

HOW TO UPLOAD A SINGLE FILE 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.



Prepare with confidence by using the Council's E-Portfolio Tool!

This tool guides you through the preparation of each section of your *CDA® Professional Portfolio*, and helps you collect and organize all portfolio requirements. Once completed, you will be provided with a **single downloadable file** to upload into your application.

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
(Note: *PDF is preferred.*)
- Save all documents as one file for easy upload
- Before continuing, check the file size of your **single document** to make sure it is 100MB or less



Acceptable File Types:

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

STEP 3

Upload CDA® Professional Portfolio as a **single file** 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 my portfolio as one PDF file."
3. Click "Next" to advance to the "Portfolio Uploads" section.
4. To begin uploading, click "Add" and a "Portfolio Upload" header will appear.
5. In the "File Description" text box, enter the file name or a brief description.
6. Click "Choose File." The file explorer box will open.
7. Navigate to the folder where your portfolio file is saved.
8. Select your file and click "Open."
9. Once uploaded, click "Save."
10. On the next screen, confirm that the correct file has been uploaded and click "Next" to continue completing your application. Note: Use the "Edit" and "Delete" buttons to change the file description or upload a new file.