



# Continuous Professional Learning Portfolio Tip Sheet

1. Read through the Continuous Professional Learning Portfolio Cycle Handbook.
2. Go through the *Code of Ethics and Standards of Practice* indicating all the Standards that you feel you need to work on.



Standard I: Caring and Responsive Relationships  
B. Knowledge

RECEs:

- 1. Are knowledgeable about the research and theories related to the impact of caring and responsive relationships on children’s development, learning, self-regulation, identity and well-being.
- 2. Are knowledgeable about a range of strategies that support ongoing positive interactions with children and families.

3. Make a copy of the forms that need to be completed either from your Handbook or print them from the College of ECE website. You can also type directly on the forms using the online Handbook.

Go to [www.college-ece.ca](http://www.college-ece.ca)  
 Click on Learn about the CPL Program  
 Click on CPL Resources  
 Scroll down to the Handbook

4. Set goals around things that interest you.

Professional Learning Priorities	Related Standard(s)	Professional Learning Goals
1. Working with colleagues and becoming a mentor	Standards I and IV	Learn more about strategies to support colleagues and how to be an effective mentor

5. Remember that you are working on your goals for two years, so think about long-term goals.



Niagara Child Care Sector

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### 6. Set Smart Goals

**S**pecific  
**M**easurable  
**A**ction-oriented  
**R**ealistic  
**T**imely

### 7. Spend some time familiarizing yourself with the CPL Resources online. They are very helpful when you are completing the components of your CPL Portfolio. The CPL Portfolio has 3 components. They include:

1. Self-Assessment Tool (Parts 1,2,3)
2. Professional Learning Plan
3. Record of Professional Learning

Self-Assessment Tool Part 1- #1- reflection questions for you. Only you can answer these questions for yourself.

#1- what things impact your work?

Think about your role...responsibilities.... daily practice...new experiences.

Consider.... New opportunities ... challenges ... changes in the sector.

### 8. Start a CPL working group with your colleagues. You could meet once a month at lunch time or after work. You could also make the group one of your CPL goals.

### 9. Set aside a time when you can work on the required components of the CPL (Self-Assessment, Professional Learning Planned, Recording Professional Learning). It does take some time to complete the different sections of the CPL but once that is completed then working on your goals is not as time consuming.

### 10. Remember that there are many ways to achieve your goals. Take some time to look at the CPL Activities Web and get inspiration on unique and creative ways to achieve your goals.

