

Verifying and Documenting Coaching, Consulting, or Mentoring

Relationship-Based Professional Development (RBPDP) support focuses on learning through one-on-one interactions between practitioners and coaches, consultants, or mentors. The goal of this type of individualized support is to improve children's developmental outcomes by increasing practitioners' knowledge, skills, and abilities. RBPDP Specialists provide practitioners with competency-based expert guidance and customized support to foster professional growth and career achievement.

RBPDP Specialists do more than give advice and support! Specialists promote high-quality care and teaching practices based on research-based best approaches and strategies in the field (CEED, 2016).

Coaching, mentoring and consulting are all terms used to describe RBPDP. While all three are based in promoting professional growth within an ongoing relationship, there are distinctions among these three types of RBPDP. The following are some definitions for each:

“Coaching is a relationship-based process led by an expert with specialized and adult learning knowledge and skills, who often serves in a different professional role than the recipient(s). Coaching is designed to build capacity for specific professional dispositions, skills, and behaviors and is focused on goal-setting and achievement for an individual or group.” [NAEYC 2011, p.11]

“Mentoring is a relationship-based process between colleagues in similar professional roles, with a more experienced individual with adult learning knowledge and skills, the mentor, providing guidance and example to the less-experienced protégé or mentee. Mentoring is intended to increase an individual's personal or professional capacity, resulting in greater professional effectiveness.” [NAEYC, 2011, p.10]

“Consultation is a collaborative, problem-solving process between an external consultant with specific expertise and adult learning knowledge and skills and an individual or group from one program or organization. Consultation facilitates the assessment and resolution of an issue-specific concern—a program-/organizational-, staff-, or child-/family-related issue—or addresses a specific topic.” [NAEYC, p.12]

Some RBPDP Specialists hold official endorsements in Develop and they are approved to provide certain types of coaching, consulting, and mentoring. These RBPDP Specialists must document time with programs and individuals as RBPDP Events in Develop. These hours can be used to meet Parent Aware training requirements. Hours tracked through RBPDP events that count toward a career lattice appear on an individual's Learning Record. If the RBPDP Specialist does not have an official endorsement, hours can be documented by completing this form.

Please note:

- The hours recorded on this form **will not** be documented on the individual's Learning Record.
- This form is not intended to be used by RBPDP Specialists who are approved in Develop. All coaching hours provided by an RBPDP Specialist who holds an RBPDP endorsement in Develop **MUST** be entered as an RBPDP event.
- If there is an endorsement type available in Develop and a RBPDP Specialist did not meet the qualifications, this form is not to be used for that type of RBPDP work.

To use this form to meet the KCF Content Areas listed below, the learning must:

- Have occurred within the last 5 years. This date depends on the program's Parent Aware Pathway
- Provide face-to-face interaction (between the RBPD Specialist and the individual)
Note: This can include virtual meetings
- Meet the definition of coaching, consultation, or mentoring listed above

Verification of Coaching, Consulting, or Mentoring

Submit these pages with your Quality Documentation Portfolio for your Parent Aware Rating

DIRECTIONS:

1. You may name only one RBPD Specialist per form.
2. Each form needs to be filled out for a minimum of one hour and a maximum of ten hours.
3. No more than ten hours per Lead Teacher using the Verifying and Documenting Coaching, Consulting or Mentoring form(s) can be submitted with the program’s Quality Documentation Portfolio.
4. Submit the completed form(s) with your QDP.

1. Indicate the KCF Content Area(s) that the coaching, consulting, or mentoring will meet, and number of unduplicated hours:

- | | | |
|--|-------|-----------------|
| <input type="checkbox"/> KCF I: Child Development and Learning | _____ | Number of Hours |
| <input type="checkbox"/> KCF II.A: Creating Positive Learning Experiences | _____ | Number of Hours |
| <input type="checkbox"/> KCF II.B: Promoting Cognitive Development | _____ | Number of Hours |
| <input type="checkbox"/> KCF II.C: Promoting Social and Emotional Development | _____ | Number of Hours |
| <input type="checkbox"/> KCF II.D: Promoting Physical Development | _____ | Number of Hours |
| <input type="checkbox"/> KCF II.E: Promoting Creative Development | _____ | Number of Hours |
| <input type="checkbox"/> KCF III: Relationships with Families | _____ | Number of Hours |
| <input type="checkbox"/> KCF IV.A: Observing, Recording, and Assessing Development | _____ | Number of Hours |
| <input type="checkbox"/> KCF IV.B: Assessing and Using Information to Plan | _____ | Number of Hours |

2. Total Number of Hours (limit of 10): _____

3. Date(s) the Event Occurred: _____

4. List the objectives covered in the sessions described above:

- 1.
- 2.
- 3.
- 4.

5. Print Name of Lead Teacher or Child Care Provider: _____

Signature of Lead Teacher or Child Care Provider: _____
Date

6. Print Name of RBPD Specialist: _____

Signature of RBPD Specialist: _____
Date