

HOW TO UPLOAD MULTIPLE FILES FOR YOUR CDA® PROFESSIONAL PORTFOLIO IN YOURCOUNCIL



STEP 1

Compile your CDA® Professional Portfolio documents.

Use the *My CDA® Professional Portfolio* cover sheet to make sure you have completed all portfolio requirements. The cover sheet can be found in your *CDA® Competency Standards* book.

STEP 2

Prepare paper documents for upload by using a scanner, scanner app, or taking a photo with your mobile device.

► When preparing your documents for scanning or photographing:

- Remove documents from plastic sleeves or protectors
- If photographing, lay documents flat on a well-lit surface
- After scanning/photographing, check documents to make sure all text is clear and readable

► When saving your documents:

- Create a file name using letters and numbers only
- Save using one of the accepted file types
- Save all documents to one folder for easy access
- Before continuing, check the file size of **each document** to make sure it is 20 MB or less



Combine Related Documents:

When scanning, save the documents into a single file or use a PDF editor. For example: All *Family Questionnaires* can be saved together.



Acceptable File Types:

- | | |
|---------------|--------|
| • PDF | • BMP |
| • (preferred) | • PNG |
| • JPG | • TIFF |
| • JPEG | • WEBP |

STEP 3

Upload CDA® Professional Portfolio as *multiple files* to your CDA initial application in *YourCouncil*.

1. From within your application, click the “Portfolio Upload Method” in the left menu.
2. Use the dropdown menu and select “I would like to upload separate files under each portfolio category.”
3. Click “Next.” Below the instructions on the next page you will see a list of “Portfolio Categories.” (*Note: You must upload at least one file for each requirement.*)
4. To begin uploading, click “Add” and a “Manage Portfolio Uploads” header will appear.
5. Use the dropdown menu under “Choose Category” to select the section of the portfolio you would like to upload your file.
6. In the “File Description” text box, enter the file name or a brief description.
7. Click “Choose File.” The file explorer box will open.
8. Navigate to the folder where your portfolio files are saved.
9. Select your file and click “Open.”
10. **For portfolio sections D through I**, select the “Portfolio Documentation Type” you are uploading, i.e., “Resource Collection Items” or “Competency Statement.”
11. Click “Save.”
12. Repeat this process until all required documents have been uploaded.



Portfolio Upload Status:

Visit “Portfolio Upload Status” in the left menu to confirm all required categories have an upload. All items must have a green check mark in order to complete your initial application.