



# Career and Professional Development Network Guide



**ARIZONA  
EARLY CHILDHOOD**  
Career and Professional Development Network

SUPPORTED BY

 **FIRST THINGS FIRST**



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# TALKING POINTS

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# The Arizona Early Childhood Career and Professional Development Network

The Arizona Early Childhood Career and Professional Development Network (Network) is an integrated early childhood professional development system for all Arizona early childhood professionals working with and on behalf of young children. The Network, which is supported by First Things First, includes:

- The **Professional Development website** which provides the early childhood workforce access to a variety of professional development resources including competencies and standards, education pathways and opportunities, career pathways, employment opportunities, and the Arizona Early Childhood Workforce Registry.
- The **Arizona Early Childhood Workforce Registry (Registry)** is a web-based system that enables early childhood professionals and those interested in a career in early education to find and register for professional development opportunities and also to keep a record of their experience, education, professional development and credentials in a central location. It is also used to manage application and enrollment in First Things First College Scholarships for Early Childhood Professionals.
- The **Arizona Workforce Knowledge and Competencies** is a uniform set of expectations that identify the basic knowledge, skills, and abilities needed for early childhood professionals across sectors of early childhood including, early care and education, early intervention, mental health, physical health and social services/child welfare professionals. They ensure implementation of quality services for young children and their families.
- The **Arizona Career Lattice** is a tool within the Registry that provides the pathway of education, professional development, and work experience for early childhood professionals to use for individualized assessment, setting professional development goals, and documentation of progress in career development.
- The **Professional Development Instructor and Technical Assistance Provider Standards** define the credentials, knowledge and experience necessary to ensure high quality professional development experiences for our workforce from entry through advanced levels.

## Additional System Pieces:

- The First Things First College Scholarship
- Professional REWARD\$

**Additional Information:** All information can be found on the Arizona Career and Professional Development Network Website at [azearlychildhood.org](http://azearlychildhood.org).

If you have questions regarding the Registry, contact the Registry staff, via the contact information on the contact us page or send an e-mail to [info@thearizonaregistry.org](mailto:info@thearizonaregistry.org).

# Registry Talking Points



The **Arizona Early Childhood Workforce Registry (Registry)** is a web-based system that enables early childhood professionals and those interested in a career in early education to find, register for, and track professional development and work experience in a central location.

## Early Childhood Professionals can use the Arizona Early Childhood Workforce Registry to:

- Create and maintain a confidential personal professional development profile that can be accessed and updated 24/7.
- Maintain early childhood current and past work experience, and professional development hours that can be used for a resume or application.
- Create intentional professional development plans to ensure you obtain your 18 hours of required training each year.
- Find, register for and track professional development automatically on your personal Professional Development report.
- Apply for a First Things First College Scholarship.
- Have your education credentials and professional development verified for employers and other regulatory bodies (i.e. DHS, DES, etc.) as well as other professional opportunities (i.e. REWARD\$) utilizing your personal professional development report.



## Early Childhood Program Administrators and Directors can use the Arizona Early Childhood Workforce Registry to:

- Keep all program details including accreditation, licensing numbers and expiration dates in one convenient location.
- Utilize professional development reports to create intentional professional development plans for staff and track progress over time.
- Eliminate paper documents and maintain data efficiently in electronic reports that can be provided to licensing surveyors or other regulatory agencies.
- Guide individual staff members to quality professional development that will meet the Department of Health Services (DHS) licensing requirement of 18 hours of professional development each year.
- Track a staff member's professional development hours and career lattice level changes.
- Confirm staff employment including wage and benefit information to help inform the overall early childhood system in Arizona.



## Early Childhood Professional Development Agencies/Sponsoring Agencies or Instructors can use the Registry to:

- Market professional development opportunities statewide.
- Utilize free online registration and event management tools, such as:
  - Print sign-in sheets
  - Email registrants
  - Collect fees
  - Confirm registration of participants
- Track professional development opportunities and use data to plan future opportunities by:
  - Location
  - Topic
  - Instructor
  - Enrollment/Attendance
- Track and print data for reporting contract requirements.
- Align professional development opportunity objectives to the Arizona Workforce Knowledge and Competencies.

**Additional Information:** If you have questions regarding the Registry, contact the Registry staff via e-mail to [info@thearizonaregistry.org](mailto:info@thearizonaregistry.org).

# Scholarship Talking Points



The intent of the **First Things First College Scholarship** is to provide access to higher education for the early childhood workforce working directly with or on behalf of young children birth to age five. Apply for the First Things First College Scholarship through the Arizona Early Childhood Workforce Registry.

- Scholarships are awarded for:
  - Child Development Associate Credential (CDA) Assessment Fees
  - Associate Degree in Early Childhood
  - Bachelor's Degree (only available in certain regions)
- The scholarship will pay for 100% of the:
  - Tuition
  - Fees
  - Books
- Scholars may apply for bonuses after completion of specific educational milestones.

# Career Lattice Talking Points



The **Arizona Career Lattice** is a tool that provides the pathway of education, professional development, and work experience for early childhood professionals to use for individualized assessment, setting professional development goals, and documentation of progress in career development.

- The Career Lattice reflects the following:
  - Knowledge and skills can be developed through work experience
  - Knowledge and skills can be developed through professional development
  - Knowledge and skills can be developed through college education
- College education is essential to developing a highly competent workforce.
- The Career Lattice is distributed across 8 levels (Levels A-H) from entry to advanced.
- The Arizona Early Childhood Workforce Registry will calculate your lattice level once you submit the following information:
  - Complete work experience
  - Professional Development hours
  - College transcripts
- The Career Lattice indicates the suggested path an early childhood professional can follow to further their knowledge and skills.
- The Career Lattice provides a guide for setting professional development goals.



