

Section 1 - Professional Documents

Collect your professional documents in this section. Some are required for your Level II certificate. You can add other professional documents as you collect them.

Northern Lights website: <http://northernlightscdc.org/>

Document	USES
<u>Resume</u> listing your education, work history, references... (sample on the Northern Lights website under <i>Planning your Professional Growth</i>)	Part of a job application, Level II portfolio review and more
<u>Autobiography</u> (length 300-325 words) tells who are you and what influenced your desire to work with children	Required for CDA and Level II portfolio review options
<u>Individual Professional Development Plan (IPDP)</u> (for guidance see the Northern Lights website: <i>Planning Your Professional Growth</i>)	Required for Level II certificate application
<u>Letters of reference</u> ; consider a letter from a parent you worked with as well as colleagues	Required for Level II portfolio review option, Part of a job application
Current copy of your high <u>school diploma</u> or <u>unofficial transcript</u> of college course work,	Useful documentation for any professional development application

Section 2 - Training & Documentation

Collect your documentation of training hours in this section. For the Child Development Associate (CDA) credential, training is organized by the 8 subject areas. For the Level II portfolio option, training is organized by the 5 Core Knowledge Areas. Both the CDA Credential and the Level II portfolio review **require a minimum of 120 total training hours.**

To be verified, each documentation of training must include:

- sponsoring organization with a logo or approved document form,
- name and description of the training,
- date and hours completed,
- signature of sponsoring agency &
- your name.

Also put in this section **your class homework and other writing related to each topic area** much of which will be created in the courses you take (see below).


<i>Topic Areas</i>		
<i>7 Level II modules</i>	<i>CDA subject areas</i>	<i>Northern Lights Core Knowledge area</i>
Safe and Healthy Learning Environments <ul style="list-style-type: none"> • Documentation of Training (10 hours or more) • Other documents such as policies, health forms, menus... • Statement of your Professional Competence (200-500 words). Write about how you meet the needs of children in this subject area. 	#1 Planning a Safe and Healthy Learning Environment	<i>Healthy and Safe Environments</i>
Physical and Intellectual Development <ul style="list-style-type: none"> • Documentation of Training (10 hours or more) • Other documents such as a lesson plan, your reflections about children's development, observation of children... • Statement of Professional Competence (200-500 words). Write about how you meet the needs of children in this subject area. 	#2 Children's physical and intellectual development	Child Development
Social and Emotional Health and Development <ul style="list-style-type: none"> • Documentation of Training (10 hours or more) • Other documentation such as observations of children, identified community resources... • Statement of Professional Competence- (200-500 words). Write about how you meet the needs of children in this subject area. 	#3 Children's Social and Emotional Development	Child Development

7 Level II modules (continued)	CDA subject areas	Northern Lights Core Knowledge areas
Productive Relationships with Families <ul style="list-style-type: none"> • Documentation of Training (10 hours or more) • Other documentation such as program policies, parent communication... • Statement of Professional Competence (200-500 words). Write about how you meet the needs of children in this subject area. 	#4 Relationships with Families	Families and Communities
Professionalism and Program Operation <ul style="list-style-type: none"> • Documentation of Training (10 hours in Professionalism <u>and</u> Program Operation) • Other documentation such as your self assessment based on the core competencies, the observation of you working with children, a job evaluation... • Statement of Professional Competence- (200-500 words) Write a reflection paper about your commitment to professionalism and a reflection paper about your work to ensure your child care program is well run, purposeful and responsive to participant needs 	#5 Effective Program Operation #6 Commitment to Professionalism	Program Organization and Management
Observing and Recording Children's Behavior <ul style="list-style-type: none"> • Documentation of Training (10 hours or more) • Other documentation such as observations of children, child assessments... • Statement of Professional Competence (200-500 words). Write about how you meet the needs of children in this subject area. 	#7 Observing and Recording children's behavior	Teaching and Learning
Principles of Child Development and Learning <ul style="list-style-type: none"> • Documentation of Training (10 hours or more) • Other documents such as observations of children, lesson plan, book lists... • Statement of Professional Competence (200-500 words). Write about how you meet the needs of children in this subject area. 	#8 Principles of Child Development and Learning	Teaching and Learning

Section 3 - Resources

Collect resources here. These may include brochures, websites, community agency contact information, bibliography of children's books, articles, finger plays etc. Many of these can be collected during the Fundamentals and Level II modules.

7 Level II modules	What you have collected
Safe and Healthy Learning Environments	
Physical and Intellectual Development	
Social and Emotional Health and Development	
Productive Relationships with Families	
Professionalism and Program Operation	
Observing and Recording Children's Behavior	
Principles of Child Development and Learning	

Continued on back 

Section 3- RESOURCES continued

Depending on the option you use, you can organize your resources by either the CDA credential Competency Goals or Northern Lights Core Knowledge Areas.

See the CDA credential materials or Northern Lights Level II portfolio review application for a complete list of required resources.

CDA Competency Goals	Northern Lights Core Knowledge areas
Goal I: Safe Healthy Learning Environments	Healthy and Safe Environments
Goal II: Children's Physical and Intellectual competence	Child Development
Goal III: Children's Social and Emotional Development	Teaching and Learning
Goal IV: Relationships with Families	Families and Communities
Goal V: Well-run and Responsive Program	Program Organization and Management
Goal VI: Commitment to Professionalism	

