

IACCEPT

PROFESSIONAL PORTFOLIO GUIDELINES

To verify the knowledge, skills, and abilities of IACCEPT Early Learning Specialist candidate, the development of a professional portfolio is required. The professional portfolio is a collection of documents that will assist the IACCEPT validator in evaluating the professional progress of the candidate.

The professional portfolio provides an organized framework for substantiating and exhibiting your involvement in early learning and care. The development of a professional portfolio provides a hands-on demonstration of your personal work in child care. It may be in notebook or scrapbook form.

A professional portfolio begins with a cover page that provides your name and the date of submission to the IACCEPT Portfolio Review Committee. This information should be updated regularly as you progress through the levels of certification.

Components of the portfolio should include documentation of work experience, education and training, recognition, abilities, and communication. The following items are suggestions of what might be included in your portfolio. Feel free to add other items that reflect your work, experience, knowledge of early childhood education, and your creative abilities.

The Profession Portfolio may include:

- photographs that illustrate accomplished tasks
- performance evaluations
- awards and/or certificates
- parent notes
- copies of diplomas earned including high school and/or college diplomas
- certificates of attendance or participation in work-related workshops and seminars
- programs and bulletins you have developed
- pictures of activities in your classroom
- letters of recommendation or commendation
- cards and letters of appreciation from parents or coworkers
- attendance awards
- a written philosophy of your child care beliefs
- lists of workshops attended
- civic and community service awards
- examples in words and/or pictures of developmentally appropriate activities
- publications you have written
- news articles about your center
- classroom designs

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PROFESSIONAL PORTFOLIO DEVELOPMENT

Level: Early Learning Specialist - ELS 1

Because each professional portfolio is reflective of the candidate’s professional growth, it is your choice to include materials which you believe are reflective of your professionalism. Basic information must include a cover page and examples in the five recommended areas: work experience, education and training, recognition, abilities, and communications. Be sure to include:

1. Submit Cover Page
Your portfolio must include a cover page. You may use the IACCEPT Cover Page Form or develop your own. Be sure it includes the information requested on the sample form.
2. Submit examples in the following five areas. The following suggestions are provided. You may enclose additional information.

Work Experience	Education and Training	Recognition	Abilities	Communications
Documentation of orientation	Copy diplomas earned including high school and/or college diplomas	Provide copies of attendance awards and/or certificates or parent notes	Provide photographs that illustrate accomplished tasks in classroom	Submit copies of news articles about child care or newsletter from your center
Gather information on child development	Provide documentation of training	Provide documentation of participation in ongoing professional development	Documentation of writing skills	Provide a copy of staff evaluation

Upon completion of your portfolio, submit the portfolio to:

IACCEPT
Barry Building
2025 Woodbrook Court
Charlottesville, Virginia.

If you are mailing your portfolio, please send it by certified mail. If you prefer, you may hand deliver the portfolio to an IACCEPT designee at any training or conference session.

The portfolio will be reviewed by the IACCEPT certification committee. It will be returned to you once it has been reviewed.

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PROFESSIONAL PORTFOLIO GUIDELINES**

Level: Enhanced Learning Specialist - ELS 2

Because each professional portfolio is reflective of the candidate's professional growth, it is your choice to include materials which you believe are reflective of your professionalism. Basic information must include a cover page and examples in the five recommended areas: work experience, education and training, recognition, abilities, and communications. Be sure to include:

1. **Submit Cover Page**
Your portfolio must include a cover page. You may use the IACCEPT Cover Page Form or develop your own. Be sure it includes the information requested on the sample form.

2. **Submit examples in the following five areas.** The following suggestions are provided. You may enclose additional information.

Work Experience	Education and Training	Recognition	Abilities	Communications
Pictures of activities in your classroom	Additional degrees and/or training	Award Certificates Notes of appreciation	Programs and bulletins you have developed	Copy letters of recommendation or commendation
Provide samples of observation documentation	List current reading of professional journals	Accomplishments in professional or civic organizations	Written assessment of strengths you bring to the profession	Sample of parent communication or lesson plan

Upon completion of your portfolio, submit the portfolio to:

IACCEPT
Barry Building
2025 Woodbrook Court
Charlottesville, Virginia.

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PROFESSIONAL PORTFOLIO GUIDELINES
Level: Management Specialist MgtS

Because each professional portfolio is reflective of the candidate’s professional growth, it is your choice to include materials which you believe are reflective of your professionalism. Basic information must include a cover page and examples in the five recommended areas: work experience, education and training, recognition, abilities, and communications. Be sure to include:

1. **Submit Cover Page**
Your portfolio must include a cover page. You may use the IACCEPT Cover Page Form or develop your own. Be sure it includes the information requested on the sample form.
2. **Submit examples in the following five areas.** The following suggestions are provided. You may enclose additional information.

Work Experience	Education and Training	Recognition	Abilities	Communications
Provide examples of cultural, health, safety, and nutrition practices in center	Documentation of participation in management training	Examples in words and/or pictures of developmentally appropriate practice	Provide a written philosophy of your child care beliefs	Enclose cards and letters of appreciation from parents or coworkers
Give examples of child and family advocacy in which you have participated	Documentation of specialized training such as first aid or medication training	List civic and/or professional awards	Provide list or samples of publications you have written	Outline community resources and health support services available for children and their families with which you collaborate

Upon completion of your portfolio, submit the portfolio to:

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Barry Building
2025 Woodbrook Court
Charlottesville, Virginia.

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PROFESSIONAL PORTFOLIO COVER PAGE

Name of Candidate: _____

Home Phone: _____ **Identification Number:** _____

Home Address : _____

City: _____ **State:** ____ **Zip Code:** _____

Current Employer: _____

Business Address: _____

Business Phone #: _____ **Job Title:** _____

Criteria submitted:

- photographs that illustrate accomplished tasks
- performance evaluations
- awards and/or certificates
- parent notes
- copies of diplomas earned including high school and/or college diplomas
- certificates of attendance or participation in work-related workshops and seminars
- programs and bulletins you have developed
- pictures of activities in your classroom
- letters of recommendation or commendation
- cards and letters of appreciation from parents or coworkers
- attendance awards
- a written philosophy of your child care beliefs
- lists of workshops attended
- civic and community service awards
- examples in words and/or pictures of developmentally appropriate activities
- publications you have written
- news articles about your center
- classroom designs
- other: _____

Level of development: ELS 1 _____ (date) ELS 2 _____ (date) MgtS _____ (date)

Candidate's Signature _____

**IACCEPT
VALIDATORS FORM
PROFESSIONAL PORTFOLIO**

Name of Candidate: _____

Home Phone: _____ **Identification Number:** _____

Home Address : _____

City: _____ **State:** _____ **Zip Code:** _____

Current Employer: _____

Business Address: _____

Business Phone #: _____ **Job Title:** _____

----- **For Office Use Only** -----

Criteria submitted:

- photographs that illustrate accomplished tasks
- performance evaluations
- awards and/or certificates
- parent notes
- copies of diplomas earned including high school and/or college diplomas
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- publications you have written
- news articles about your center
- classroom designs
- other: _____

Level of development: ELS 1 _____ (date) ELS 2 _____ (date) MgtS _____ (date)

Signature of Validator(s) _____

Comments: _____

Revised 08/04