

Developing a Professional Portfolio



For Head Start and Early Head Start CDA Candidates

August 14, 2013



HELLO FROM THE COUNCIL



Brocklin Qualls

Manager, Domestic and International Partnerships

Type your
responses here
and click send

A screenshot of the GoToWebinar interface. The 'Audio' section shows 'Audio Mode' with 'Use Mic & Speakers' selected. Below it are microphone and speaker level indicators and an 'Audio Setup' link. The 'Talking' section shows 'Eric Bensley'. The 'Questions' section contains a Q&A list: 'Q: Will we receive copies of this Webinar afterwards?' and 'A: You will receive a link to the archive recording.' Below the list is a text input field and a 'Send' button, both highlighted with an orange border. An orange arrow points from the text 'Type your responses here and click send' to the input field. At the bottom, the 'Webinar ID: 650-934-018' and the 'GoToWebinar™' logo are visible.

Goals for Today's Webinar

- To provide an overview of the Professional Portfolio.
- To navigate through the Portfolio Components.
- To review how to prepare reflective statements of competence.
- To guide a hands-on Action & Reflection activity.



WEBINAR HANDOUT

Today's handout can be found on the Council Website here:

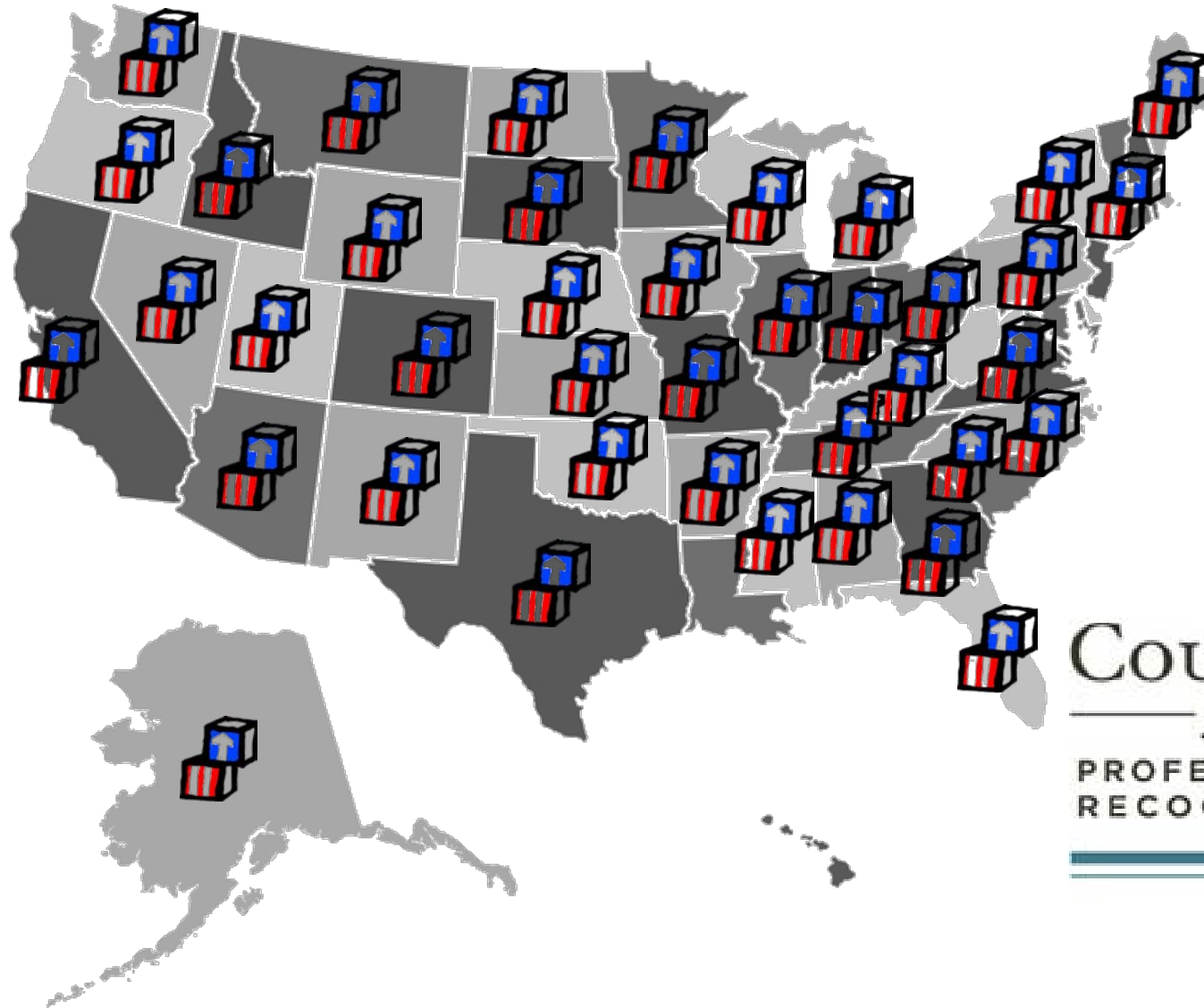
<http://www.cdacouncil.org/partners-and-gris/headstart>

