

Guidelines for Writing Your CDA Home Visitor Reflective Competency Statements

Below are examples of best practices to include in your CDA Reflective Competency Statements.

Guidelines for Writing CDA Reflective Competency Statements

The Council for Professional Recognition in Early Childhood Education provides guidelines for writing CDA reflective competency statements. These statements are intended to highlight a candidate's understanding and mastery of the criteria for their Child Development Associate (CDA) credential. The guidelines recommend that candidates provide specific examples or experiences that demonstrate their competency. It is also important to use reflective language, such as "I learned" or "I realized," to show self-awareness and growth. Additionally, the guidelines stress the importance of using appropriate grammar and correct spelling. Lastly, candidates should review the requirements for each competency carefully to ensure they address all components in their statements.

Candidates are required to write one Reflective Statement for each of the six CDA Competency Goals. Several of these statements must incorporate specific Resources from the Resource Collection as the basis for the reflection.

Each of your Reflective Competency Statements should be:

- Spell-checked, written in full sentences, and grammatically correct
- Typed in 11-12 point font using Arial or Times New Roman
- Approximately 500 words long

Six CDA Competency Goals:

- To establish and maintain a safe, healthy learning environment.
- To advance physical and intellectual competence.
- To support social and emotional development and provide positive guidance.
- To establish positive and productive relationships with families.
- To ensure a well-run, purposeful program that is responsive to participant needs.
- To maintain a commitment to professionalism.

Reflective Competency Statements:

CS I: Write a paragraph explaining how your teaching practices achieve the goal of establishing and maintaining a safe and healthy learning environment.

- **CS I a:** Reflect on your training in food handling. What is your approach to safe food handling? Provide an example of something you have taught parents about proper food handling to encourage healthy habits.



- **CS I b:** Reflect on your weekly plan. How does it demonstrate your commitment to addressing the specific needs of families? Describe how you would adjust the plan to accommodate children with special needs.
- **CS I c:** Reflect on your program's policy for reporting abuse and neglect. How does this policy align with state laws? Identify both strengths and challenges of the policy. Have you experienced a situation where action was required, and how did you manage it?

CS II: Write a paragraph describing how your teaching practices meet the goal of advancing physical and intellectual competence.

- **CS II a:** Choose a learning activity from your Resource Collection. How does it reflect your approach to supporting families and young children in promoting physical development?
- **CS II b:** Choose a learning activity from your Resource Collection. How does it reflect your philosophy on encouraging curiosity and discovery in young children and families?
- **CS II c:** Choose a learning activity from your Resource Collection. How does it support your approach to fostering language development in young children?
- **CS II d:** Describe ways you help families support communication among family members, including dual language learners.

CS III: Write a paragraph explaining how your teaching practices promote social and emotional development and provide positive guidance.

- **CS III a:** Describe the ways you assist families in helping their children develop positive self-esteem and social-emotional skills.
- **CS III b:** Reflect on your approach to guiding families in managing children's positive behaviors. How does your approach compare to how you were guided as a child? How do you effectively teach parents strategies to handle challenging behaviors?

CS IV: Write a paragraph explaining how your teaching practices foster positive and productive relationships with families.

- **CS IV a:** How do you ensure that families are kept informed about important events and resources in their community that may affect them and their children?
- **CS IV b:** How do you stay aware of each family's home life, and how does this understanding influence your teaching practices?
- **CS IV c:** Reflect on feedback received from Family Questionnaires. Discuss how the responses either surprised you, confirmed your thoughts, or prompted new goals for professional growth.

CS V: Write a paragraph describing how your teaching practices ensure a well-organized and purposeful program that meets participants' needs.

- **CS V a:** Explain how you utilize the family action plan. Why is it essential for effective program management? How do you ensure the plan is being used to accurately assess a family's progress?



CS VI: Write a paragraph explaining how your teaching practices demonstrate a commitment to professionalism.

- **CS VI a:** Reflect on your reasons for choosing to become a Home Visitor.
- **CS VI b:** Reflect on the key indicators of professionalism that you feel are most important and how you demonstrate them in your work.

Where can I get more help?

Visit the CDA Council at www.cdacouncil.org for more information.

