**MY CDA Professional Portfolio**

Use the following checklist to organize your Professional Portfolio in the order listed below. You may check off each item in the last column as it is completed.

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| **TAB** | **REQUIRED PORTFOLIO ITEM** | **X** |
|  | **“My CDA Professional Portfolio”** cover sheet |  |
| **A** | **“Summary of My CDA Education”** cover sheet followed by all relevant training transcripts, certificates and official documentation |  |
| **B** | **“Family Questionnaires”** cover sheet followed by all completed, returned Family Questionnaires |  |
| **C** | **Reflective Competency Statement I** |  |
|  | **CS I Resource Collection Items** |  |
| **D** | **Reflective Competency Statement II** |  |
|  | **CS II Resource Collection** |  |
| **E** | **Reflective Competency Statement III** |  |
|  | **CS III Resource Collection Items** |  |
| **F** | **Reflective Competency Statement IV** |  |
|  | **CS IV Resource Collection Items** |  |
| **G** | **Reflective Competency Statement V** |  |
|  | **CS V Resource Collection Items** |  |
| **H** | **Reflective Competency Statement VI** |  |
|  | **CS VI Resource Collection Items** |  |
| **I** | **Professional Philosophy Statement** |  |