

# REVIEW OF THE CDA® PROFESSIONAL PORTFOLIO

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# CDA® Professional Portfolio

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**What to look for?**

# There are no requirements of how it should look but it should be:

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**Legible, portable, professional looking, manageable in size, current, must be written in Candidate's own words**



## Professional Portfolio

### Cover Sheets

- My Professional Portfolio Cover Sheet
- Summary of Education Cover Sheet + documentation
- Family Questionnaire Cover Sheet + completed family questionnaires
- Reflective Dialogue Worksheet

- **Resource Collection**
- **Reflective Statements of Competence**
- **Professional Philosophy Statement**

# CDA® Professional Portfolio

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**Cover Sheets & Forms**

# Forms in the CDA® Competency Standards Book




## Summary of My CDA Education

Candidate Name \_\_\_\_\_



## Family Questionnaire

Introduction



## Family Questionnaires Summary Sheet

Candidate Name \_\_\_\_\_ Candidate ID Number \_\_\_\_\_

**Note to Candidate:** Please document your professional practice as the Candidate on a Family Questionnaire/Competent and

**Statements of Competency**  
I attest to completing the CDA Subject Areas.

1. Planning a safe, healthy environment for children
2. Advancing children's learning and development
3. Supporting children's social and emotional development
4. Building productive relationships with children
5. Managing an effective classroom
6. Maintaining a commitment to professional growth
7. Observing and recording children's development
8. Understanding principles of child development

I attest to the accuracy of my record of clock hours of professional development that I have met or exceeded 120 hours.

\_\_\_\_\_  
Candidate

### CDA Verification Visit™ Reflective Dialogue Worksheet

**Note to Candidate:** The last step of the CDA Verification Visit™ process is the Reflective Dialogue, the culminating activity designed to support your ongoing reflection about your professional practices. Please know that the dialogue you will have with your CDA Professional Development (PD) Specialist will be kept confidential between the two of you, will not be scored and has no bearing on the award of your CDA Credential™. You will retain this Worksheet after the dialogue - no one else will see this worksheet unless you choose to share it. Therefore, feel free to reflect honestly and candidly about your professional strengths and areas for growth. There are no "right" or "wrong" answers in a reflective dialogue - only your commitment to your own professional growth and the goals you will set for yourself.

#### Step 1: Identify Areas of Strength and Areas for Future Professional Growth

In order to identify the best goals for yourself, it may be helpful to first explore different perspectives - (1) opinions from the families you serve, (2) your own thoughts and (3) feedback from your CDA PD Specialist, who has just read your Professional Portfolio and observed you working with children. Before your CDA Verification Visit™, please read the Family Questionnaires you received. Look for trends or patterns of responses and write down, in boxes A and B below, as many areas of strength and areas for professional growth that you would like. You will complete the second and third columns during the Reflective Dialogue.

	1. Family Questionnaires (to be completed by the Candidate prior to the CDA Verification Visit™)	2. Candidate Self-Reflection (to be completed by the Candidate during the Reflective Dialogue)	3. Feedback From My PD Specialist (to be completed by the Candidate during the Reflective Dialogue)
What are Your Area(s) of Professional Strength?	A	C	E
What are your Area(s) for Future Professional Growth?	B	D	F

Candidate: Copy as needed

is preparing to earn the nationally-recognized Child Development Specialist™ and must have completed the CDA®. he/she has taken on the role of working with young children, must have completed a Professional Portfolio, must be a Child Development Specialist™ and must have completed the CDA®.

with you're preparing to three at goal.

your feedback will be provided to you that may assist you in providing the best care for the children you provide on this award the CDA®

professional practice as the Candidate on a Family Questionnaire/Competent and

1 2 3

1 2 3

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PROFESSIONAL RECOGNITION


Once you have distributed and collected your Family Questionnaires, place them behind Tab B in your Professional Portfolio. Complete this Summary Sheet and put it in front of the completed questionnaires.

