



*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. **Enroll in the course and complete two activities: a training (#2 below) and a facilitation activity #3 below).**
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.

Activities & 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

If you co-train with another person from your team, please be sure to submit your documentation individually

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



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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 2023). Electronic submissions in Canvas are preferred.

1) You will be invited to the Certification Course on Canvas

- a) All the requirements are laid out as assignments.
- b) You can complete the assignments whenever you do the actual training, consultation, or facilitation.
- c) You must do two activities: one training, and one consultation or facilitation

2) Materials should be uploaded directly into Canvas as an assignment

- a) As you upload items, we encourage you to document that on your Portfolio Checklist.
- b) You can reach out to us via email at beginningtogether@wested.org if you have questions or want feedback any time along the way
- c) Your final assignment is to turn in your Portfolio and then notify us via email at beginningtogether@wested.org so that we may check the documents.