

CHAPTER 3**Professional Skills****Certification Test Practice**
Multiple-Choice Tests

Directions Read the tips for taking multiple-choice tests. Then take the sample test. Circle the letter of the answer to each question.

Tips for Multiple-Choice Tests

- Multiple-choice questions may present you with answers that seem partially true. The correct answer is the one that is completely true.
- Read all answers carefully. Some may seem identical, but a different word can make the difference between a right and a wrong answer.
- Read all questions carefully. Easy-to-miss phrases such as *is not* and *are not* change the meaning of the question.
- If you know for certain that three answers are correct, choose *all of the above*.

Chapter 3

1. Getting a program's name out to those who might use its services and establishing a good reputation for those services are both _____ goals.
 - a. open door policy
 - b. bilingual communication
 - c. public relations
 - d. Web site
2. Ways to continue your education and professional development do not include _____.
 - a. following a dress code
 - b. joining a professional organization
 - c. acquiring a professional credential
 - d. taking a class
3. Child care professionals have the responsibility to _____.
 - a. share confidential information with coworkers
 - b. report legal violations to the proper authorities
 - c. give money to families that are in need
 - d. provide information to families only in English
4. An advocate for children's rights and issues _____.
 - a. creates community awareness about children's issues
 - b. influences public policy
 - c. stays informed about changes in laws affecting children
 - d. all of the above

CHAPTER 3**Professional Skills****Content and Academic Vocabulary**
English Language Arts

Directions Use each vocabulary term to write a sentence that shows that you understand the term's meaning. The first one is completed for you.

1. **open door policy** The **open door policy** at Jeff's child care center states that
parents and family members can visit the center at any time.
2. **bilingual** _____
3. **public relations** _____
4. **conferences** _____
5. **professional ethics** _____
6. **dress codes** _____
7. **continuing education** _____
8. **confidentiality** _____
9. **advocacy** _____
10. **constituents** _____
11. **interact** _____
12. **primary** _____