1. I distributed \_\_\_\_\_ Family Questionnaires.
2. I collected \_\_\_\_\_ Family Questionnaires and placed them behind this Summary sheet. Therefore, I collected the "majority" (more than half) of the Questionnaires I distributed.
3. I have looked for patterns or trends of feedback from these Questionnaires. Upon reflection, I think some of the families see the following as my greatest professional strength(s) and area(s) for professional growth:  
  
Area(s) of Strength (list at least one)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
  
Area(s) for Professional Growth (list at least one)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. I have taken the areas of strength and growth that I wrote, above, and entered them into Boxes A and B in my Reflective Dialogue Worksheet at the end of this book.

**Note to the PD Specialist:**  
Please do not read the contents of the Family Questionnaires found behind this Summary Sheet. This feedback is private, between this Candidate and the families she/he serves. Simply count the Questionnaires and verify that the number of questionnaires behind this Summary sheet matches the number written in #2, above. If the number matches, consider this required task complete. If the number does not match record this information in Item 13.4 of the Comprehensive Scoring Instrument.

# My CDA® Professional Portfolio

- ❖ This cover sheet outlines the structure the Candidate is required to use in organizing the contents of her/his Portfolio.



## MY CDA Professional Portfolio

Candidate Name

Candidate ID Number

Use the following checklist to organize your Professional Portfolio in the order listed below. You may check off each item in the last column, as it is completed. Use this "My CDA Professional Portfolio" sheet as the cover sheet inside your Portfolio. Please see page X for a detailed explanation.

TAB	REQUIRED PORTFOLIO ITEM	✓
	"My CDA Professional Portfolio" cover sheet (this document)	
A	"Summary of My CDA Education" cover sheet followed by all relevant training transcripts, certificates and official documentation	
B	"Family Questionnaires" cover sheet followed by all completed, returned Family Questionnaires	
C	Reflective Competency Statement I CS I, including paragraphs CS I a, CS I b, CS I c	
	CS I Resource Collection Items RC I-1, RC I-2, RC I-3	
D	Reflective Competency Statement II CS II, including paragraphs CS II a, CS II b, CS II c, CS II d	
	CS II Resource Collection RC II-1 through RC II-9	
E	Reflective Competency Statement III CS III, including paragraphs CS III a, CS III b	
	CS III Resource Collection RC III	
F	Reflective Competency Statement IV CS IV, including paragraphs CS IV a, CS IV b, CS IV c	
	CS IV Resource Collection Items RC IV-1 through RC IV-4	
G	Reflective Competency Statement V CS V, including paragraph CS V a	
	CS V Resource Collection Items RC V	
H	Reflective Competency Statement VI CS VI, including paragraphs CS VI a, CS VI b	
	CS VI Resource Collection Items RC VI-1, RC VI-2, RC VI-3	
I	Professional Philosophy Statement	

I attest that the following Professional Portfolio includes Resource Collection items that I gathered, myself, as well as original Statements written by me that reflect my work with the children and families in my care.


# Summary of My CDA® Education

❖ Followed by the documentation verifying completion of 120 clock hours of education in the form of:

- college transcripts,
- certificate, or
- official letter on letterhead from training agency/program/institution.

😬 **Training logs (attendance) are not acceptable**

😬 **Training from individual consultants is not acceptable**



## Summary of My CDA Education

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Candidate Name

**Note to Candidate:** Please use this summary document as the cover sheet to your "education documentation"; the collection of transcripts, letters, certificates, etc. that you will place in your Professional Portfolio to document how you met the educational requirements for the CDA Credential™. At your CDA Verification Visit™, your CDA Professional Development Specialist will review this sheet to ensure that it accurately reflects your education documentation that follows. Please see p. 11 for a detailed explanation of acceptable professional education.

**Statements of CDA Education Completion:**  
I attest to completing the required 10 hours of education in each of the following CDA Subject Areas.

