**Documentation**

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| Documentation (Underlined items are required. If you wish, you may circle additional items.) 1 2 3 **4** 5 6 **7** 8 9 10 |

The number(s) underlined as Documentation indicate the required Documentation needed for that specific competency and mastery level. You need to choose and submit documentation for only one of the underlined numbers. If nothing is underlined in the Documentation section you may choose from any of the ten types listed.

The [Documentation Key](#DocKey) explains the different requirements for each level of documentation.

**Documentation Key**

The **ten methods of documenting competence** are defined below. The required documentation is identified as the underlined number for each competency identified in the respective portfolio. Please remember:

You only need to select and submit **one** of the underlined items for each competency Circle the type of documentation being provided If a number is not underlined, any of the ten types of documentation may be submitted.

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| 1. Performance Evaluation  | Comments, ratings or observations included within annual performance evaluations that are specific and include examples relative to the competency. |
| 2. Interview | Verbal review by two or more people, one of who is in a similar role and one who is in a supervisory capacity. The review is summarized in a written format relative to the competency. |
| 3. Observation  | Observation of competency by a supervisor documented with a written record of observation. Signature of supervisor is not sufficient. |
| 4. Work Sample | Written example produced on the job (i.e., IFSP, MDT Report, Data Sheets) or work sample from supervised practical experience. |
| 5. Course work | Course work, which could be documented by a written description of the course/training session and strengthened by documentation of successful completion of course objectives. Examples: transcript or CEC's. |
| 6. In service | In service training which could be documented through a description of title, length of session, instructor, date and in-service objectives relative to the competency and a written description of how information is applied. If possible, documentation would include successful completion of in-service objectives. Examples: attendance certificate, training certificate or report. |
| 7. Written Document | Written summary of experience with specific examples related to the competency. |
| 8. Video | Video demonstrating the competency in an appropriate setting. |
| 9. Self Study | Record of completed self-study, independent study or completed professional development plan and a written description of how it relates to the competency or how it has been applied. (For example, an assistant wishing to learn more about various etiologies (see 1.3) might provide a list of readings and write a description of how the information provided a beginning level of awareness. They might include a list of questions, which were generated, and how they plan to use the information.) |
| 10. Letters of Reference  | Letters of reference, relative to the competency, from consumers, peers, or supervisors. Letters should be specific and include examples relative to competency. |