



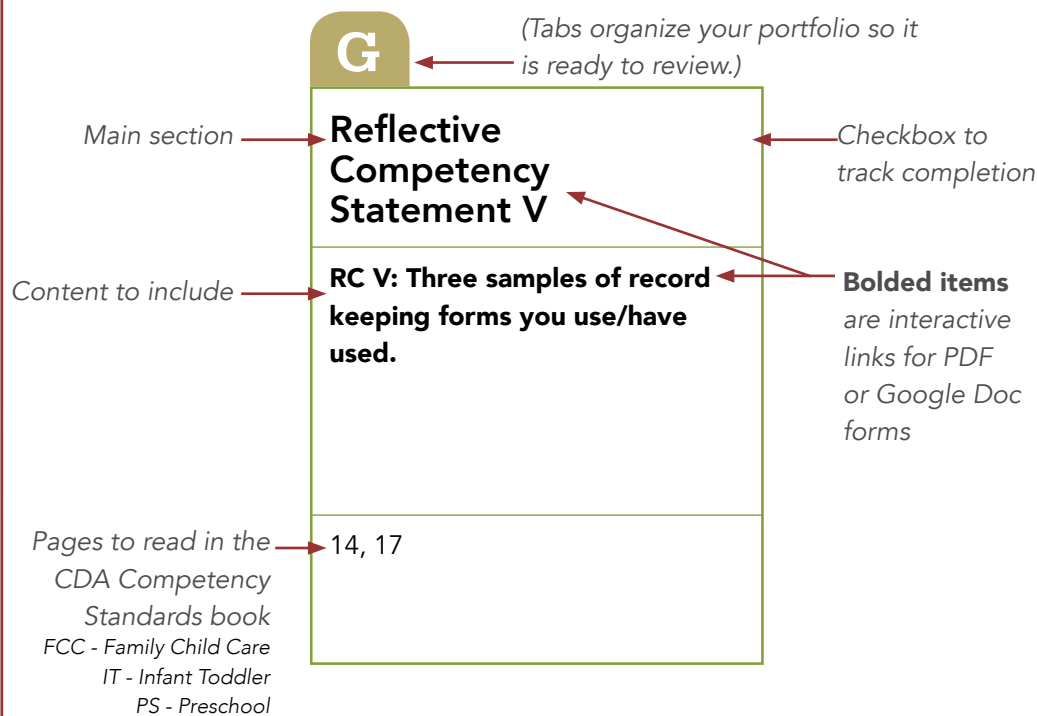
CDA Professional Portfolio How-to Guide



Prepare your Professional Portfolio – The Professional Portfolio is an important reflection of your professional ideas and work. Choose how you will package and present your Professional Portfolio so that it is easy to transport and use. For example, you could use a three-ring binder, a portable file case, or online file for your portfolio. Along with this how-to guide, use your CDA Competency Standards book to help prepare and complete the Professional Portfolio.

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 sections.

KEY



Tips:

- Always reference the CDA Competency Standards book! Some tasks differ depending on the age group you work with.
- Download first! Internet browsers will let you fill in our interactive PDFs, but if you want to save what you write, save the PDF onto your computer first.
- Delete the prompt text! If you use the Reflective Competency Statement templates (Tabs C-H) save only your responses.
- Review carefully! Review your work on a regular basis to be sure that nothing is missing or out-of-date.

Tools:

- [CDA Coursework](#) handout
- Use your [CDA Planner](#)

Tech:

- [Get Adobe Acrobat](#)

Questions?



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BKC's CDA web page

A**My CDA Portfolio
Coversheet**

Checklist for how to order items in
the CDA Professional Portfolio

131
FCC: 141

**Summary of My
CDA Education
Coversheet**

Collection of transcripts, letters,
certificates, etc.

133

B**Family
Questionnaire
Summary Sheet**

Family Questionnaires

135-137
FCC: 145-147

C**Reflective
Competency
Statement I**

RC 1-1: Pediatric First Aid
Certificate

RC I-2: Feeding schedule or menu

RC I-3: Sample of weekly plans

12-13, 15

D**Reflective
Competency
Statement II**

**RC II 1-9: Nine Learning
experiences**

13, 16

E**Reflective
Competency
Statement III**

**RC III: Bibliography of 10
childrens books**

13, 16

Reflective Competency Statement IV

RC IV: Family Resource Guide Checklist

14, 16
I/T:135,17

Reflective Competency Statement V

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

14, 17

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

Philosophy Statement

Your professional beliefs and values about early childhood education.

Tips for writing (extended outline)

Note: Review your work for the lesson "Professional Philosophy."

12-13, 15

Plans to finish the route to your CDA.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. In the background, there is a faint, abstract pattern consisting of overlapping circles and squares in light blue, green, and yellow colors. The overall appearance is that of a clean, unused piece of stationery or a template for a document.