

## How to Compile Your CDA Home Visitor Portfolio

### The CDA Professional Portfolio is a:

- Requirement for obtaining a Child Development Associate credential.
- Collection of resources to help you in your work with children and families.
- Method for the CDA Professional Development (PD) Specialist to evaluate your competence.
- Way to showcase your own philosophy about your work with young children and their families.

The completed CDA Professional Portfolio is a tool that you will use during your career in early childhood education and can be used as a reference manual.

Your Professional Portfolio must have been completed within six months prior to submitting your application for the CDA Credential. The information collected in the portfolio must match the setting for which you are applying.

### Your Professional Portfolio

Your Professional Portfolio should appear well-organized. Common ways to organize your Professional Portfolio include a binder or a file box. Select the option that is easy for you to carry, store, and manage.

### Organize

Organize your Professional Portfolio following the My CDA Professional Portfolio checklist.

Here is a list of the items that must be in your Professional Portfolio, in the order they should be placed. NOTE: All cover sheets and forms are found in the back of the CDA Competency Standards Book.

#### CDA Professional Portfolio cover sheet

- Tab A: Summary of My CDA Education
  - Documentation of your CDA training and education such as official training records or college transcripts, certificates, or other verification that you have successfully completed a minimum of 120 hours of training with no fewer than 10 clock hours of training in each of the eight CDA subject areas.
- Tab B: Family Questionnaires Summary Sheet
  - Completed Family Questionnaires, a form you distribute and collect back from each family in your caseload of families (at least four).
- Tab C: Parent Observation Permission Form and CDA Verification Visit Reflective Dialogue Worksheet. Complete boxes A and B.
- Tab D: CDA Assessor Recommendation Form
- Tab E: Resource Collection Items: RC I-1, RC I-2, RC I-3
  - Competency Statement I: CS I, CS I a, CS I b, CS I c
- Tab F: Resource Collection Items: RC II-1 through RC II-9



- Competency Statement II: CS II, CS II a, CS II b, CS II c, CS II d
- Tab G: Resource Collection Items: RC III
  - Competency Statement III: CS III, CS III a, CS III b
- Tab H: Resource Collection Items: RC IV-1 through RC IV-4
  - Competency Statement IV: CS IV, CS IV a, CS IV b, CS IV c
- Tab I: Resource Collection Items: RC V
  - Competency Statement V: CS V, CS V a
- Tab J: Resource Collection Items: RC VI-1, RC VI-2, RC VI-3
  - Competency Statement VI: CS VI, CS VI a, CS VI b
- Tab K: Professional philosophy statement

At your Verification Visit, your PD Specialist will review your Portfolio to make sure it is complete.

**Where can I get more help?**

Visit the CDA Council at [www.cdacouncil.org](http://www.cdacouncil.org) for more information.

