Developing a Professional Portfolio

For Head Start and Early Head Start CDA Candidates

August 14, 2013
HELLO FROM THE COUNCIL

Type your responses here and click send

Brocklin Qualls
Manager, Domestic and International Partnerships
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.
Today’s handout can be found on the Council Website here: http://www.cdacouncil.org/partners-and-qris/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
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
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?

CDA Professional Portfolio

OR

Legible
Professional
Manageable
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
RESOURCES 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
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?

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?
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.
PROFESSIONAL PHILOSOPHY STATEMENT

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?

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?
Cover Sheets
- My CDA Professional Portfolio
- Summary of My CDA Education
- Family Questionnaire Summary Sheet

Resource Collection
Competency Statements
Professional Philosophy Statement
Bring your Professional Portfolio to the Verification Visit
Webinar Recap

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• 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

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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!