



*Caring for Young Children
with Disabilities in
Inclusive Settings*

CERTIFICATION PROCESS

The overall goal of the BEGINNING TOGETHER Inclusion Facilitator Training Institute is to increase inclusive opportunities for young children. The following are the goals for the BEGINNING TOGETHER Institute.

THROUGH THE BEGINNING TOGETHER INSTITUTE, PARTICIPANTS WILL:

- ❖ Increase their knowledge of current information, trends, and approaches to inclusive practice
- ❖ Be able to design and conduct training sessions based on the information presented in selected workshops
- ❖ Provide consultation to a program newly engaged in inclusion
- ❖ Expand and strengthen their knowledge of managing complex change and know how to facilitate meetings in their local area in order to support an increase in inclusive practice or inclusive opportunities

CERTIFICATION REQUIREMENTS

1. **Attend and Fully Participate** in all sessions of the Institute.
2. **Conduct One Training** based on one of the Training of Trainers sessions done during the Institute. The training should be at least 60 minutes and may be up to 3 hours in length.
 - **Setting the Stage for Inclusion**
 - **When Concerns Arise**
 - **Inclusion Works! Overview**
 - **Building Blocks or Inclusive Group Care**
- 3a.) **Provide Consultation** to a program to support successful inclusion
- OR
- 3b.) **Facilitate One Meeting** on the topic of Inclusion using the outline provided.
 - **Program Level**
 - This meeting would include teacher representatives, administrators, and relevant collaborators from one large site or several classrooms who are geographically or otherwise connected.
 - The meeting would center on moving through the Agenda for Program Inclusion
 - **Community or District Level**
 - This meeting would include teacher representatives, administrators, and relevant collaborators from one large program (such as a school district or Head Start) or several smaller programs who are geographically or otherwise connected.
 - The meeting would center on moving through the Agenda for Community Inclusion

4. **Submit a Certification Portfolio.** The portfolio will consist of documentation of the training event and facilitation event. Notify WestEd when your portfolio is complete.

Portfolio may be submitted at any time in the next 12 months.

DESCRIPTION OF THE DOCUMENTATION

2. Documentation of the Training

Participant Agenda

Presenter's Agenda (Sample provided in the Community of Practice). Includes

- Main topics
- Key points to be made
- Handouts or materials used, and
- Timing and person responsible (if using a co-presenter)

Sign-in Sheet or Roster

Evaluation Summary

3a. Documentation of the Consultation to a Classroom Team

Summary of Consultation (Form provided). Includes

- Identification of issue or question or concern from classroom team (may include observation)
- Strategy from Beginning Together materials that was selected to address the issue or concern
- How the strategy was shared with the team
- How the strategy worked or didn't work and next steps
- Signature of teacher or director

3b. Documentation of the Meeting Facilitation

Participant Agenda

Presenter's Agenda (Sample provided in the Community of Practice). Includes

- Main topics
- Key points to be made
- Handouts or materials used, and
- Timing and person responsible (if using a co-presenter)

Sign-in Sheet or Roster

Evaluation Summary

Portfolio Submission

You may submit your portfolio items as you complete them. All items must be submitted within 12 months of the completion of the institute (for example, April 2022 for the May 2021 Institute). Electronic submissions are preferred.

- 1) WestEd will create a folder in BOX (WestEd's secure Cloud storage) for each participant desiring certification within one week of the close of the Institute.
- 2) **Materials for each person should be uploaded directly your own personal BOX portfolio**
 - a) A personal BOX portfolio folder will be started for you.
 - b) You will receive an invitation via email from BOX, so check your spam folder
 - c) You will need to set up a free account on BOX in response to the invitation, then you will be able to access the portfolio that is shared with WestEd. If you have difficulty doing this step, please email Karen at <kchares@wested.org> and she will get someone to provide technical assistance.
 - d) You will be able to upload, download, and preview documents only. WestEd staff will also have access to the materials and can assist you if you need to make changes.
 - e) If you forget your BOX account password (after setting up your free account), please go to BOX.com and type in your email address. That will allow you to reset your password. If you are not sure which email address you used, simply try different email until it indicates that you have an account.
 - f) As you upload items, we encourage you to document that on your Portfolio checklist.
 - g) You should notify us when you have completed uploading your documents by emailing
- 3) **If you are unable to access BOX or are having difficulty, materials may be sent directly to Karen to upload <kchares@wested.org>**
 - a) **Electronic copies** can be sent to Karen either in PDF or Word Doc form
 - i) You may submit multiple files in one email. Send them all together in one email with your first and last names and county where you work in the subject line. Include only one person per email when there are multiple files per person.
 - ii) If someone else is submitting files (like a secretary) and there is one file per person, multiple documents can be combined in one email, but each file should be clearly labeled with the person's first and last names and county. The last name of each person represented in the email should be in the subject line.
 - b) Karen will send an email reply indicating that the documents have been received for electronic submissions as well as for hard copy submissions if an email is provided when she is able to upload them. Karen works part-time, so please be patient.
 - c) **Hard copies** may be sent to the San Marcos office, but each document should be clearly labeled with the first and last name of the person it pertains to

Karen Charest

FIRST AND LAST NAME & COUNTY WHERE YOU ARE WORKING

BEGINNING TOGETHER

751 Rancheros Drive Suite 2

San Marcos, CA 92069



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- 4) Karen will upload files to the individual BOX folders intermittently (she works part-time), so please keep a copy of whatever is sent and understand that uploading may be delayed.