CDA Subject Areas	Please initial below
1. Planning a safe, healthy learning environment	
2. Advancing children's physical and intellectual development	
3. Supporting children's social and emotional development	
4. Building productive relationships with families	
5. Managing an effective program	
6. Maintaining a commitment to professionalism	
7. Observing and recording children's behavior	
8. Understanding principles of child development and learning	

I attest to the accuracy of the above Statements of Completion: that I completed at least 10 clock hours of professional education in each of the 8 CDA Subject Areas. I also attest that I have met or exceeded 120 total clock hours of CDA-related professional education.

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Candidate Signature

Date



# Required Portfolio Components CSI-21- Review

Check Education here

## Required Portfolio Components

If either of the following required Portfolio components do not meet requirements, you must notify the candidate at the conclusion of the CDA Verification Visit™ that she/he will receive a postcard from the Council notifying him/her of the required procedures for correcting these errors within six months of his/her *Ready to Schedule* notice.

In the spaces below, write down the reason(s) the components do not meet requirements. You will then submit this information to the Council online, along with your Recommended Scores.

1. The candidate's 120 clock hours of Professional Education meets all requirements (pp. 10-11):

Yes  No

If "No," please explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

2. The candidate's First Aid/CPR certification meets all requirements (p. 14):

Yes  No


If "No," please explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Review

# Family Questionnaires (FQ)

*Candidate: Copy as needed*



## Family Questionnaire

**Introduction**

\_\_\_\_\_ is preparing to earn the nationally-renowned Child Development Associate® (CDA) Credential™. In order to be awarded the CDA®, he/she has taken on a significant professional challenge: He/she must have experience working with young children, must have a required amount of early childhood education, must prepare a Professional Portfolio, must be observed working by a skilled professional (a CDA Professional Development Specialist™) and must pass the national CDA® evaluation.

The process of getting a CDA® is also a professional development experience in which Candidates reflect on areas of strength and areas for future professional growth. In addition to self-reflection, Candidates are provided feedback to consider by the CDA Professional Development Specialist™ and by you, if you so choose. So, we invite you to complete the questionnaire, below, in order to provide feedback that may help the Candidate continue to grow as a professional.

Please know that:

- Completing this questionnaire is optional. If you choose to complete it, your feedback will only be read by the Candidate in order to contribute important information that may assist him/her in setting professional goals for the coming year. **The answers you provide on this questionnaire will have no impact on whether the Candidate will be awarded the CDA® Credential.**
- You may provide your feedback anonymously, if you so choose.

If you choose to complete the questionnaire, you must return it to the Candidate by \_\_\_\_\_.

**Family Questionnaire**

Each of the following topics relates to key areas of quality early childhood professional practice as outlined by the Council for Professional Recognition. For each area, please rate the Candidate on a scale of 1 – 3 in which 1 = *Needs improvement/Area for professional growth*, 2 = *Capable/Competent* and 3 = *Very capable/Area of strength*.

The Candidate:

- Helps me to provide a safe, clean environment for my child and teaches me and the members of my family to follow general hygiene practices 

1	2	3
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- Provides me with information to help me identify community resources that provide services and support to families 


1	2	3
---	---	---

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**PROFESSIONAL  
RECOGNITION**

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# Family Questionnaire Summary Sheet



## Summary of My CDA Education

\_\_\_\_\_  
Candidate Name

**Note to Candidate:** Please use this summary document as the cover sheet to your "education documentation"; the collection of transcripts, letters, certificates, etc. that you will place in your Professional Portfolio to document how you met the educational requirements for the CDA Credential™. At your CDA Verification Visit™, your CDA Professional Development Specialist will review this sheet to ensure that it accurately reflects your education documentation that follows. Please see p. 11 for a detailed explanation of acceptable professional education.

**Statements of CDA Education Completion:**  
I attest to completing the required 10 hours of education in each of the following CDA Subject Areas.


CDA Subject Areas	Please initial below
1. Planning a safe, healthy learning environment	
2. Advancing children's physical and intellectual development	
3. Supporting children's social and emotional development	
4. Building productive relationships with families	
5. Managing an effective program	
6. Maintaining a commitment to professionalism	
7. Observing and recording children's behavior	
8. Understanding principles of child development and learning	

I attest to the accuracy of the above Statements of Completion: that I completed at least 10 clock hours of professional education in each of the 8 CDA Subject Areas. I also attest that I have met or exceeded 120 total clock hours of CDA-related professional education.