A link will also be provided for you in the chat.

Please use this handout to take notes during the ***Action and Reflection exercise***. After the webinar, this handout can be used to help you develop your Professional Portfolio.



ON TODAY'S WEBINAR



COUNCIL
for
PROFESSIONAL
RECOGNITION



WE'VE GOT YOU COVERED

September 30, 2013

Section 648A.(2)(B)

(ii) Head Start teaching assistants nationwide in center-based programs have--

(I) at least a **Child Development Associate credential**;

(II) **enrolled in a program leading to an associate or baccalaureate degree**; or

(III) **enrolled in a child development associate credential program to be completed within 2 years.**

THE BEST 1st STEP



Nationally recognized

Transferable

Competency Based



ABOUT CDA 2.0

1. The CDA brings vision and unity to the field about what professionals who work with young children should know and be able to do effectively in any setting – Center-Based Preschool, Infant & Toddler, Family Child Care and Home Visitor.
2. The CDA is the only portable, reciprocal, competency-based, national credential recognized in all 50 states, territories, the District of Columbia, community colleges and the United States military.
3. The CDA credentialing system is based on the knowledge of the nation's leading scholars in early care and learning. Utilizing multiple sources of evidence, the CDA national credentialing system is the only comprehensive system of its kind that recognizes the essential competencies needed by entry-level and all early childhood professionals.



ABOUT CDA 2.0

1. The CDA is the only credit-bearing national credential that articulates to Associate degrees in most community college systems across the nation.
2. The CDA is the only national, multi-language credentialing system that assesses educators in the language of their daily work.
3. The CDA has revolutionized entry-level credentialing once again! With the launch of CDA 2.0 the Council has streamlined and strengthened the process, making it even more valuable as a professional development experience.



PROFESSIONAL PORTFOLIO

Components include:

- EDUCATION DOCUMENTS
- FAMILY QUESTIONNAIRES
- RESOURCE COLLECTION
- REFLECTIVE STATEMENTS OF COMPETENCE
- PROFESSIONAL PHILOSOPHY STATEMENT





