

# Instructions for the Core Competency Demonstration

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State-approved trainers are committed to having a working knowledge of the core competencies and to incorporating them into all trainings. Page 5 of the online application allows you to list your Core Competency Demonstration. (To learn more about core competencies, see the summary at the end of this document.)

*The information that you enter in your application about your Core Competency Demonstration is valuable and will influence your trainer-level in each competency area.*

## How to Complete the Core Competency Demonstration in your MERIT Application

1. Decide if you want to be approved as an early care and education trainer, as a child and youth development (school-age) trainer, or as both.
2. Complete the applicable fields: *Early Care and Education (ECE) Core Competency Demonstration* or *Child and Youth Development (school-age) Core Competency Demonstration*. Fill in both fields if you want approval for competencies in both categories.
  - a. If the same information applies to more than one area, you may copy and paste it so that it appears in every relevant section of the chart.
  - b. You may leave some areas blank: This will indicate that you don't intend to be approved as a trainer in that competency area.

## Additional Tips

As you complete the fields list experience and education that has prepared you as a trainer. Here are some ideas of information to include:

- work experience with adults or children that has impacted your training skills and knowledge
- education and trainings that you have received and training that you have delivered
- your ability to honor diverse cultures
- your ability to adapt your curriculum, content, and materials to meet the needs of adult learners
- skills and abilities that may not be on your resume, but that you want the Trainer Approval Board to know about

## EXAMPLES

In this section, you'll find examples of Early Care and Education (ECE) Core Competency Demonstration. The blue text in the right-hand column shows how an applicant might fill in an area and what the content might look like as it relates to the core competency level of approval.

**Example 1**—This example shows what several different people with different experience and education might write for one competency area (*Curriculum & Learning Environment*). The descriptions reflect the input of different people in order to show how skills may vary at each of the five levels. (To learn more about the five levels, see the notes at the end of this document.)

**Example 2**—The second example shows how a single person might fill out the entire Early Care and Education (ECE) Core Competency Demonstration chart.

As you review the examples, keep in mind that each competency level builds on the previous one. For example, a trainer assessed at level 3 will have demonstrated proficiency at levels 1–2 as well.

Early Care and Education (ECE) Core Competency Demonstration (ECE is defined as birth through age eight.) [EXAMPLE 1]	
CORE COMPETENCY AREA	<i>For each core competency, please describe in 150 words or less how your background has prepared you to train in each area.</i>
Curriculum & Learning Environment	[Core Competency Level 1 Example] Can demonstrate effective classroom arrangement and curriculum design to encourage learning and decrease disruptions; based on 2 college classes on curriculum and environments. Attended creative curriculum training and implemented it in my classroom with the help of our center director. Assisted new employees with arranging their classrooms. Child care lead teacher for 6 years.
Curriculum & Learning Environment	[Core Competency Level 2 Example] ECEAP teacher for 15 years. Plan curriculum for children promoting physical activity. Teach “I am Moving, I am Learning” and “Let’s Move Child Care” classes for conferences after completing Train the Trainer classes. Earned WA State Stackable ECE Short Certificate including classes on curriculum development, environments, and physical activities. Teach a monthly class for adults at my church.

Early Care and Education (ECE) Core Competency Demonstration  
(ECE is defined as birth through age eight.)

[EXAMPLE 1 CONTINUED]

CORE COMPETENCY AREA

*For each core competency, please describe in 150 words or less how your background has prepared you to train in each area.*

Curriculum & Learning Environment

[Core Competency Level 3 Example]

Lead teacher in a Head Start program implementing national learning with standards from Head Start and NAEYC; supervise assistant teacher with daily implementation of curriculum and adjustments to learning environment to meet the needs of all children; build on child experiences to encourage a cooperative classroom and support the diversity of our families. Earned AA degree in ECE, working towards a BA. Taught a class at WAEYC conference on individualizing curriculum and one on using curriculum to support diverse families. Mentor staff on implementing CLASS and ERS.

Curriculum & Learning Environment

[Core Competency Level 4 Example]

Utilize Early Learning Guidelines and child assessments to plan individualized activities for children. Supervise a large child care center and create/supervise curriculum development for staff. Lead staff meetings and help teachers set goals in curriculum and learning environment. Earned a BA in ECE with a minor in Spanish so I can communicate with monolingual families. Worked as an Early Achievers coach and assisted child care directors in setting goals for individualizing instruction based on the child's culture, learning style and assessments.

Curriculum & Learning Environment

[Core Competency Level 5 Example]

Reliable in the Environmental Rating Scale (ERS) for Infants and Toddlers; taught three ECE courses for a local university on birth to three learning environments; supervised and mentored early learning coaches working in a monolingual Spanish community; delivered training for local child care centers, family child care programs and school district preschool; led community research and needs assessments around improving learning environments, leading to monetary awards and coaching for implementation. Earned a master's degree in adult education.

