

CDA 2.0 Webinar Series

Developing a Professional Portfolio

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RECOGNITION



Using the Webinar Material

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Goals for Today's Webinar

- Provide an overview of the Professional Portfolio.
- Navigate through the Portfolio Components.
- Review how to prepare statements of competency.
- Guide a hands-on Action & Reflection activity.

WEBINAR HANDOUT

All webinar registrants were sent an email with today's webinar handout. If you did not receive the handout, it is also available on the council website here:

www.cdacouncil.org/webinars

COUNCIL for PROFESSIONAL RECOGNITION CDA
DEVELOPING A PROFESSIONAL PORTFOLIO
Webinar handout

Instructions: Use this handout to take notes during the Action and Reflection exercise. After the webinar, use this handout to help you develop your Professional Portfolio.

RESOURCE COLLECTION ACTION & REFLECTION	
Consider your organization skills. How will you organize your resources?	
Consider the timeframe. How do you plan to complete your resource collection within 6 months of submitting the application?	
Gather all of your transcripts, certificates and letters. Do you have a valid and current Pediatric First Aid and CPR card or certificate?	
Consider the 6 Competency Standards. Which one will be easiest for you to collect a resource? Which one will be the most difficult?	

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**PROFESSIONAL
RECOGNITION**



THE BEST 1st STEP



Nationally recognized

Transferable

Competency Based



PROFESSIONAL PORTFOLIO

- 1 CDA Requirements
- 2 Portfolio Components
- 3 Resource Collection & Competency Standards
- 4 Professional Philosophy Statement
- 5 Final Q & A



Recap of CDA Requirements

- High school diploma or enrollment in a high school career and technical program
- 120 hours or education in 8 CDA subject areas
- 480 hours of work experience in the setting for the type of credential being pursued
- Professional Portfolio
- Collect Family Questionnaires
- CDA Exam

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Education



Experience



Professional
Portfolio



Family
Questionnaires



Application



Verification Visit



CDA Exam

Prepare

Apply

Demonstrate



Professional Portfolio

Cover Sheets

- My Professional Portfolio Cover Sheet
- Summary of Education Cover Sheet + documentation
- Family Questionnaire Cover Sheet + completed questionnaires

Resource Collection

Competency Statements

Professional Philosophy Statement

CDA Competency Standards

Criteria that defines the skills that you should demonstrate

Functional Areas

A category of responsibility that defines a caregiver's role in relation to children



Assemble your **Professional Portfolio**

ACTION & REFLECTION

Competency Standards

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COMPETENCY STANDARDS

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 relationships with families

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

VI. To maintain a commitment to professionalism

ACTION & REFLECTION

Organizing Your Resource Collection

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RESOURCE COLLECTION



REFLECTIVE EXPERIENCE

Collect and organize early childhood resources that reflect the standards

- First Aid and CPR
- Weekly Menu
- Weekly Plan
- 9 Learning Activities
- Bibliography of children's books
- Family Resource Guide
- Record keeping forms
- Weekly Plan
- State regulations
- Early childhood associations
- Child abuse and neglect legal requirements

Consider your organization skills.

How will you organize your resources?

Consider the timeframe. How do you plan to complete your resource collection within 6 months of submitting the application?

**RESOURCE COLLECTION
ACTION & REFLECTION**

Gather all of your transcripts, certificates and letters. Do you have a valid and current First Aid and CPR card or certificate?

Consider the 6 Competency Standards. Which one will be easiest for you to collect a resource? Which one will be the most difficult?

ACTION & REFLECTION

Writing Competency Statements

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COMPETENCY STATEMENT



REFLECTIVE WRITING

Describe how your practices meet the standard and how an item in your resource collection reflects your philosophy

- Write one paragraph for each functional area
- Use numbering in Competency Standards book
- Write no more than 500 words per statement

EXAMPLE of COMPETENCY STATEMENT

CSI Competency Statement I - To establish and maintain a safe, healthy learning environment

I establish and maintain a safe, healthy learning environment while children are in my care. One of the ways I do this is by always making sure children are where I can see and hear them, even when they are napping. I also check the child care environment, both inside and outside, every morning before the children arrive to make sure that outlet plugs are in place, that child-safety latches are hooked, and that there are no broken toys or dangerous objects in the child care space. I check to be sure that there are no splinters, rusting equipment, or sharp pieces on outdoor equipment.