# Workforce Knowledge and Competencies Talking Points



The **Arizona Workforce Knowledge and Competencies** is a uniform set of expectations that identify the basic knowledge, skills, and abilities needed for early childhood professionals across sectors of early childhood including early care and education, early intervention, mental health, physical health and social services/child welfare professionals.

- Core knowledge and competencies define the content (knowledge) and skills (competencies) that adults working with young children need to support children’s individualized learning experiences and development.
  - Define what early care and education professionals need to know and be able to do to provide quality care and education for children.
  - Serve as the foundation for decisions and practices carried out by professionals in all early care and education settings.
  - Establish a set of standards that support the professionalism of the field.
  - Are the foundations of a comprehensive professional development system. The Workforce Knowledge and Competencies guide the content of all professional development and course objectives, providing us with shared competencies. Shared competencies will assist in planning, selecting, and tracking an individuals’ professional development growth.
  - The Workforce Knowledge and Competencies are divided into eight core knowledge areas:
    - Child Growth & Development
    - Curriculum & Learning Environment
    - Child Observation & Assessment
    - Effective Interactions (Adult-Child, Child-Adult, and Child-Child)
    - Health, Safety & Nutrition
    - Family & Community Partnerships
    - Professionalism
    - Program Management



- Each core knowledge competency is divided into five levels of indicators:

#### **Level 1 -**

Professionals are developing an awareness of the core knowledge areas. Competence may be reflected

by knowledge, skills and abilities such as: recognizing, identifying, labeling and observing.

#### **Level 2 -**

Professionals are able to articulate core knowledge areas. Competence may be reflected by knowledge, skills and abilities such as: describing, discussing, explaining and paraphrasing.

#### **Level 3 -**

Professionals are able to apply core knowledge areas. Competence may be reflected by knowledge, skills and abilities such as: demonstrating, illustrating, implementing and applying.

#### **Level 4 -**

Professionals are able to analyze and create based upon core knowledge areas. Competence may be reflected by knowledge, skills and abilities such as: comparing, contrasting, developing, relating, creating, constructing, designing and modifying.

#### **Level 5 -**

Professionals are able to judge and advocate for core knowledge areas. Competence may be reflected by knowledge, skills and abilities such as: critiquing, assessing, appraising, revising, justifying and advocating.

- The indicator levels build on one another, with the belief that a professional working on competencies at Level 3 is already proficient in most or all of the competencies at Levels 1 and 2.
- Follow a progression of knowledge, skills and abilities important to providing high quality services to children birth-age eight and their families.





## Workforce knowledge and competencies may be used in a variety of ways:

- **Teachers; paraprofessionals; family home providers; caregivers; and professionals working directly with children** can use the competencies to:
  - Assess their skills, strengths, knowledge, and abilities
  - Identify their learning needs and areas for growth
  - Create professional development plans
- **Home Visitors** can use the competencies to steer their practices with families.
- **Directors, administrators, mentors, coaches, and others who provide support to early childhood professionals** can use the competencies to:
  - Provide staff members with an orientation into the early care and education field
  - Develop job descriptions
  - Develop salary scales
  - Track professional development growth
  - Assess strengths, challenges, and learning needs of early care and education professionals
  - Support individuals in creating professional development plans by tracking, in the professional development report, the trainings they take. Early care and education professionals can then determine what the next level of training or courses they should take to continue their progress through each competency.
- **Professional development instructors, professional development organizations and professional development sponsors** can use the competencies to:
  - Align competencies with training objectives
  - Utilize competencies when creating new training objectives
  - Design and organize professional development opportunities
  - Provide trainings that span the indicator levels early care and education professional to progress through each core knowledge area
- **College or University faculty, staff, and administrators** can use core competencies to:
  - Evaluate and refine course content
  - Plan for future course development
  - Coordinate and design course content to facilitate a seamless pathway between community colleges and universities.
- **Federal, state, and local agencies** can use competencies to:
  - Develop and implement policies that will enhance professionalism in the field
  - Connect stakeholders around common goals
  - Serve as an advocacy tool for guiding policy makers
- **Professional development system building efforts** can use competencies to:
  - Create a framework for a career development system which will support professionals in pursuit of competency-based training/education, recognition, and compensation commensurate with educational achievement

# Instructor and Technical Assistance Provider Standards Talking Points



The **Professional Development Instructor and Technical Assistance Provider Standards** define the credentials, knowledge and experience necessary to ensure high quality professional development experiences for our workforce from entry through advanced levels.

## The Arizona Early Childhood Professional Development Instructor and Technical Assistance Provider Standards can be used in the following ways:

- Assist in planning, delivering, assessing, and evaluating professional development opportunities including training and technical assistance (TA).
- Define the uniform core knowledge and skills needed to deliver training and TA.
- Provide support for the administration and management of early childhood education professional development programs.
- Ensure professional development provides consistency, accountability, and coordination for the provision of training and TA for Arizona's Early Childhood Workforce.
- Identify individual areas for an instructor's own professional development and growth and as a basis for reflective supervision.
- Aligns with Arizona's statewide quality improvement initiatives.

# Arizona Career and Professional Development Network Site Talking Points



The **Arizona Career and Professional Development Network** website is a centralized, statewide location for early childhood workforce information applicable to the state of Arizona.

- Access upcoming conferences and events
- Access colleges and universities to continue your education
- Access scholarship and incentives opportunities
- Explore careers in early childhood and access the job bank to search for or post an open position
- Access resources and information such as:
  - State competencies and standards
  - News & information
  - National and State organizations and agencies
- Access to the Arizona Early Childhood Workforce Registry