



Participant Professional Portfolio Checklist

For assistance on completing your portfolio please refer to the Professional Portfolio Guidelines and Requirements found on your local Child Care Resource and Referral website.

The following documents are required for General Credential approval.

Completed Application

The following documents are required for the **Professional Portfolio** and should be organized in a way that the reviewer can easily find.

Professional Portfolio SECTION I – Background Information

- Current Resume
- 3 Letters of Recommendation
- Employment Verification Document

Professional Portfolio SECTION II – Professional Beliefs

- Personal Professional Biography/Self-Introduction
- Early Childhood Philosophy

Professional Portfolio SECTION III - Professional Development

- WV STARS transcript with professional development REQUIRED for the General Credential **highlighted**.

Courses Required for the General Credential

- The Growing Brain
- Early Learning Standards Framework Overview
- Pre-Service training - Basic Health and Safety in Childcare
- Making a Difference: Mandated to Report: Responsibility to Prevent Child Abuse and Neglect
- WVI/T Professional Development Program: Ethics
- Medication Administration (*taken within last 3 years from application date*)
- Understanding ACEs (Adverse Childhood Experiences) ACES 101
- RR Spreading HOPE: Healthy Outcomes from Positive Experiences

Other

- Conference Attendance Documentation within the last 3 years-**highlighted** on transcript