



## Child Development Associate (CDA) Credential Portfolio

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### **Class 1 & 2: Self-Study Assignments**

Read the entire Competency Book to get a better understanding the CDA Portfolio.

RC I-1, Valid CPR & First Aid Course, check with your Site Manager/Director.

RC I-2, Menus (See Competency Book for age groups)

RC I-3, One (1) weekly plan (indicate age group), Please do not forget to add the bottom row for Special Needs Accommodations. Please provide detail instructions for an activity in the same column listed above.

### **Complete Competency Statement I**

*To establish and maintain a safe, healthy learning environment.*

Please use headings with bold print, See Sample Comp I

**Functional Area 1: Safe**

**Functional Area 2: Healthy**

**Functional Area 3: Learning Environment**

Include CS I a, CS I b, and CS I c at the bottom of statement. Between 300-500 words total statement.

### **Class 3 & 4: Self-Study Reading Assignments**

RC II Nine Learning Experiences

Please Read Competency Book for complete instructions for the Learning experiences (see Sample Lesson Plan Forms).

### **Competency Statement II**

*To advance physical and intellectual competence.*

One (1) Paragraph each (Please use headings with bold print, See Sample Comp II)

**Functional Area 4: Physical**

**Functional Area 5: Cognitive**

**Functional Area 6: Communication**

**Functional Area 7: Creative**

One (1) Paragraph each (See Sample Comp II)

CS II a, CS II b, CS II c, and CS II d between 300-500 words total statement.

### **Class 4 & 5: Self-Study Assignments**

Read Competency Book on Self, Social and Guidance.

RC III Bibliography (10 Different Books and Topics)

**Please include Infant, Toddler and Preschool Books only, see book list.**



**Please list the Topic, Title, Author, Publisher, Copyright Date and Short Summary.**

Sample Book

**Topic: Divorce/Separation/Remarriage**

**Title: Dinosaurs Divorce**

**Author: John Henry**

**Publisher: Ram House Publishing Company**

**Copyright Date: January 5, 2010**

**Summary:** Please summarize in at least 2 sentences. Read back cover for more information regarding the book. You may have to use Google for more information, in order to give a complete summary.

**Competency Statement III**

*To support social and emotional development and to provide positive guidance.*

**Functional Area 8: Self**

**Functional Area 9: Social**

**Functional Area 10: Guidance**

One (1) Paragraph each CS III a and CS III b

**Class 6 & 7: Self-Study Assignments**

Read Competency Book on Families

Read instructions and details for RC IV-1, RC IV-2, RC IV-3 and RC IV-4

Include all printed articles and please label all resources!

**Competency Statement IV**

*To establish positive and productive relationships with families.*

One (1) Paragraph each CS IV a, CS IV b, & CS IV c (Total 500 words or less)

**Class 7 & 8: Self-Study Assignments**

Read Competency Book on Program Management

RC V - Three (3) record keeping forms you use or have used in your child care program.

**Competency Statement V**

*To ensure a well-run, purposeful program that is responsive to participant needs. (2-4 paragraphs), Include CS V a (Total 500 words or less)*



### **Class 8 & 9: Self-Study Assignments**

Read Competency Book on Professionalism.

RC VI - 1, RC VI -2, RC VI-3 (Please list and label all resources)

### **Complete Competency Statement VI**

*To maintain a commitment to professionalism.*

CS V1 a - additional paragraphs to answer all the questions.

CS V1 b - additional paragraphs to answer all the questions.

(Total 500 words or less)

### **Class 10: Self-Study Assignments**

Complete Professional Philosophy Statement (see page 20).

### **Class 11: Self-Study Assignments**

1. Read the CDA Verification Visit information, Reflective Dialogue Worksheet and complete sections - A & B.

2. Read Comprehensive Scoring Instrument and Practice Verification Visit with Director/Staff.

### **Class 12: Self-Study Assignments**

Review CDA Portfolio, Scoring Instrument and review online CDA Application and the MI T.E.A.C.H. Application.

**If you have any questions or concerns, please email Carla Garrett at [cgarrett@matrixhs.org](mailto:cgarrett@matrixhs.org) or call me at (313) 327-1109 Google Voice Messages.**