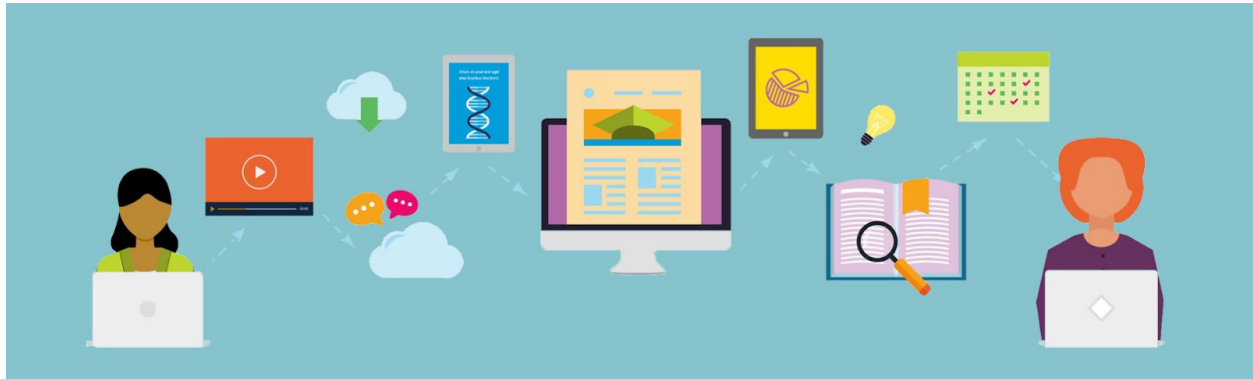


Professional Activity Unit Guide

“Ways to engage in professional activities virtually”



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| <p>Professional Activity Unit One (1) PAU</p> | <p>Documentation:</p> |
| <ul style="list-style-type: none"> 10 years of working in child care | <ul style="list-style-type: none"> Letter from past employer(s) indicating position working directly with children and start and end dates with hours worked. First and last pay stubs indicating hours worked. Copy of the family child care license. |
| <p>Suggested PAUs:</p> | <p>Documentation:</p> |
| <ul style="list-style-type: none"> Child Care Conference committee member | <ul style="list-style-type: none"> Letter indicating that the participant performs such duties and a member of the committee. |
| <ul style="list-style-type: none"> Member of a local, state or national child care professional organization | <ul style="list-style-type: none"> Membership card or receipt showing that membership fees have been paid. |
| <ul style="list-style-type: none"> Attend a virtual national child care conference | <ul style="list-style-type: none"> Certificate indicating date of conference, sessions attended and clock hours of sessions. |
| <ul style="list-style-type: none"> Professional child care book club | <ul style="list-style-type: none"> Letter from Director stating duties and responsibilities. |
| <ul style="list-style-type: none"> Informal Mentor | <ul style="list-style-type: none"> Letter from director verifying mentorship. |
| <p>Suggested Virtual Paus:</p> | <p>Documentation:</p> |

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| <ul style="list-style-type: none"> ● Research a topic and present a virtual inservice training for staff members/parents during a video call. | <ul style="list-style-type: none"> ● Letter from director with details of presentation |
| <ul style="list-style-type: none"> ● Create a virtual tour of your program and have two other Directors review and provide written feedback | <ul style="list-style-type: none"> ● Letter from director with details of presentation |
| <ul style="list-style-type: none"> ● Host a virtual family engagement session based on specific topics related to early childhood or best practices | <ul style="list-style-type: none"> ● Letter from director with details of presentation |
| <ul style="list-style-type: none"> ● Participate on a committee in planning a virtual conference | <ul style="list-style-type: none"> ● Letter from director indicating that the participant performs such duties and is a member of the committee. |
| <ul style="list-style-type: none"> ● Preview and present a peer-review journal (e.g. Young Children, Child Care Information Exchange, etc.) article to full staff virtually. | <ul style="list-style-type: none"> ● Letter from director with details of presentation |
| <ul style="list-style-type: none"> ● Peer support group | <ul style="list-style-type: none"> ● Verification letter from the CCRC/approved trainer or facilitator. |
| <ul style="list-style-type: none"> ● Create a five-day learn-at-home plan and email out to families. The plan must include at least one developmentally appropriate activity for each day of the week. | <ul style="list-style-type: none"> ● Letter from director with details of presentation |
| <ul style="list-style-type: none"> ● Publish a teaching video via Maryland Family Engagement. | <ul style="list-style-type: none"> ● Letter from director with details of presentation and link to the published video. |
| <ul style="list-style-type: none"> ● Create five teaching videos (at least 5-7 minutes each) and share with children and families. | <ul style="list-style-type: none"> ● Letter from director indicating that the participant performed such duties |
| <ul style="list-style-type: none"> ● Create a children's literature book list of at least 30 books. The list must include title, author and a 10-20-word summary. Share with families. All books must be published within the last 10 years. | <ul style="list-style-type: none"> ● Letter from director indicating that the participant performed such duties ● Copy of book list with summary |
| <ul style="list-style-type: none"> ● Create an age-appropriate virtual social story about COVID-19, share with children and obtain feedback from two teachers. | <ul style="list-style-type: none"> ● Letter from director indicating that the participant performed such duties ● Copy of feedback from teachers |
| <ul style="list-style-type: none"> ● Create a comprehensive video lesson that can be shared community-wide. (For example: Read-aloud story with math manipulatives. | <ul style="list-style-type: none"> ● Letter from director with details of presentation |

