



Professional Portfolio and Individual Professional Development Plan

All early childhood professional organizations, as well as the CDE's Office of Professional Development, recommend that you develop a Professional Portfolio that includes an Individual Professional Development Plan (IPDP). Several of Colorado's Early Childhood Councils have developed portfolios, and MECC's Professional Development Coordinator and PD Committee members are developing one for use in our area. Meanwhile, you can get a head start on beginning to assemble your portfolio and completing your plan. With the coming revisions to the Early Childhood Professional Credential and the creation of a statewide competency demonstration system for all EC professionals, you might begin by reviewing those documents included previously.

What exactly is a Professional Portfolio? Most portfolios are given titles like, "The Road to Success in (list field)" or "Mapping Your Career Path in _____." So think of your portfolio as a record of how you got from your entry into the field of early childhood to your current position. As with resumes, it's best to begin with the most recent information in each category and work backwards. These are items you should gather and organize:

Employment history: A detailed list of places you've worked including start and end dates, title and responsibilities, whether full or part-time, ages of children you worked with, contact information for your supervisor, and reasons for leaving. You might also obtain a letter of recommendation from your supervisor on the facility's letterhead.

Colorado Department of Human Services, Division of Childcare required trainings: keep a list and other documentation of the trainings you are required to update regularly such as, First Aid, CPR, Medication Administration, Universal Precautions, etc.

Continuing Education: keep a list with documentation of all CEUs you obtain by attending conferences, webinars, seminars, and other trainings, organized by year with the most recent listed first.

Professional awards, achievements, advanced credentials: this list should include the title of the award or achievement, the organization that gave you the award or conferred upon you the advanced credential, and the date you received it. Some examples might include: Teacher of the Year; Team Member of the Month, Fellow in the (academy or professional organization), etc.

College courses and transcripts: For those courses in which you earned a grade of C or better, include the institution of higher education, course #, title, instructor, grade, and transcript.

Degrees: Include copies of transcripts and degrees obtained.

Professional Development Plan: The CDE's Office of Professional Development has developed an Individualized Professional Development Plan that you can download and print here:

<http://www.coloradoofficeofprofessionaldevelopment.org>

Other items: you might include your philosophy of teaching young children; sample lesson and/or unit plans; any press or media in which you've been featured; articles you've written; an example of how you include children with special needs in your environment; and anything else that makes you unique!