



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 pp. 12-20 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 Dialogue Worksheet”, completed boxes A and B	
D	Resource Collection Items RC I-1, RC I-2, RC I-3	
	Competency Statement I CS I, including paragraphs CS I a, CS I b, CS I c	
E	Resource Collection Items RC II-1 through RC II-9	
	Competency Statement II CS II, including paragraphs CS II a, CS II b, CS II c, CS II d	
F	Resource Collection Item RC III	
	Competency Statement III CS III, including paragraphs CS III a, CS III b	
G	Resource Collection Items RC IV-1 through RC IV-4	
	Competency Statement IV CS IV, including paragraphs CS IV a, CS IV b, CS IV c	
H	Resource Collection Item RC V	
	Competency Statement V CS V, including paragraph CS V a	
I	Resource Collection Items RC VI-1, RC VI-2, RC VI-3	
	Competency Statement VI CS VI, including paragraphs CS VI a, CS VI b	
J	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.

Candidate Signature

Date