

Non-Credit Portfolio for the CT Director's Credential



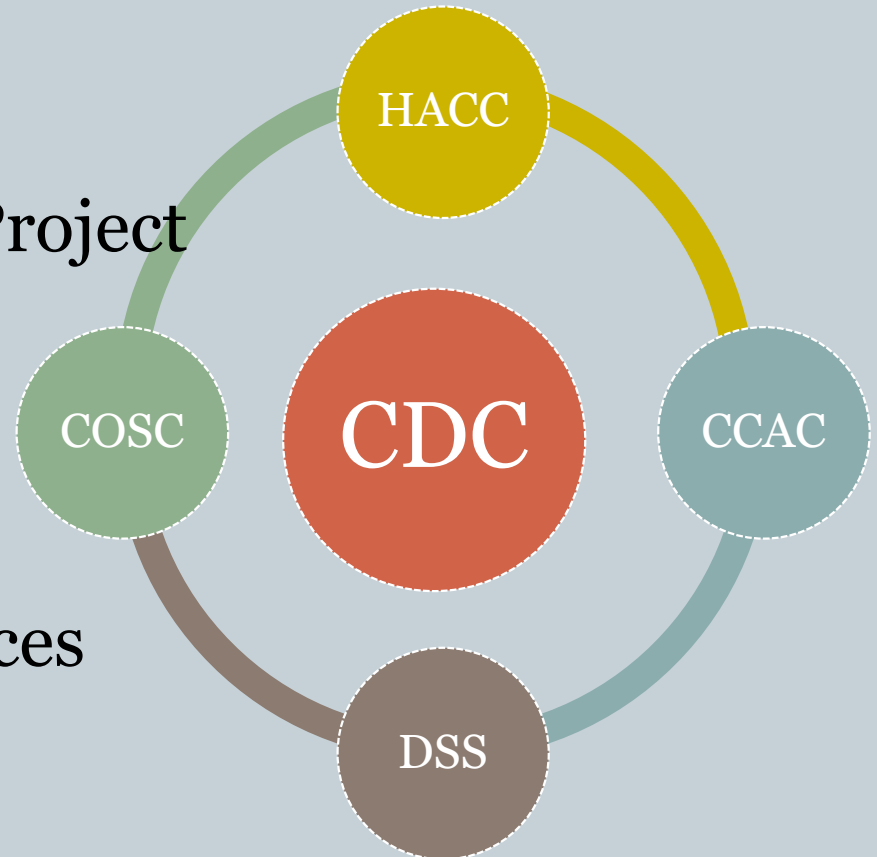
**HOW TO DEMONSTRATE YOUR
KNOWLEDGE, SKILLS AND EXPERIENCE**

**THROUGH INDEPENDENT
PORTFOLIO DEVELOPMENT**

Partners



- Hartford Area Child Care Collaborative
- CT Charts-A-Course / Accreditation Facilitation Project
- Charter Oak State College
- Department of Social Services



What is a Portfolio?



- A portfolio is an assessment of a person's Prior Learning and Experience in a particular subject area.
- A Non-Credit Portfolio for the CDC is a way of meeting requirements for the competency-level knowledge that one has gained through prior training and experience.
- This option satisfies the requirements for the Connecticut Director's Credential, but does not result in college credit.

Why Choose a Non-Credit Portfolio?



- Adults who administer programs serving children often have knowledge and skills, gained through work, job training and life experience, that is equivalent to what is taught in college courses.

Why Choose a Non-Credit Portfolio?



- Many working professionals do not want to spend the time or undergo the expense of attending classes that repeat what they already know.



Why Choose a Non-Credit Portfolio?



- Charter Oak State College believes that **what a person knows** is more significant than how or where such knowledge is acquired, and therefore offers Portfolio Assessment as an appropriate, convenient and economical substitute for course work.



Elements of the Non-Credit Portfolio



- Each Portfolio will include:



- Application / Portfolio Cover Page
- Table of Contents
- Job Description/Resume
- Competency Grid with documentation listed for each indicator

- Narrative (5-10 pages)
- Documentation (evidence)



How Much, How Many, How Long



“Begin at the beginning and go on till you come to the end: then stop.” Lewis Carroll



Preparing a Non-Credit Portfolio



- Reflect on your experience and knowledge in each of the competency areas.



Preparing a Non-Credit Portfolio



- Think about each of the competencies:
 - How have I learned this?
 - What have I done to demonstrate this?

Preparing a Non-Credit Portfolio



- Narrative Essay (5-10 pages)
 - Discuss how long (how many years) and in what role or roles you have gained experience. Show a progression of responsibilities and experiences.
 - Discuss each competency objective and the elements within:
 - Where, when and how did you acquire this knowledge and experience?
 - How do you apply your knowledge and experience in these areas?



Preparing a Non-Credit Portfolio



- Documentation – Provide evidence of learning and application of each element referred to in your narrative.



Organization of Portfolio



- Application – Cover Page
- Table of Contents
- Job Description/Resume
- Competency Area Grid – with your list of documentation filled in Column 4.
- Narrative (5 to 10 pages)
- Appendix of documentation
- Submit three copies (printed or on electronic media)



Next Steps



- Gather the materials for your portfolio
- Write your narrative
- Put it all together in a way that is organized and easy to follow for the reviewers
- Submit Three Copies of Portfolio



CDC Review Team



- The CDC Review Team will
 - Review and Assess Final Portfolio submissions
 - Provide results in a timely manner.