Education



Experience



Professional
Portfolio



Family
Questionnaires



Application



Verification Visit



CDA Exam

Prepare

Apply

Demonstrate



Professional Portfolio

Cover Sheets

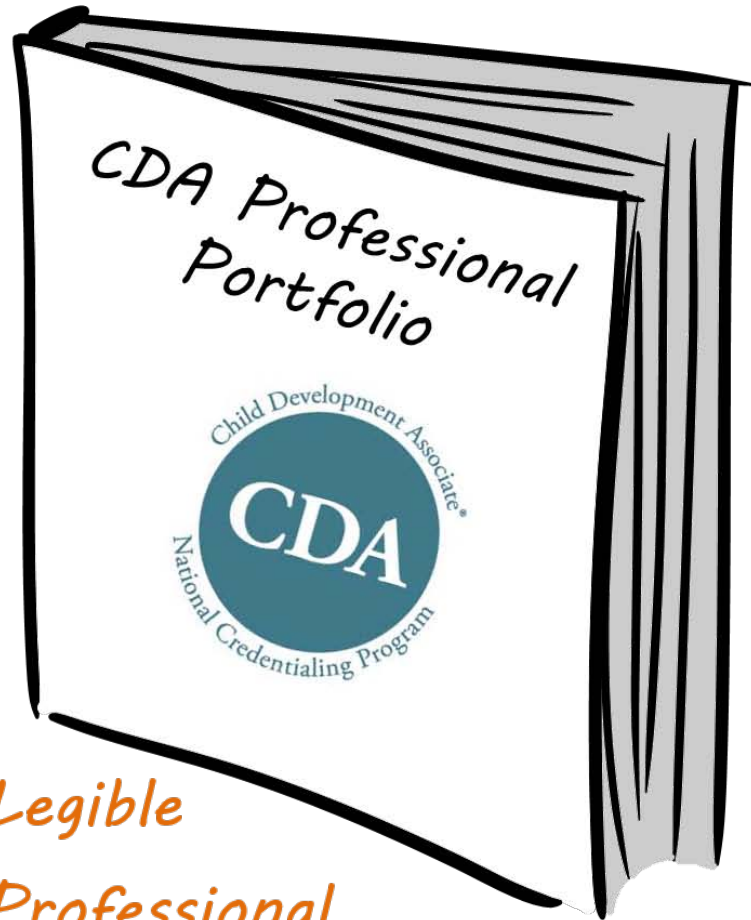
- My CDA Professional Portfolio
- Summary of My CDA Education
- Family Questionnaire Summary Sheet

Resource Collection

Competency Statements

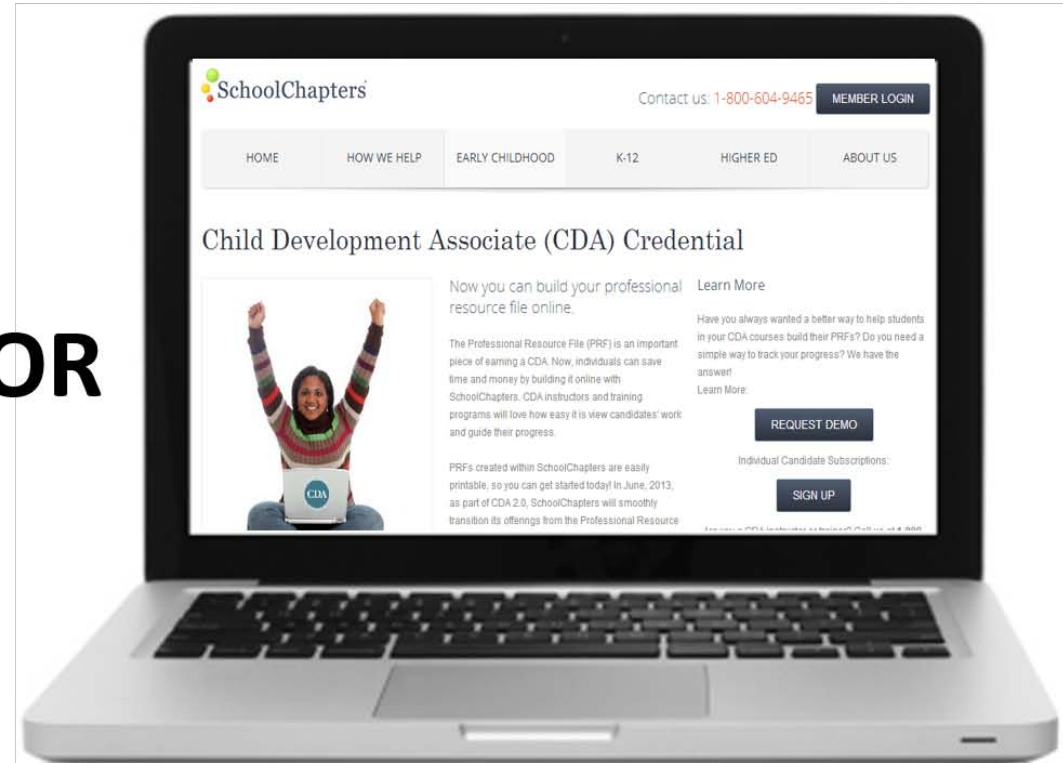
Professional Philosophy Statement

WHICH IS BEST FOR YOU?



