



**MRTQ PDN Technical Assistance  
Credential Cohort  
Memorandum of Agreement (MOA)**

**What Is A Cohort?**

The *Technical Assistance Competencies for Maine's Early Childhood Workforce* defines peer to peer networks as groups of practitioners engaging to improve their skills and knowledge through collaborative study, expertise exchange, and professional dialogue. A cohort, also referred to as a Professional Learning Community is a type of peer to peer network.

**A Credential Cohort** includes the following activities as appropriate over a period of **six (6) months**:

- Video Conference meetings (Zoom)
- Face to Face meetings
- Portfolio Development
- Sharing Resources
- Developing and reviewing the Cohort Plan
- Individualized Meetings
- Application Packet Preparation
- Cohort Evaluation

**Confidentiality -**

<https://ccids.umaine.edu/wp-content/uploads/sites/26/2017/01/confidentiality-tip-022714.pdf>

- Care and education professionals routinely handle confidential information about children, families and staff as part of their work. There are confidentiality laws and regulations that protect the privacy of all people. For children with disabilities there are additional protections.
- Confidentiality is also something we will practice when talking about our own learning and experiences while we are working and learning together.
- Please remember that what you share in our Cohort has to adhere to this concept. no sharing children/family/staff identifiable information.
- Use pseudonyms; be non-specific when discussing potentially identifying information.
- Also, remember that your colleagues may disclose personal information. Because we want everyone to feel comfortable, please don't share it.

**Credential Cohort Participant:**

I, the undersigned, agree to the following:

1. Complete required forms/documentation, including, but not limited to:
  - Cohort Application
  - Cohort Memorandum of Agreement
  - Cohort Evaluation



2. Communicate with MRTQ PDN staff in a timely manner.
3. Participate in Cohort meetings (participants earn MRTQ PDN professional growth hours for attending). Participants can miss a maximum of two meetings.
4. Participate in an ongoing Cohort plan.
5. Abide by the [NAEYC Code of Ethical Conduct](#).
6. Adhere to all applicable federal and state rules and regulations pertaining to child abuse and neglect, including, but not limited to:
  - Confidentiality laws pertaining to family/child rights; and
  - Adhering to title 22 MRSA 4011-A, which states that all child care personnel are mandated reporters.

**Participation in the Cohort does not guarantee that a provider will receive the credential.**

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**MRTQ PDN Credential Cohort Lead (facilitator):**

I, the undersigned, agree to provide support that will include the following:

1. Work with Cohort participant to establish a relationship and begin the Cohort process.
2. Inform and support the Cohort participant to adhere to communication timelines.
3. Develop the Cohort plan with input from cohort participants.
4. With Cohort participant, identify a process for follow-up communication – in person and/or electronic – to support the implementation of the Cohort Plan.
5. Provide ongoing support to Cohort participant for Cohort Plan implementation.
6. At the conclusion of the Cohort period, jointly evaluate progress with Cohort participant and determine next steps.
7. Abide by the [NAEYC Code of Ethical Conduct](#).
8. As mandated reporters, adhere to all applicable state requirements pertaining to child abuse and neglect.)
9. Adhere to applicable federal and state confidentiality laws pertaining to family/child rights to privacy. Additionally, we will ensure that any information that is learned about program staff, children or families will be held in confidence.
10. Child care licensing violations will be brought to the attention of the program administrator/owner. This may also include a report to child care licensing if the concern is not addressed and or persists.



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Jill Downs, Technical Assistance Manager, will serve as the initial point of contact at MRTQ PDN for all Cohort requests. Jill can be reached at 207-780-5845 [jdowns@maine.edu](mailto:jdowns@maine.edu).

**Signatures:**

This MOA will be in effect from the date when signed and continue until the Credential Cohort is completed.

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**Name of Participant (please print)**

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**Signature of Participant**

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**Date**

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**MRTQ PDN Credential Cohort Lead**

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**Date**



For office use only:

Credential Cohort ID: \_\_\_\_\_