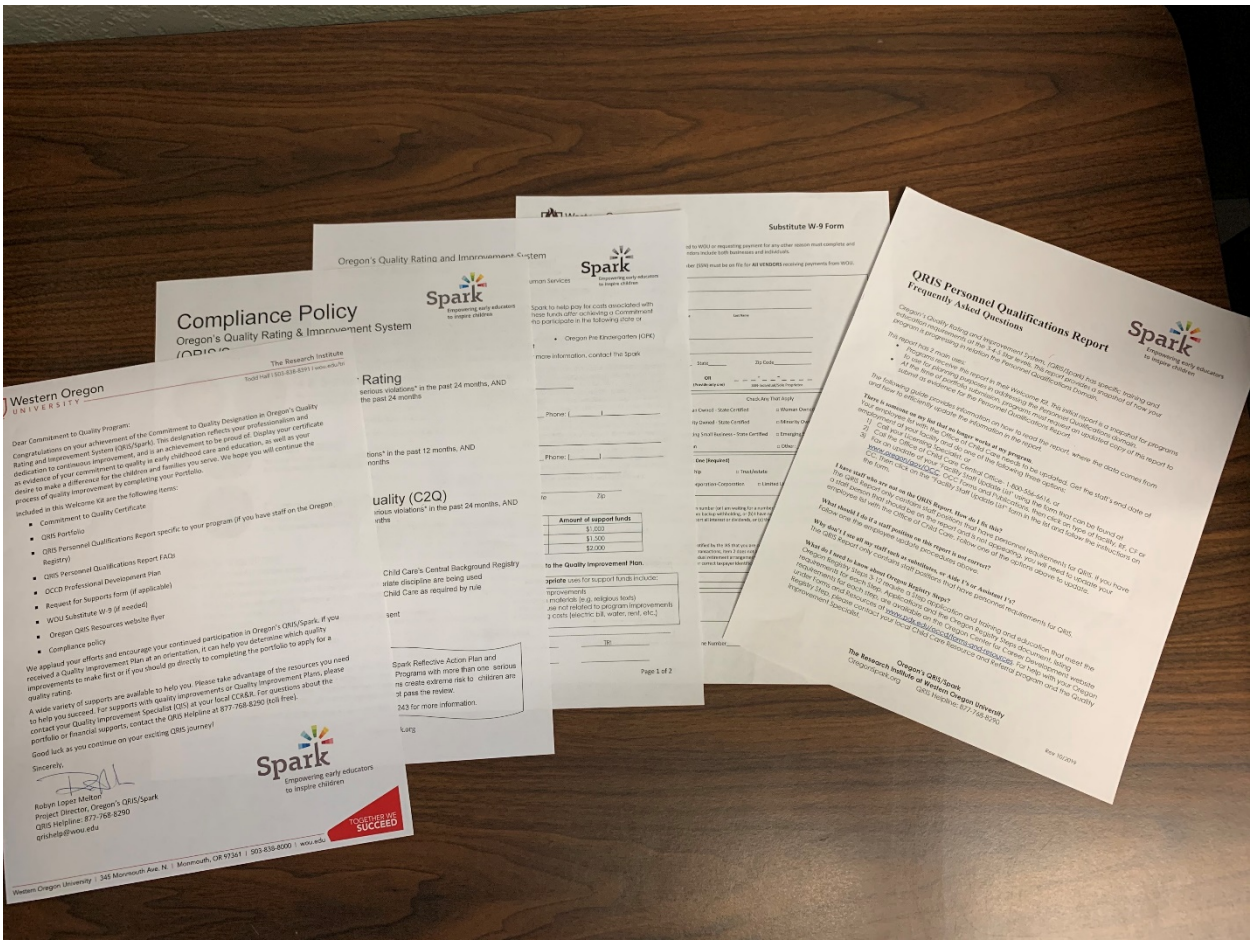
Welcome Kit

Below are some photographs of the Spark Portfolio. The Welcome Kit forms and documents for the Spark Portfolio can be found in the Welcome Kit folder in Module 2, on Moodle. Some of these documents may be duplicates of what are posted in the general Welcome Area in Moodle.

Additionally, you may also find all of the welcome kit materials on our website at http://triwou.org/materials/page/2352/77




Oregon's
Quality Rating and Improvement System
Program Name:
License Number:
Spark
Portfolio
for Family Child Care Programs
Oregon's
Quality Rating and Improvement System
Program Name:
License Number:
Spark
Portfolio
for Center Based Child Care Programs
Western Oregon University
Substitute W-9 Form
Compliance Policy
Spark
QRIS Personnel Qualifications Report
Frequently Asked Questions
Western Oregon University
The Research Institute
Spark
Oregon's
Childhood Care and Education
Professional Development Plan (PDP)
Part 1
Part 2
Develop goals and actions
Part 3
Track your progress
Get started
Name



Western Oregon University

Dear Commitment to Quality Program:

Congratulations on your achievement of the Commitment to Quality Designation in Oregon's Quality Rating and Improvement System (QRIS/Spark). This designation reflects your professionalism and dedication to continuous improvement, and is an achievement to be proud of. Display your certificate as evidence of your commitment to quality in early childhood care and education, as well as your desire to make a difference for the children and families you serve. We hope you will continue the process of quality improvement by completing your Portfolio.