\_\_\_\_\_  
Candidate Signature

\_\_\_\_\_  
Date

*Candidate: Copy as needed*



## Family Questionnaire

**Introduction**

\_\_\_\_\_ is preparing to earn the nationally-recognized Child Development Associate® (CDA) Credential™. In order to be awarded the CDA®, he/she has taken on a significant professional challenge: He/she must have experience working with young children, must have a required amount of early childhood education, must prepare a Professional Portfolio, must be observed working by a skilled professional (a CDA Professional Development Specialist™) and must pass the national CDA® evaluation.

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**Family Questionnaire**

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The Candidate:

- Helps me to provide a safe, clean environment for my child and teaches me and the members of my family to follow general hygiene practices 1 2 3
- Provides me with information to help me identify community resources that provide services and support to families 1 2 3



## Family Questionnaires Summary Sheet

\_\_\_\_\_  
Candidate Name

\_\_\_\_\_  
Candidate ID Number

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- I have looked for patterns or trends of feedback from these Questionnaires. Upon reflection, I think some of the families see the following as my greatest professional strength(s) and area(s) for professional growth:
 

**Area(s) of Strength (list at least one)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Area(s) for Professional Growth (list at least one)**


\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_
- I have taken the areas of strength and growth that I wrote, above, and entered them into Boxes A and B in my Reflective Dialogue Worksheet at the end of this book.

**Note to the PD Specialist:**  
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# CDA Verification Visit™ Reflective Dialogue Worksheet



## Summary of My CDA Education


\_\_\_\_\_  
Candidate Name

**Note to Candidate:** Please document your CDA Verification Visit™ process. This includes: the collection of documentation; the collection of your Professional Portfolio to document your CDA Verification Visit™ process; and the collection of a detailed explanation of acceptable CDA Subject Areas.

Statements of CDA Subject Areas
1. Planning a safe, healthy environment for children
2. Advancing children's learning and development
3. Supporting children's social and emotional development
4. Building productive relationships with families
5. Managing an effective classroom
6. Maintaining a commitment to professional growth
7. Observing and recording children's learning
8. Understanding principles of child development

I attest to the accuracy of the clock hours of professional development I have met or exceeded 120 hours.

\_\_\_\_\_  
Candidate



## Family Questionnaire

\_\_\_\_\_  
Introduction

*Candidate: Copy as needed*


**Note to Candidate:** The last step of the CDA Verification Visit™ process is the Reflective Dialogue, the culminating activity designed to support your ongoing reflection about your professional practices. Please know that the dialogue you will have with your CDA Professional Development (PD) Specialist will be kept confidential between the two of you, will not be scored and has no bearing on the award of your CDA Credential™. You will retain this Worksheet after the dialogue - no one else will see this worksheet unless you choose to share it. Therefore, feel free to reflect honestly and candidly about your professional strengths and areas for growth. There are no "right" or "wrong" answers in a reflective dialogue - only your commitment to your own professional growth and the goals you will set for yourself.

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	1. Family Questionnaires (to be completed by the Candidate prior to the CDA Verification Visit™)	2. Candidate Self-Reflection (to be completed by the Candidate during the Reflective Dialogue)	3. Feedback From My PD Specialist (to be completed by the Candidate during the Reflective Dialogue)
What are Your Area(s) of Professional Strength?	A	C	E
What are your Area(s) for Future Professional Growth?	B	D	F

\_\_\_\_\_  
Candidate



## Family Questionnaires Summary Sheet

\_\_\_\_\_  
Candidate Name

\_\_\_\_\_  
Candidate ID Number

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Area(s) of Strength (list at least one)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
  
Area(s) for Professional Growth (list at least one)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- I have taken the areas of strength and growth that I wrote, above, and entered them into Boxes A and B in my Reflective Dialogue Worksheet at the end of this book.

