



Learning Narrative Checklist

Domain 1: Knowledge and Domain 2: Clinical/Direct Services Experience Supported by Reflective Practice Facilitation

The applicant must submit a brief learning narrative that summarizes the hours of training you received specific to the 0-5 population in Domain 1 and the direct services provided to children and families in the 0-3 and/or 3-5 age ranges in Domain 2. The learning narrative document should include:

- ✓ Applicant Name
- ✓ Endorsement title and age group requested (0-3) (3-5) or (0-5)

Domain 1 – Didactic hours in knowledge areas A-H.

Applicants must demonstrate that they have completed the required number of hours of training for each of the 8 knowledge areas. Each endorsement category has a different number of hours required for the knowledge area and these can be found in the domain 1 requirements chart in the compendium. Materials that document training in the knowledge areas of the learning narrative, include certificates of attendance at conferences, workshops, agency training, college transcripts and other training venues relevant to children birth to five and their families in the 0-5 age group. (Please refer to the Checklist for Domain 1: Knowledge Documents)

Each applicant's learning experience is unique and therefore will need to be documented differently. The following considerations will guide you in how to document your training.

- You may designate hours for portions of a class, workshops or seminar that addressed the key concepts listed in the *individual* knowledge areas A-H. When referring to a specific Infant-Family and Early Childhood Mental Health training programs, be sure to submit the supporting certificate that demonstrates the number of hours for each knowledge area.
- You may not duplicate (use the same hours twice to meet the requirements of different knowledge areas). Indicate the number of hours required in each area for the endorsement (MHS or TMHP) with your total numbers beside the criteria needed. You may include trainings beyond the criteria amount but it is not required to do so.



- If you use some past college course work to meet criteria in knowledge areas, you may estimate the number of hours focused on the 0-5 age group in that semester's class. Unofficial transcripts may be used for documentation.
- If you have been teaching or training in the various knowledge areas you may use those hours by submitting a training syllabus or document to indicate the content/competencies addressed.

For each training include:

- ✓ Date of training
- ✓ Trainer's name
- ✓ Training title/description relevant to a particular knowledge area
- ✓ Number of hours from a training being used in a particular knowledge area

Domain 2 – Clinical/Direct Services Supported by Reflective Practice Facilitation

Applicants must submit the following information to demonstrate meeting the endorsement criteria for direct clinical/services supported by Reflective Practice Facilitation (RPF). This section is to demonstrate the applicant's reflective practice facilitation received when the applicant was providing direct services to children and families. The following information should be included in this portion of the Learning Narrative:

- ✓ Agency name where the applicant was working when receiving RPF
- ✓ Number of hours of direct service the applicant provided to children and their families ages **0-3** while working in this setting and/or number of hours of direct service provided to children and their families ages **3-5**
- ✓ Dates of employment
- ✓ Indicate whether RPF was group and/or individual
- ✓ Supervisor's title who provided the RPF support for the direct service hours (Indicate if they are endorsed as a RPF/Mentor by the CA Center.



CALIFORNIA CENTER
 for Infant-Family and Early Childhood Mental Health
 at WestEd Center for Prevention & Early Intervention

- Reflective Practice Facilitation support hours provided by a supervisor using RPF competencies but not endorsed by the California Center will be accepted for experience hours prior to January 1, 2017
- Direct experience RPF support hours after this date need to be provided by a Reflective Practice Facilitator or Reflective Supervisor endorsed by the California Center or another national endorsement system.

The applicants reflective practice facilitation can be documented in a chart or narrative but must include the following elements:

Age	Agency	Number of Hours of Experience	Date	Supervisor/Title Whether They are RPF Endorsed or Not	Number of RPF Hours	Group <8 Individual 1:1
0-3						
3-5						

- If requesting the 0-5 age category endorsement, you need to demonstrate direct service and RPF support for *both 0-3 and 3-5 age groups* per criteria listed in the Compendium.