*Legible
Professional
Manageable*

OR





CDA Competency Standards

Criteria that defines the skills that you should demonstrate

Functional Areas

A category of responsibility that defines a caregiver's role in relation to children



Complete your **Verification Visit**
Assemble your **Professional Portfolio**
Take the **CDA Exam**

COMPETENCY STANDARDS

I. To establish and maintain a safe, healthy learning environment

II. To advance physical and intellectual competence

III. To support social and emotional development and provide positive guidance

IV. To establish positive and productive relationships with families

V. To ensure a well-run, purposeful program that is responsive to participants

VI. To maintain a commitment to professionalism

RESOURCE COLLECTION



Collect and organize early childhood resources that reflect the standards

- First Aid and CPR
- Weekly Menu
- Weekly Plan
- 9 Learning Activities
- Bibliography of children's books
- Family Resource Guide
- Record keeping forms
- State regulations
- Early childhood associations
- Child abuse and neglect legal requirements

Consider your organization skills.

How will you organize your resources?

Consider the timeframe. How do you plan to complete your resource collection within 6 months of submitting the application?

**RESOURCE COLLECTION
ACTION & REFLECTION**

Gather all of your transcripts, certificates and letters. Do you have a valid and current First Aid and CPR card or certificate?

Consider the 6 Competency Standards. Which one will be easiest for you to collect a resource? Which one will be the most difficult?

COMPETENCY STATEMENT

The Council has provided specific questions for each of the six Competency Standards. These are intended to guide the Candidate's personal reflection and writing in order to address content unique to each standard. To ensure your reflective writing for each standard meets the requirements, please follow the detailed directions found in your Competency Standards book.

Many of the Statements require the use of specific resources from your Resource Collection mentioned in Slide #18

Each Statement should be no more than 500 words in length.

Brief Overview

PROFESSIONAL PHILOSOPHY STATEMENT



REFLECTIVE WRITING

Summarize your professional beliefs and values about early childhood education

- Final reflective task
- Write no more than 2 pages
- Write no more than 500 words per statement

Consider your beliefs .

How do you believe young children learn?

Consider your values.

How are your values reflected in your teaching?

**PHILOSOPHY STATEMENT
ACTION & REFLECTION**

Consider your role as an early childhood professional.

What is your role in their learning?
What are the other important aspects of your role in their lives?

Consider your role beyond an early childhood professional.

What are the other important aspects of your role in their lives?



Professional Portfolio

Cover Sheets

- My CDA Professional Portfolio
- Summary of My CDA Education
- Family Questionnaire Summary Sheet

Resource Collection

Competency Statements

Professional Philosophy Statement

A hand is shown from the wrist up, with the index finger pointing upwards. A pink string is tied around the index finger in a bow-like shape. The background is a solid light yellow color. A semi-transparent grey rectangular box is centered over the hand, containing the text.

**Bring your Professional
Portfolio to the
Verification Visit**

Webinar Recap

Components include:

- EDUCATION DOCUMENTS
- FAMILY QUESTIONNAIRES
- RESOURCE COLLECTION
- REFLECTIVE STATEMENTS OF COMPETENCE
- PROFESSIONAL PHILOSOPHY STATEMENT





Visit www.cdacouncil.org

To Learn more about the CDA 2.0
process



Order Today

Updated Competency Standards
Books



Stay Connected

Online community



Next Webinar
Preparing for the Verification
Visit and CDA Exam
August 21, 2013



**APPLY ONLINE
TODAY!**



Got Questions?
Use chat to ask your questions now.

Email headstart@cdacouncil.org after this
webinar for continued support.

THANK YOU!



**We've Got
You Covered!**

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for
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RECOGNITION