**Note to the PD Specialist:**  
Please do not read the contents of the Family Questionnaires found behind this Summary Sheet. This feedback is private, between this Candidate and the families she/he serves. Simply count the Questionnaires and verify that the number of questionnaires behind this Summary sheet matches the number written in #2, above. If the number matches, consider this required task complete. If the number does not match record this information in Item 13.4 of the Comprehensive Scoring Instrument.

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# CDA® Professional Portfolio

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**Resource Collection**

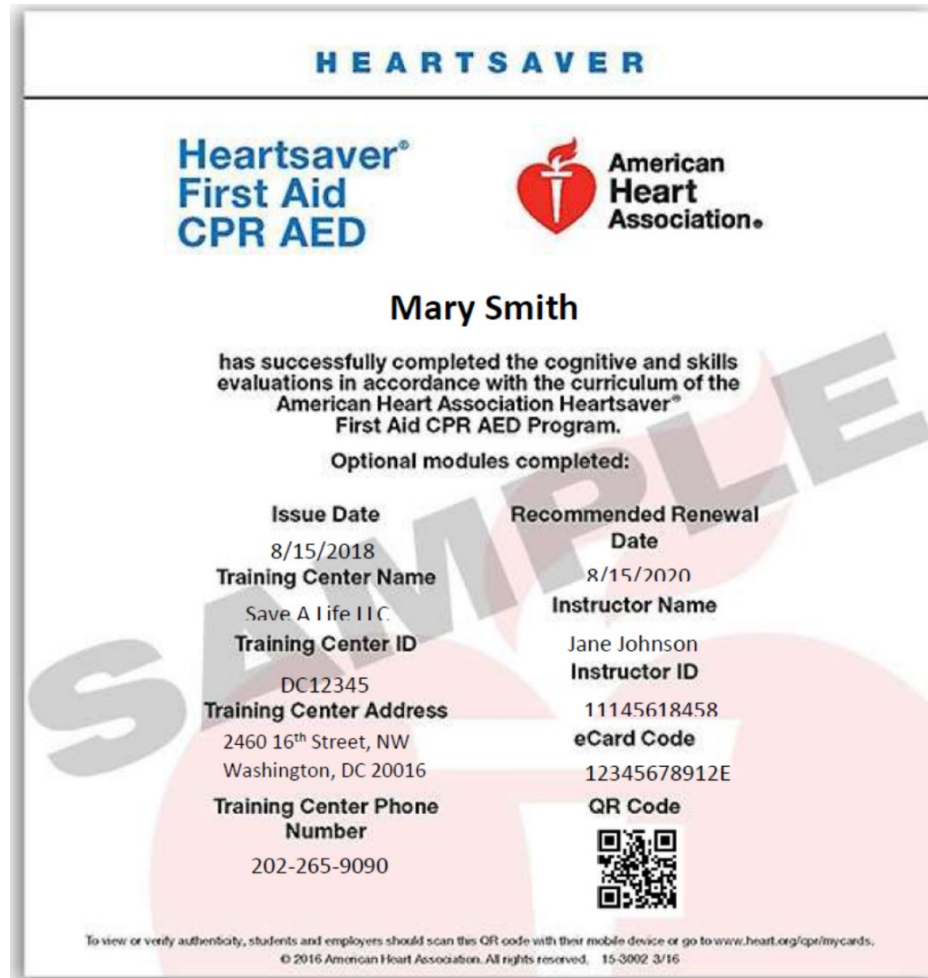
# Resource Collection

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## Collect and organize early childhood resources that reflect the standards:

- ❖ First Aid and Pediatric or Infant/Child 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

# First Aid and Pediatric or Infant/Child CPR



❖ Is this card acceptable?

# First Aid and Pediatric or Infant/Child CPR



❖ Is this card acceptable?



# Required Portfolio Components CSI-21- Review

## Required Portfolio Components

If either of the following required Portfolio components do not meet requirements, you must notify the candidate at the conclusion of the CDA Verification Visit™ that she/he will receive a postcard from the Council notifying him/her of the required procedures for correcting these errors within six months of his/her *Ready to Schedule* notice.

