

Tips for letters of recommendation for RPF I & II

The letters for the Reflective Practice Facilitator I and II must contain:

1. The recommender's relationship with the person seeking endorsement, e.g. supervisor, consultant, colleague, etc.
2. The length of time and circumstances that the recommender has known the person seeking endorsement and their professional involvement. This should include specific information about the agency involvement or location of any activities related to the professional relationship.
3. The recommender's qualifications to provide reflective practice facilitation directed at helping the person seeking endorsement provide reflective practice facilitation to others. Feel free to have the person attach a resume.
4. Statement about how and where the applicant provided reflective practice facilitation to others .
5. Descriptions of the relative strengths or any concerns about the person seeking endorsement.

Sample Letter of Recommendation

To whom it may concern:

I would like to recommend Amy Chen as a Reflective Practice Facilitator I.

I have known Amy Chen for 12 years. For four years, I have supervised her clinical work providing early childhood mental health consultation to our home visiting team in our Early Head Start Program where I am the program manager. I have met with Amy regularly twice a month for four years.

Amy is well grounded in a reflective practice model of supervision and has used her time with me very well to gain more sophisticated skills as an early childhood mental health consultant. She has also attended more formal training and has read many of the available materials on reflective supervision and viewed a DVD about reflective practice sessions.

My own background is as a program manager with a strong background and training as a clinician and a supervisor. I recently completed all of my documentation as a Reflective Practice Facilitator II and also as a RP Mentor and had these materials accepted and am now fully endorsed. A review of these materials will document my own extensive training and experience as a reflective facilitator and as a mentor for others.

Amy has been providing reflective practice to the home visitors in the Early Head Start program for 3 years under my reflective supervision.

Amy is a dedicated and talented individual who takes her role as a mental health consultant very seriously. She is well grounded in child development and early childhood mental health and brings a wealth of experience, ethical practice, and dedication to her work. I would not hesitate to recommend her highly.

Sincerely,

Jane Smith, LCSW, EHS Program Manager