



# CDA Professional Portfolio How-to Guide

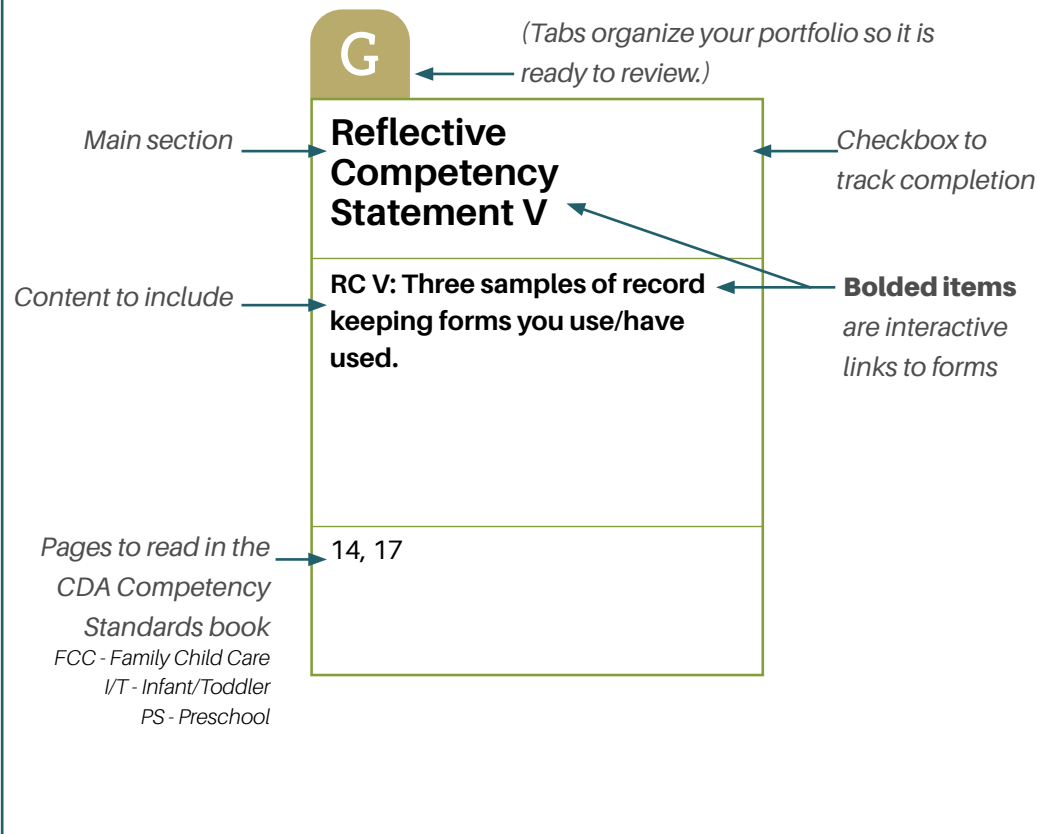


**Prepare your Professional Portfolio** - The Professional Portfolio is an exciting opportunity to share your understanding of the CDA competencies and functional areas and how you apply these into your everyday work with young children. This guide is an overview of what is needed for the CDA Professional Portfolio. It includes interactive links to forms to document your work and make sure you complete all portfolio tasks.

## Tips:

- Take your time. This guide helps you to create a working portfolio draft to edit as needed as you move through your CDA coursework (assigned modules and readings). You will finalize your portfolio at the end of your CDA coursework.
- Download and save the guide to your computer. Complete portfolio tasks as assigned in your [CDA Course Pacing Guide](#). Use your [planner](#) to schedule your portfolio work.
- Refer to your CDA books as directed in the [Course Pacing Guide](#) for portfolio directions.
- Request a peer/mentor to informally review your portfolio and provide feedback.

## KEY



## Questions?

<b>My CDA Portfolio Coversheet</b>	<b>A</b> <b>Summary of My CDA Education Coversheet</b>	<b>B</b> <b>Family Questionnaire Summary Sheet</b>
Checklist for how to order items in the CDA Professional Portfolio	Collection of transcripts, letters, certificates, etc.	<b>Family Questionnaires</b>
131 FCC: 141	133	135-137 FCC: 145-147

<b>C</b>	<b>D</b>	<b>E</b>
<b>Reflective Competency Statement I</b>	<b>Reflective Competency Statement II</b>	<b>Reflective Competency Statement III</b>
RC 1-1: Pediatric First Aid Certificate RC I-2: Feeding schedule or menu <b>RC I-3: Sample of weekly plans</b>	<b>RC II 1-9: Nine learning experiences</b>	<b>RC III: Bibliography of 10 childrens books</b>
12-13, 15	13, 16	13, 16

F

Reflective Competency Statement IV

RC IV: Family Resource Guide Checklist

14, 16  
I/T:135,17

G

Reflective Competency Statement V

RC V: Three samples of record keeping forms you use/have used.

14, 17

H

Reflective Competency Statement VI

Resource Collection Checklist

- RC VI - 1: PA Dept. of Public Information
- RC VI - 2: Early childhood assoc.
- RC VI - 3: Legal requirements

13, 16

I

Philosophy Statement

Your professional beliefs and values about early childhood education.

**Tips for writing (extended outline)**

Note: Review your work from the course "Professional Philosophy."

12-13, 15

Portfolio notes

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