CDA 2.0 Webinar Series

Developing a Professional Portfolio
Using the Webinar Material

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Goals for Today’s Webinar

• Provide an overview of the Professional Portfolio.
• Navigate through the Portfolio Components.
• Review how to prepare statements of competency.
• Guide a hands-on Action & Reflection activity.
All webinar registrants were sent an email with today’s webinar handout. If you did not receive the handout, it is also available on the council website here: www.cdacouncil.org/webinars
THE BEST 1st STEP

Nationally recognized
Transferable
Competency Based
PROFESSIONAL PORTFOLIO

1. CDA Requirements
2. Portfolio Components
3. Resource Collection & Competency Standards
4. Professional Philosophy Statement
5. Final Q & A
Recap of CDA Requirements

• High school diploma or enrollment in a high school career and technical program
• 120 hours or education in 8 CDA subject areas
• 480 hours of work experience in the setting for the type of credential being pursued
• Professional Portfolio
• Collect Family Questionnaires
• CDA Exam
Professional Portfolio

Cover Sheets
• My Professional Portfolio Cover Sheet
• Summary of Education Cover Sheet + documentation
• Family Questionnaire Cover Sheet + completed questionnaires

Resource Collection

Competency Statements

Professional Philosophy Statement
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
Assemble your Professional Portfolio
ACTION & REFLECTION

Competency Standards
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
ACTION & REFLECTION

Organizing Your 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
- Weekly Plan
- 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 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?

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

Writing Competency Statements
COMPETENCY STATEMENT

Describe how your practices meet the standard and how an item in your resource collection reflects your philosophy

• Write one paragraph for each functional area
• Use numbering in Competency Standards book
• Write no more than 500 words per statement
CSI Competency Statement I - To establish and maintain a safe, healthy learning environment

I establish and maintain a safe, healthy learning environment while children are in my care. One of the ways I do this is by always making sure children are where I can see and hear them, even when they are napping. I also check the child care environment, both inside and outside, every morning before the children arrive to make sure that outlet plugs are in place, that child-safety latches are hooked, and that there are no broken toys or dangerous objects in the child care space. I check to be sure that there are no splinters, rusting equipment, or sharp pieces on outdoor equipment.
ACTION & REFLECTION

Writing the 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 personal values. How are your values reflected in your teaching?

Consider your role as an early childhood professional. What are the important aspects of your role in the lives of children and families?

Consider your professional development experience. Why did you choose to become an early childhood professional? What is important to your professional development?
Bring your Professional Portfolio to the Verification Visit
Questions?
Use chat to ask your questions.
RECAP

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2. Portfolio Components
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4. Professional Philosophy Statement
5. Final Q & A
To learn more about CDA 2.0, visit www.cdacouncil.org.

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To Reach Us

Call
1-800-424-4310

Email
cdafeedback@cdacouncil.org