ACTION & REFLECTION

Writing the Professional Philosophy Statement

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PROFESSIONAL PHILOSOPHY STATEMENT

4



REFLECTIVE WRITING

Summarize your 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

Consider your beliefs.

How do you believe young children learn?

Consider your personal values.

How are your values reflected in your teaching?

PHILOSOPHY STATEMENT
ACTION & REFLECTION

Consider your role as an early childhood professional.

What are the important aspects of your role in the lives of children and families?

Consider your professional development experience.

Why did you choose to become an early childhood professional? What is important to your professional development?



**Bring your Professional
Portfolio to the
Verification Visit**

The background features several large, stylized question marks in various colors (red, green, grey) and sizes. A prominent green question mark is in the top right, and a red one is in the bottom left. A horizontal green banner with a slight gradient is centered across the page, containing white text.

Questions?

Use chat to ask your questions.

RECAP

- 1 CDA Requirements
- 2 Portfolio Components
- 3 Resource Collection & Competency Standards
- 4 Professional Philosophy Statement
- 5 Final Q & A



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To learn more about CDA 2.0



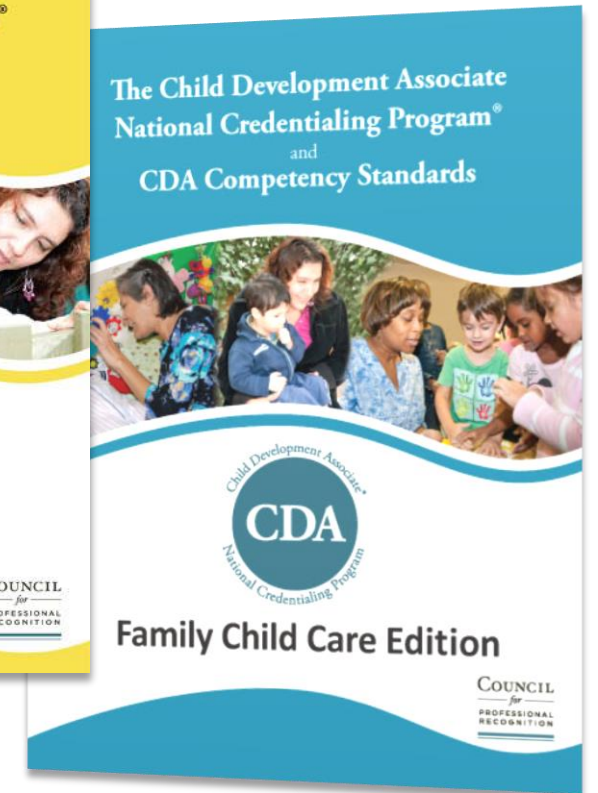
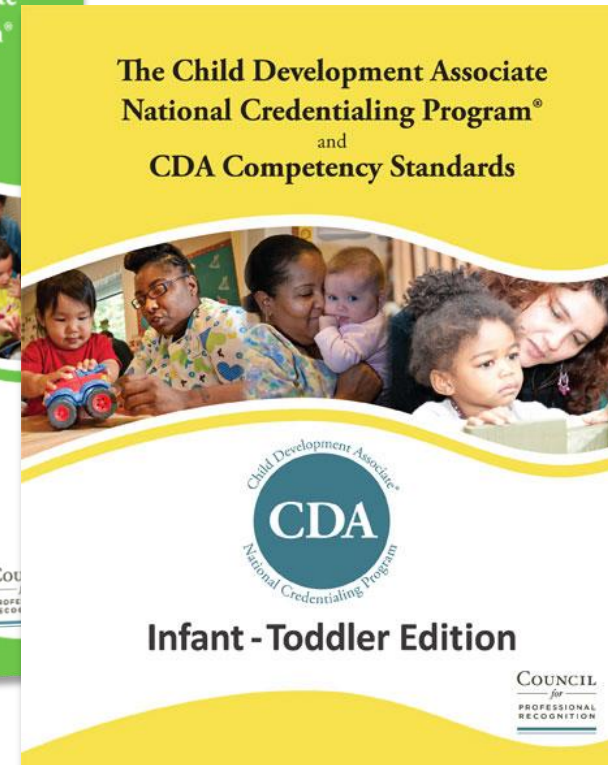
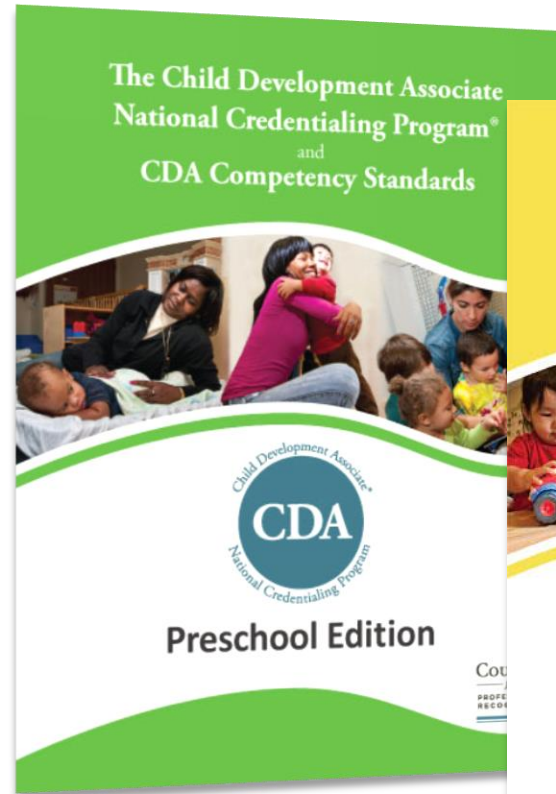
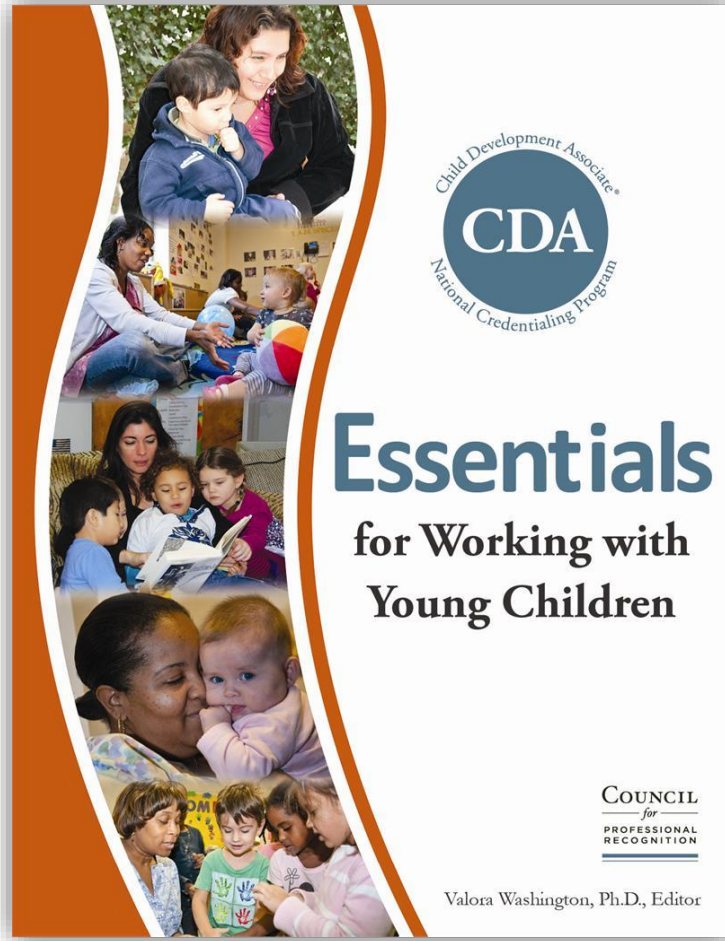
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Next Webinar:
Preparing for the Verification
Visit and CDA Exam

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THANK YOU!

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