

Assembling and Submitting the Portfolio

There are 6 parts to the portfolio:

1. Your current Resume or Curriculum Vita
2. Your Personal Philosophy Statement of Developmental Care
3. Developmental Care Education Documentation
4. Developmental Care Case Presentation
5. Supervisor, Peer and Self Review Checklists.
6. Application Form

The portfolio includes checklists, peer review documents, reflective practice exercises and other documents to support your knowledge and experience base in developmental care.

Portfolio submission will be by mail (USPS) and must be accompanied by the appropriate fee (see Portfolio Submission/Online Testing Dates, Fees, Methods).

Below is the portfolio table of contents and descriptions. Please use this table as a check off as you assemble the documents for submission. Read all instructions below before you begin.

NOTE: You will use (3) separate envelopes in assembling your documents: Candidate, Peer, and Supervisor. When all items have been completed, you will place the (3) envelopes into one large envelope for return to the NANN national office as stated on the Application Form (p. 38).

Section	Content	How to Submit	Date	Check(✓)
1	Background and Formal Education	CV: Print a current version of your CV and place in “Candidate Envelope” Background and Formal Education Table: Complete table, and give to your supervisor to sign item 2.1. Give your supervisor the “Supervisor Envelope.” Your supervisor should keep this envelope until he/she has completed #5 and #6 (if necessary), then seal, sign and return to you for submission.		
2	Personal Philosophy Statement	Create a word document, print, and place in “Candidate Envelope”		
3	Education Documentation (insert link)	Education Documentation Table: Save document to your computer, complete the table, print, and place in “Candidate Envelope”		
4	Developmental Case Presentation	Create a word document, print, and place in “Candidate Envelope”		
5	Supervisor, Peer, and Self Review (insert link)	Review Form: Print (3) copies of the review form. Complete the Candidate Review and place in “Candidate Envelope.” Give your selected peer reviewer a form and “Peer Envelope.” Instruct your peer reviewer to complete the form, place in “Peer Envelope,” seal the envelope and sign across the seal. The envelope can then be returned to you. Repeat these instructions for supervisor review using “Supervisor Envelope.”		
6	Application Form for Portfolio Submission	Complete form and attach a photocopy of your license. Place in “Candidate Envelope.” If you are unable to photocopy your license, ask you supervisor to complete Section 2 of the form and place in “Supervisor Envelope.”		