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| <ul style="list-style-type: none"> ● Create a bibliography of 15 free child development videos that share researched-based information. Provide, URL, and 10-20 word summary of each video. | <ul style="list-style-type: none"> ● Letter from director indicating that the participant performed such duties ● Copy of video list with summary |
| <ul style="list-style-type: none"> ● Research and apply for grants for your early childhood program. | <ul style="list-style-type: none"> ● Must provide the results of the application |
| <ul style="list-style-type: none"> ● Engage in effective advocacy by publishing a newspaper article, appear on the local news or participate in a podcast. | <ul style="list-style-type: none"> ● Letter from director indicating that the participant performed such duties ● Documentation of article or podcast link |
| <ul style="list-style-type: none"> ● Establish and manage a tutoring/homework program for school-age children in an EPCC/EPSA program. | <ul style="list-style-type: none"> ● Letter from director indicating that the participant performed such duties |
| <ul style="list-style-type: none"> ● Early Childhood Advocacy--engage with a legislator | <ul style="list-style-type: none"> ● Must include documentation of email correspondence |
| <p>Professional Activity Units-Two (2) PAUs</p> | <p>Documentation:</p> |
| <ul style="list-style-type: none"> ● 20 years of working in child care | <ul style="list-style-type: none"> ● Letter from past employer(s) indicating position working directly with children and start and end dates with hours worked. ● First and last pay stubs indicating hours worked. ● Copy of the family child care license. |
| <ul style="list-style-type: none"> ● Staff working in an EPSA and EPCC program will be awarded Two PAUs. | <p>Must provide documentation that the site is an EPSA/EPCC site:</p> <ul style="list-style-type: none"> ● Providers must submit a written letter on center letterhead from the Director. ● Owner/Director-Must submit email approval from MSDE |
| <ul style="list-style-type: none"> ● Attend a virtual state child care conference | <ul style="list-style-type: none"> ● Certificate indicating date of conference, sessions attended and clock hours of sessions. |
| <p>Suggested PAUs:</p> | <p>Documentation:</p> |
| <ul style="list-style-type: none"> ● Active Association Board Member | <ul style="list-style-type: none"> ● Letter from representative of the organization or printed distribution material naming the individual as an official board member. |
| <ul style="list-style-type: none"> ● Newsletter contributor | <ul style="list-style-type: none"> ● Copy of the newsletter or article identifying you as the author, editor, or contributor and includes the |

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| | publication month and year. |
| <ul style="list-style-type: none"> Judy Center partner | <ul style="list-style-type: none"> Letter or copy of agreement from Judy Center representative. |
| Professional Activity Units-Three (3) PAUs | Documentation: |
| <ul style="list-style-type: none"> 30 years working in child care | <ul style="list-style-type: none"> Letter from past employer(s) indicating position working directly with children and start and end dates with hours worked. First and last pay stubs indicating hours worked Copy of the family child care license |
| Suggested Virtual Paus: | Documentation: |
| <ul style="list-style-type: none"> Approved trainer/college instructor of infant/toddler, early childhood, or school-age virtual training | <ul style="list-style-type: none"> Current MSDE issued training approval number. Letter from college department head. |
| <ul style="list-style-type: none"> Attend a virtual national child care conference | <ul style="list-style-type: none"> Certificate indicating date of conference, sessions attended and clock hours of sessions. |
| <ul style="list-style-type: none"> Formal mentor for a student | <ul style="list-style-type: none"> Mentor/Mentee Contract identifying structure of the process; length of time; and activities/tasks completed during the time. |

Note: Virtual professional activity units will only be accepted during the COVID-19 pandemic.