In the spaces below, write down the reason(s) the components do not meet requirements. You will then submit this information to the Council online, along with your Recommended Scores.

1. The candidate's 120 clock hours of Professional Education meets all requirements (pp. 10-11):

Yes  No

If "No," please explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

2. The candidate's First Aid/CPR certification meets all requirements (p. 14):

Yes  No

If "No," please explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Check First Aid/CPR here

# Any questions about the Resource Collection?

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# CDA® Professional Portfolio

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**Reflective Statements of Competence**

# Competency Standards

#	Competency Goals	Functional Areas
<b>Goal I</b>	To establish and maintain a safe, healthy learning environment	<ol style="list-style-type: none"> <li>1. Safe</li> <li>2. Healthy</li> <li>3. Learning Environment</li> </ol>
<b>Goal II</b>	To advance physical and intellectual competence	<ol style="list-style-type: none"> <li>4. Physical</li> <li>5. Cognitive</li> <li>6. Communication</li> <li>7. Creative</li> </ol>
<b>Goal III</b>	To support social and emotional development and to provide positive guidance	<ol style="list-style-type: none"> <li>8. Self</li> <li>9. Social</li> <li>10. Guidance</li> </ol>
<b>Goal IV</b>	To establish positive and productive relationships with families	<ol style="list-style-type: none"> <li>11. Families</li> </ol>
<b>Goal V</b>	To ensure a well-run, purposeful program responsive to participant needs	<ol style="list-style-type: none"> <li>12. Program Management</li> </ol>
<b>Goal VI</b>	To maintain a commitment to professionalism	<ol style="list-style-type: none"> <li>13. Professionalism</li> </ol>

# Competency Standards – Competency Goals

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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 partnerships with families

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

VI. To maintain a commitment to professionalism

# The Reflective Statements of Competence: What we are asking Candidates

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The Candidate is required to write a Reflective Statement of Competence for each of the Competency Goals, a total of six (6). Each Reflective Statement of Competence should describe:

- ❖ How the Candidates' practices meet the standard (a paragraph) and;
- ❖ How an item in the Candidate's Resource Collection reflects his or her philosophy
- ❖ Follow instructions and use the same numbering pattern utilized in the CDA® Competency Standards book
- ❖ Write no more than **500 words** per statement

# CDA® Professional Portfolio

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**Let's look at some Reflective Statements  
of Competence**

# Reflective Statements of Competence

- CS II b Pick another of the nine learning experiences you chose for your *Resource Collection* (RC II). How does this experience reflect your philosophy of how to support young children's *cognitive* development?
- CS II c Pick a third learning experience you chose for your *Resource Collection* (RC II). How does this experience reflect your philosophy of how to support young children's *creative* development?
- CS II d In an additional paragraph, describe ways to promote the communication/ language development among all children, including dual language learners.

**CSIII Competency Statement III** (*To support social and emotional development and to provide positive guidance*):

Begin your Reflective Statement about this Competency Standard with a paragraph describing how your teaching practices meet this Standard (Note: alternatively, you may also choose to write one paragraph for each Functional Area, if this makes it easier to express your thoughts more clearly).  
Then prepare at least one paragraph on each of the following:

- CS III a Describe some of the ways you support the development of children's positive self-concepts and growing social/emotional skills.
- CS III b Reflect on your professional philosophy of guiding young children's *positive* behaviors. How is your professional philosophy similar or different from how you were guided as a child? How do you constructively deal with young children's *challenging* behaviors?

**CSIV Competency Statement IV** (*To support language development*):

Begin your Reflective Statement about this Competency Standard with a paragraph describing how your teaching practices meet this Standard (Note: alternatively, you may also choose to write one paragraph for each Functional Area, if this makes it easier to express your thoughts more clearly).

Then prepare at least one paragraph on each of the following:

- CS IV a How do you support the language development of young children in your daily teaching practices?
- CS IV b How do you support the language development of young children in your daily teaching practices? How do you support the language development of young children in your daily teaching practices?
- CS IV c Reflect on your professional philosophy of supporting the language development of young children. (please see your own professional philosophy for more information.)

