MI-YDA Certificate Professional Portfolio

Candidate Name _____ Candidate ID Number _____

OPTIONAL: Use the following checklist to organize your work on your MI-YDA Certificate. You may check off each item in the last column as it is completed. You must complete many of these items online, but you may also have a physical Professional Portfolio to document your work. Use this sheet as the cover sheet inside your portfolio.

	Required Portfolio Item	✓
A	**MI-YDA Professional Portfolio** cover sheet (this document)	
B	**Michigan Core Knowledge and Competencies Self-Assessment Tool** and **Action Plan,** including 2 goals.	
C	**Training Documentation** Complete and document 40 hours of training (within the past 3 years), including at least 2 hours in each of the ten training content areas. You can have more than two hours of training for each content area, but not less. - Include all relevant training transcripts, certificates, and official documentation. -	
D	**Program Observation** Three (3) hours of Out of School Time program observation must be completed and documented. The three hours must be completed in one of the following ways: - A single setting for 3 continuous hours. - Two settings of 1.5 hours each, either at the same program or at two different programs. - Three settings of 1 hour each, either at the same program or at different programs. -	
E	**Work / Volunteer Experience** Complete and document 240 hours of work/volunteer experience with you in out-of-school time programs within the past 3 years. You **may use** up to 120 hours from a "traditional classroom day" with students ages 5-17.	
F	**Safety Training** Provide documentation of current First Aid, Adult/Child CPR certification, and Blood-borne Pathogen training.	
G	**Membership** Subscribe to Michigan After-School Partnership (MASP) weekly e-news letter or National AfterSchool Association (NAA).	
H	**Certificate Fee** $35.00, valid for 3 years with no renewal opportunity, please move onto the Credential	

I attest that the following Professional Portfolio includes items that I gathered myself, as well as original and authentic work written by me, that reflects my work with the youth and families in my care.

Candidate Signature _____ Date _____