MI-YDA Credential Professional Portfolio

Candidate Name _____ Candidate ID Number _____

OPTIONAL: Use the following checklist to organize your work on your MI-YDA Credential. You may check off each item in the last column as it is completed and entered in your MI-YDA.org account. You may also choose to have a physical Professional Portfolio to document your work. Use the Candidate Information Packet in the Essential Documents on MI-YDA as your guide.

	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 120 hours of training (within the past 5 years), including at least 10 hours in each of the ten training content areas. You can have more than ten 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 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 480 hours of work/volunteer experience with you in out-of-school time programs (within the past five years). You **may use** up to 240 hours from a "traditional classroom day" with students ages 5-17.	
F	**Activity Plan** Develop four (4) detailed activity plans. Choose a different activity type for each plan from the following: creative/performing arts, field trip, food/nutrition, literature, STEM, or service learning.	
G	**Code of Ethics Scenarios** Complete the scenarios using the National AfterSchool Association (NAA) Code of Ethics	
H	**Program Management** Research and complete the curation of two (2) sample policies for each topic listed. Tab 1: Sample Policies, Tab 2: Student Engagement, Tab 3: Family Engagement	
I	**Community Resources** Research and complete the curation of resources to support your work with students and families as a professional, including: Tab 1: Bibliography, Tab 2: Community, and Tab 3: Other	
J	**Application of MOST Standards** Tab 1: Implementing Critical Components, Tab 2: Managing Staff, Tab 3: Continuous Program Improvement	
K	**Demonstration of Core Knowledge, Skills, and Competencies in each of the 10 Content Areas:** Skill/competency identified correctly with a detailed example	
L	**Safety Training** Provide documentation of current First Aid, Adult/Child CPR certification, and Blood-borne Pathogen training. (may not be included in 120 hours of training required above)	
M	**Membership** Subscribe to Michigan After-School Partnership (MASP) weekly e-news letter or National AfterSchool Association (NAA).	
N	**Credential Fee** $299.00 - please apply for the TEACH Scholarship, Dashboard will be reviewed with Scoring Rubric and must meet criteria to proceed to the External Assessment	
O	**Online Exam**	
P	**External Assessment** 45 minute observation of candidate leading a group of youth in an activity at an OST Program using the Weikart, SEL-PQA - candidate must earn an average of 3 in 3 of the 4 categories Verification of all training documentation	

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 _____