

MASTERY PROFILE KEY

1. **UNFAMILIAR** = Little or no information on this topic; the skill or information is new.
2. **BEGINNING LEVEL OF AWARENESS** = The skill or information is familiar but more training is needed.
3. **KNOWLEDGE** = Can speak knowledgeably about the topic; able to discuss and use skill or information but more experience and feedback would be helpful.
4. **APPLICATION** = Can demonstrate skill in this area with guidance; able to use skill or knowledge in a variety of situations at a satisfactory level.
5. **MASTERY** = Can successfully and independently apply this skill in the work place; can participate in the development; understands and uses skill or knowledge at an exemplary level.

DOCUMENTATION KEY

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 whom 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 practica 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. **INSERVICE** = Inservice training which could be documented through a description of title, length of session, instructor, date and inservice objectives relative to the competency and a written description of how information is applied. If possible, documentation would include successful completion of inservice 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.