Included in this Welcome Kit are the following items:

- Commitment to Quality Certificate
- QRIS Portfolio
- QRIS Personnel Qualifications Report specific to your program (if you have staff on the Oregon Registry)
- QRIS Personnel Qualifications Report FAQs
- QRIS Personnel Development Plan
- OCCD Professional Development Plan
- Request for Supports form (if applicable)
- WOU Substitute W-9 (if needed)
- Oregon QRIS Resources website flyer
- Compliance policy

We applaud your efforts and encourage your continued participation in Oregon's QRIS/Spark. If you received a Quality Improvement Plan at an orientation, it can help you determine which quality improvements to make first or if you should go directly to completing the portfolio to apply for a quality rating.

A wide variety of supports are available to help you. Please take advantage of the resources you need to help you succeed. For supports with quality improvements or Quality Improvement Plans, please contact your Quality Improvement Specialist (QIS) at your local CCR&R. For questions about the portfolio or financial supports, contact the QRIS Helpline at 877-768-8290 (toll free).

Good luck as you continue on your exciting QRIS journey!

Sincerely,

Robyn Lopez Melton
Project Director, Oregon's QRIS/Spark
QRIS Helpline: 877-768-8290
qrishelp@wou.edu

Spark
Empowering early educators to inspire children

TOGETHER WE SUCCEED

Western Oregon University | 345 Monmouth Ave. N. | Monmouth, OR 97361 | 503-838-8000 | wou.edu

Oregon's Quality Rating and Improvement System

Compliance Policy

Oregon's Quality Rating & Improvement System

Spark
Empowering early educators to inspire children

The Research Institute

Substitute W-9 Form

QRIS Personnel Qualifications Report
Frequently Asked Questions

Spark
Empowering early educators to inspire children

Oregon's QRIS/Spark
The Research Institute at Western Oregon University

Western Oregon UNIVERSITY

Substitute W-9 Form

Oregon's Quality Rating and Improvement System
Request for Support Form

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Compliance Policy

Spark
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Empowering early educators to inspire children

Oregon's Childhood Care and Education Professional Development Plan (PDP)

OREGON CENTER FOR CAREER DEVELOPMENT IN CHILDHOOD CARE AND EDUCATION

Learning is a lifelong journey!
As your professional interests and the demands of the field change, it is important to expand your skills and knowledge. Completing a professional development plan gives you a road map to follow along this journey. Please read this information to learn more about Oregon's Childhood Care and Education Professional Development Planning tool.

What is a Professional Development Plan?
A PDP provides a place to document an intentional course of action and a commitment to grow in the field of childhood care and education.

Why should you have a Professional Development Plan?
Child development outcomes are positively impacted by childhood care and education professionals who participate in quality professional development. Intentionally planning your professional development will prepare you to:

- Meet the requirement of Oregon's Quality Rating and Improvement System (QRIS) Standard 3.4
- Meet the Oregon Statewide Scholarship program requirements
- Seek professional development opportunities that are responsive to your needs and interests
- Support the unique needs of the families and children in your program

How do you create a Professional Development Plan?
Follow the visual outline below to "map" your journey and complete the plan.

Part 1
Conduct a self assessment

- Reflect on your strengths, interests, feedback that you have received from parents or supervisors, your program's goals, and your children's needs
- Gather evidence documents that will help with your assessment
- Determine your professional development needs

Part 2
Develop goals and actions

- Based on your self assessment, identify a long-term professional development goal
- Develop short-term, acheivable goals that will help you accomplish your long term goal in the future
- Identify specific actions needed to meet short-term goals
- Identify measures that will let you know that you are progressing toward your goal
- Set realistic timelines
- Identify needed resources/ supports

Part 3
Track your progress

- Determine who will support you during your professional development planning and goal completion (supervisor, professional development advisor at local Child Care Resource and Referral, etc.)
- Schedule your first future "check in" to document your progress toward your goals
- Revisit your PDP quarterly