The following Competency Statement is found on **page 16** of the Competency Standards book.

**We will use Competency Statement III as an *example* to prepare you for writing your own Competency Statements.**

**CSIII Competency Statement III** (*To support social and emotional development and to provide positive guidance*):

Begin your Reflective Statement about this Competency Standard with a paragraph describing how your teaching practices meet this Standard (Note: alternatively, you may also choose to write one paragraph for each Functional Area, if this makes it easier to express your thoughts more clearly).

Then prepare at least one paragraph on each of the following:

- CS III a Describe some of the ways you support the development of children's positive self-concepts and growing social/emotional skills.
- CS III b Reflect on your professional philosophy of guiding young children's *positive* behaviors. How is your professional philosophy similar or different from how you were guided as a child? How do you constructively deal with young children's *challenging* behaviors?



# Reflective Statement

## #1 Complete your Reflective Statement.

**CSIII Competency Statement III** (*To support social and emotional development and to provide positive guidance*):

Begin your Reflective Statement about this Competency Standard with a paragraph describing how your teaching practices meet this Standard (Note: alternatively, you may also choose to write one paragraph for each Functional Area, if this makes it easier to express your thoughts more clearly).

Then prepare at least one paragraph on each of the following:

- CS III a Describe some of the ways you support the development of children's positive self-concepts and growing social/emotional skills.
- CS III b Reflect on your philosophy of guiding young children's *positive* behaviors. How is your professional philosophy similar or different from how you were guided as a child? How do you constructively deal with young children's *challenging* behaviors?

# Reflective Statement *Example*

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## **CSIII Competency Statement III** (To provide social and emotional development and positive guidance)

*I strongly believe that children's most important characteristics for success in life are developed in their early years. My work is dedicated to help children in my care develop curiosity and confidence. Intentionality, self-regulation, relatedness, communication capacity and cooperativeness are also essential characteristics. I work to implement the latest theories and research into my practice. This competency area is a vital part of my daily work with children.*

**CSIII Competency Statement III** (*To support social and emotional development and to provide positive guidance*):

Begin your Reflective Statement about this Competency Standard with a paragraph describing how your teaching practices meet this Standard (Note: alternatively, you may also choose to write one paragraph for each Functional Area, if this makes it easier to express your thoughts more clearly).

Then prepare at least one paragraph on each of the following:

CS III a Describe some of the ways you support the development of children's positive self-concepts and growing social/emotional skills.

CS III b Reflect on your philosophy of guiding young children's *positive* behaviors. How is your professional philosophy similar or different from how you were guided as a child? How do you constructively deal with young children's *challenging* behaviors?

**#2 Write one or more paragraphs in response to item CSIIIa.**

# CSIIIa Example

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## **CSIIIa Competency Statement III** (To support social and emotional development and positive guidance)

*The children in my class range from 3½ to 5 years of age and they are at various developmental stages. The younger children require more encouragement to develop independent skills. Teaching children to care for themselves is the best way to foster independence, good self-esteem and social/emotional interactions. For example, I help guide the children to take off, hang up and store their jackets, serve themselves and clean up at mealtime. I am there to provide guidance and deliver positive, yet specific comments to support children's learning.*

**CSIII Competency Statement III** (*To support social and emotional development and to provide positive guidance*):

Begin your Reflective Statement about this Competency Standard with a paragraph describing how your teaching practices meet this Standard (Note: alternatively, you may also choose to write one paragraph for each Functional Area, if this makes it easier to express your thoughts more clearly).

Then prepare at least one paragraph on each of the following:

CS III a Describe some of the ways you support the development of children's positive self-concepts and growing social/emotional skills.

CS III b Reflect on your philosophy of guiding young children's *positive* behaviors. How is your professional philosophy similar or different from how you were guided as a child? How do you constructively deal with young children's *challenging* behaviors?