**Early Care and Education (ECE) Core Competency Demonstration**  
(ECE is defined as birth through age eight.)

[EXAMPLE 2]

<i>CORE COMPETENCY AREA</i>	<i>For each core competency, please describe in 150 words or less how your background has prepared you to train in each area.</i>
Child Growth & Development	<p><b>[Core Competency Level 2 Example]</b> Work with Head Start team to screen and identify risk factors, delays or disabilities at beginning of school year. Created adaptations for multiple children over the years to accommodate their learning needs. Co-taught a class on working with children with special needs in early learning settings. Completed a WA State ECE Initial Certificate plus additional college credits.</p>
Curriculum & Learning Environment	<p><b>[Core Competency Level 2 Example]</b> Completed a 5-credit class on curriculum development and design; individualized lessons for the children in my class. Use the environment as a teacher and select appropriate materials for the children in our classroom. Mentor new staff in lesson planning, individualizing, ERS and CLASS. Completed a WA State ECE Initial Certificate plus additional college credits.</p>
Ongoing Measurement of Child Progress	<p><b>[Core Competency Level 2 Example]</b> Attended multiple trainings for Head Start staff, including TS Gold and Ages and Stages. Co-taught several classes for Head Start staff using Early Learning Guidelines with families and the Ages and Stages assessment. Completed a WA State ECE Initial Certificate plus additional college credits on child assessment.</p>
Family & Community Partnerships	<p><b>[Core Competency Level 2 Example]</b> Actively implement methods that build cultural awareness between families in my Head Start classroom where I am an assistant teacher. I share these ideas in staff meetings and events for our community. PTA president at my son's school.</p>
Health, Safety & Nutrition	<p><b>[Core Competency Level 2 Example]</b> Attended Train the Trainer on physical activity. Taught these classes to staff. Earned a WA State ECE Initial Certificate. Teach adult exercise class at YMCA.</p>
Interactions	<p><b>[Core Competency Level 2 Example]</b> I adapt the learning environment to minimize potential challenging behaviors. I encourage many teacher directed and free play outdoor activities to help children exercise and move their bodies, which boosts positive interactions. Created many original low cost outdoor games and activities.</p>
Program Planning & Development	N/A
Professional Development & Leadership	<p><b>[Core Competency Level 2 Example]</b> Community leader at my son's school and local YMCA. Demonstrate leadership in the community by organizing fitness events and community engagement. Volunteer as a soccer coach, leading parents in activities for their children, developing myself as a leader of adults.</p>

## What are the core competencies?

Core competencies describe the knowledge and skills that early learning professionals should acquire. By understanding and applying the core competencies, trainers are better able to plan, organize and deliver high quality training for adults. To learn more about core competencies:

- Go to <http://www.del.wa.gov/Professional/core.aspx> and download *Core Competencies for Early Care and Education Professionals* or *Core Competencies for Child and Youth Development Professionals*.
- Take the core competency online course. This course is one of nine trainer-approval courses. Go to <http://deltraining.com/> to register.

## What are the levels of competency?

The five levels of competency start at level 1 with the basic skills necessary to enter the field of early care and education (ECE). Each level up encompasses a more advanced stage of academic preparation and more varied experience. Caregivers and teachers progress from one level to the next through a combination of formal and/or informal study and reflection on practice. Caregivers and teachers may have skills at varying levels in different areas depending on their roles, setting and experience.

The five levels are cumulative. For example, a caregiver or teacher working at Level 3 has knowledge and skills to meet the competencies at Levels 1, 2, and 3. At all levels, caregivers and teachers who care for and educate young children continue their participation in professional development activities and increase their knowledge and skills within each of the content areas. Even caregivers and teachers who reach Level 5 are encouraged to continue their professional development and growth.

- **Level 1:** This level sets the foundation for early care and education and includes the basic knowledge and skills expected of a professional in the early care and education field.
- **Level 2:** Practitioners at this level have acquired knowledge and skills comparable to a Child Development Associate credential or a Washington State Stackable ECE Certificate (Initial, Short or State ECE Certificate).
- **Level 3:** Practitioners at this level have knowledge and skills commensurate with an associate's degree in early childhood education or child development.
- **Level 4:** Practitioners at this level have knowledge and skills commensurate with a bachelor's degree in early childhood education or child development.
- **Level 5:** Practitioners at this level have knowledge and skills commensurate with an advanced degree in early childhood education or child development.

## How does the Department of Early Learning (DEL) use the levels of competency?

DEL has removed the labels that we have previously tied to the approval process in order to highlight the competencies and qualifications of trainers. Now, DEL approves trainers based on their proficiency in the eight core competency areas. This allows us to emphasize each trainer's competencies and knowledge, making it possible to find a stronger match between those who need training and each trainer's knowledge and skills.