Get started

Name

Part 1 Conduct a self assessment

Continue

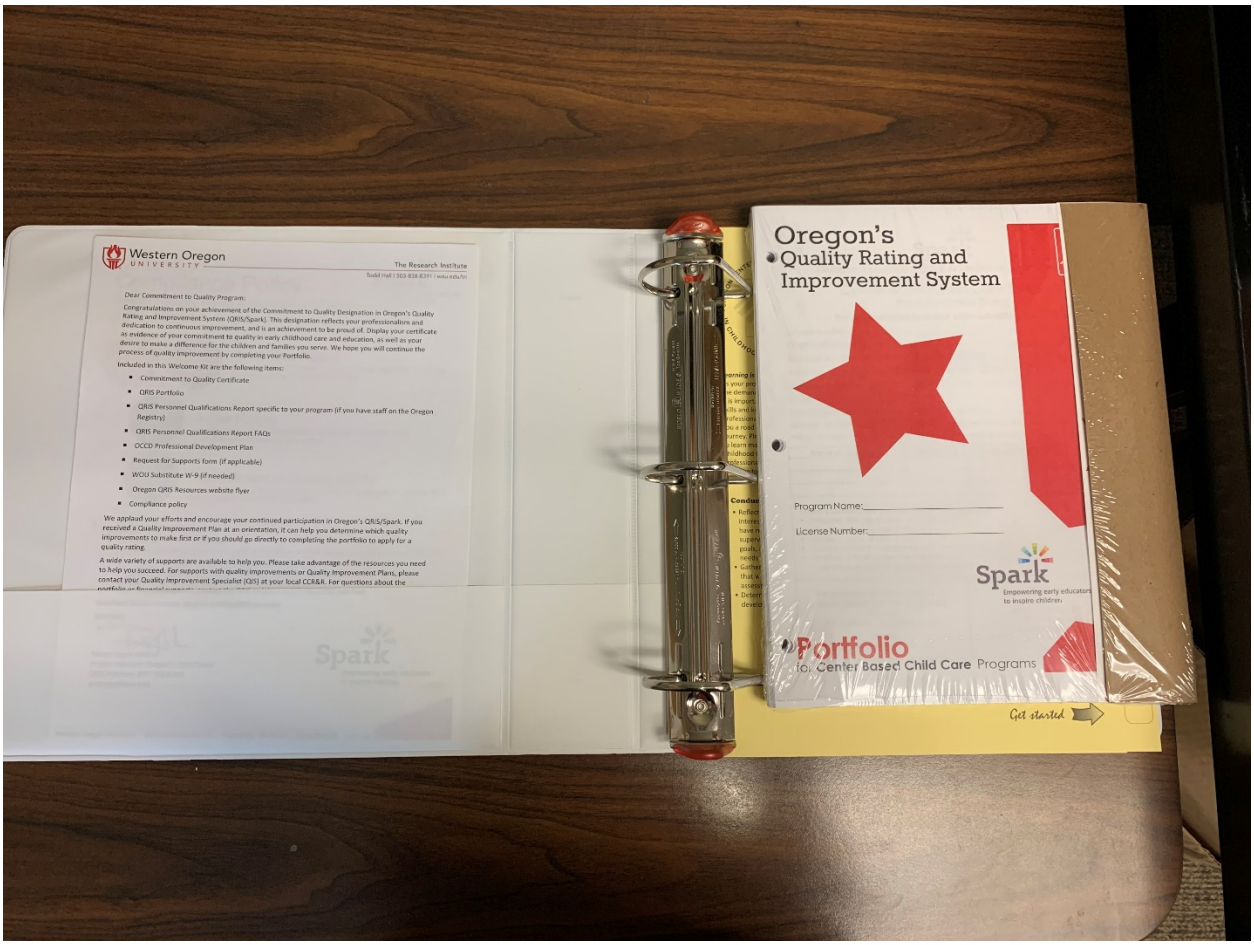
Reflect	Gather evidence	Determine need
My current step on the Oregon Registry is:	❑ Current Oregon Registry Professional Development Statement (PDS)	Oregon Registry Pathway I will use to achieve the next step:
My main source of professional development has been: □ Community-based training □ College coursework		Number of college course credits or community-based training hours that I need for my next step:
My core knowledge categories in which I have the most hours are:		Core knowledge categories that I need training in:
My core knowledge categories of interest are:		Hours completed for current licensing period are ___. Number of training hours that I need to exceed the current licensing period are ___.
My review of feedback from parents and/or supervisor tells me:	❑ Copy of past parent feedback or performance evaluation	Areas where I could gain knowledge and/or improve my skills based on this feedback:
My review of my program's quality improvement plan tells me:	❑ Oregon's Quality Rating and Improvement Plan for my program (if relevant) ❑ Other program improvement plan	Areas where I could gain knowledge and/or improve my skills to contribute to my program's goals:
My review of my program's child observations and/or outcomes tells me:	❑ Completed anonymous child observations ❑ Child outcome data (if known) ❑ Head Start Child Development and Early Learning Framework	Areas where I could gain knowledge and/or improve my skills related to child outcomes:

Part 2 Develop goals, actions, measurements, and timelines

Short-term achievable goals (identify 2)	Specific actions needed to meet my short-term goals	Measurements that demonstrate progress	Realistic time	Resources/ supports
My 1st short-term goal(s) related to: • Movement on the Oregon Registry **And/or** • Increased hours beyond the basic number required for the current licensing period • Core knowledge categories of interest are:				• Oregon Center for Career Development in Childhood Care and Education (OCCD) • Oregon Registry Steps Application Worksheet • Oregon Registry Steps Document • Your local Child Care Resource and Referral Agency (CCR&R) • A sample Professional Development Plan • A sample Oregon Registry Professional Development Statement
My 2nd short-term goal(s) related to: • Parent and/or supervisor feedback • My program's quality improvement plan • The children in my group are:				• Program director • Licensing specialist • Quality improvement specialist at CCR&R • Programs that have achieved a quality designation • Other _____ **Links to these resources can be found at pdx.edu/occd**

Continue

Name _____


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