**#3 Write at least one or more paragraphs in response to item CSIIIb.**

# CSIIIb Example

## CSIIIb Competency Statement III (To provide social and emotional development and positive guidance)

*By helping children to take control of themselves, fostering independence, providing encouragement, positive guidance and choices, I create a learning environment that promotes healthy self-esteem and minimize discipline problems. I guide children by telling them what they can do instead of what they cannot do. It is important for me to speak in a calm, caring voice to children and explain the reasons for actions. This is part of my philosophy and as I reflect on my own childhood, my experiences were very similar in my home. My parents were loving and never raised their voices. They gave me lots of explanations, reasons and praise and I felt very secure, even when I made mistakes. I wish the same type of experiences for the children in my care, experiences that will mark their lives forever. My philosophy about handling children with challenging behaviors is based on prevention, I get to know the child closely and I use lots of strategies to try to act before the non-appropriate behavior happens, but if it does, I use lots of language, patience and reassurance. Also finding the cause of the behavior is extremely important for me.*

# CDA® Professional Portfolio Practice

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# CDA® Professional Portfolio

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## Professional Philosophy Statement



# The Professional Philosophy Statement

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**The Candidate writes a Professional Philosophy Statement that summarizes the Candidate's 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

# Review 13.4 (Professionalism) from CSI

Review

## Note to the CDA Professional Development Specialist™:

One clear sign of the candidate's professionalism is his/her completion of the *Professional Portfolio* as a requirement of the credentialing process. Therefore, the following Item should also receive a Recommended Score:

**Item 13.4 Candidate has completed all requirements of the CDA *Professional Portfolio* in preparation for this CDA Verification Visit™.** (pp. 12-19)

1		3
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3 = All Portfolio requirements met  
1 = One or more Portfolio requirements were not met

### Indicators:

- a) \_\_\_\_\_ Majority of Family Questionnaires distributed were collected
- b) \_\_\_\_\_ Six Reflective Competency Statements were written
- c) \_\_\_\_\_ Portfolio includes all of the required Resource Collection items
- d) \_\_\_\_\_ One Professional Philosophy Statement was written

(If 1, the CDA PD Specialist™ is required to add a brief note explaining the rationale and/or examples for that score)

### Optional Notes: PROFESSIONALISM (Items 13.1, 13.2, 13.3, 13.4)

Review Notes

Observe Notes

A clear signal of the Candidate's professionalism is the completion of the Professional Portfolio.

# Helpful Reminders

## PROFESSIONAL PORTFOLIO

- ❖ Remind Candidate to bring the completed Professional Portfolio to the CDA Verification Visit™

## COMPREHENSIVE SCORING INSTRUMENT (CSI)

- ❖ Remind the Candidate to bring the Competency Standards Book. You will be using the original CSI attached to this book during the CDA Verification Visit™
- ❖ At the end of the visit, you will take the CSI with you and will keep it for 6 months

## REFLECTIVE STATEMENTS OF COMPETENCE AND PROFESSIONAL PHILOSOPHY STATEMENT

- ❖ Must be written in the candidate's own words
- ❖ Candidate should have not plagiarized, copied or quoted other writers
- ❖ Your scoring is based on the written content, not style, level or grammar

# CSI-22 Preparing for the Reflective Dialogue

## Review

For the CDA PD Specialist™:

### Reminders to Myself to Prepare for the Reflective Dialogue

**Clarifications** (complete this section after the Review and Observe sessions)

After reviewing this candidate's portfolio and observing him/her working with children, I may still need to ask the candidate some questions of clarification about the following topics that I was unable to read about or observe:

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**Professional Philosophy Statement** (complete this section during the Review Session)

After reading the candidate's *Professional Philosophy Statement*, here are one or more key topics about how he/she puts her professional philosophy into practice, that I may want to bring up as I facilitate the reflective dialogue:

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**CDA Professional Development Specialist™ Feedback** (complete this section after the Review and Observe sessions)

After reading through this candidate's *Professional Portfolio* and observing her/him working with children, I will mention the following Area of Strength and Area for Professional Growth during the reflective dialogue:

# QUESTIONS? COMMENTS?

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