Shared Class Portfolio Guidance

Programs preparing for a **standard site visit*** have the options to create individual class portfolios for each class, or to create shared portfolios for 2 or more classes within the same **NAEYC age category**.**

Advantages of Creating a Shared Class Portfolio

Teaching staff from several classes serving the same age of children can work together to create the portfolio. By working and discussing together, staff can develop a shared understanding of the recommended practices, so they truly understand the "why" of quality practices. Staff can then select their best examples for the portfolio from among the several classes working together.

Considerations for Creating a Shared Class Portfolio

A shared portfolio shows practices shared by all classes in the same age category. You may want to consider doing a shared portfolio if the classes have the same:

- curriculum and assessment model, and
- teaching staff routinely do joint planning.

You may **not** want to create a shared portfolio if the classes have:

- Significant differences in how the class is conducted; for example, one class is highly inclusive of children with exceptionalities and special needs.
- Children within the same NAEYC age category, but at different developmental levels; for example, very young toddlers vs. two-year-olds within the age category "Toddler/Twos".

Shared portfolios are **not accepted** for classes across different NAEYC age categories.

A **mIxed-age class** is a class that includes children from more than one NAEYC age category -- for example, infants + toddlers/twos. Portfolios for these classes must show all the practices relevant to all age categories in the class. Mixed-age classes **cannot** create a shared class portfolio with another class.

Ratings for Shared Class Portfolio

If there is a shared class portfolio, the shared portfolio ratings will be applied to every class that shares the portfolio. Item ratings can count multiple times towards the rating for that item for the program.

> **Example:** A program has 3 classes assessed (Class A, B and C). Three class observations were conducted. However, only 2 class portfolios were rated, because Classes B and C were of the same age category and decided to present a shared CP. While that shared CP is rated only one time, the ratings apply double to the calculation of item pass rates for the program. So if Item 2J.8 was rated "Yes" in CP_A, but "No" in CP_B+C, then the program score for item 2J.8 is "No".

*Programs in NAEYC's **provisional accreditation** process are required to submit one, shared class portfolio for each class within an age category. Access more resources at **Accreditation Tips and Tools**.
NAEYC defines these **age categories: Infant, Toddler/Two, Preschool, Kindergarten, School-Age.