

Program Director Credential - Step 3
Portfolio Design Seminar
Timeline – 45 hours over 12 weeks

Weeks	Module 3- 21 hours Community of Practice	Module 1 – 18.5 Hours Module 2 – 4 hours Module 4 – 1.5 hours
1	x	Module 1 – Session I - 2.5 hrs.
2	3 hrs.	Session II - 2 hrs.
3	2 hrs.	Session III part 1 - 2 hrs. & 2 hrs. on own for assignment related to topic
4	2 hrs.	Session III part 2 - 2 hrs.
5	2 hrs.	Session IV part 1 - 2 hrs. & 2 hrs. on own for assignment related to topic
6	2 hrs.	Session IV part 2 - 2 hrs.
7	2 hrs.	Session V - 2 hrs.
8	2 hrs.	Module 2 A or B Session I - 2 hrs.
9	2 hrs.	Session II - 2 hrs.
10	2 hrs.	
11	2 hrs.	
12	x	Module 4 - 1.5 hrs.

1. **Module 1: Sessions 1-5, Core Knowledge Area 5 – 18.5 hours**
 - Session I: Introduction, what is the seminar process/expectations, how the portfolio is organized, self-assessment review, general questions.
 - Session II: CKA-5A, Professionalism. Competency study and choosing quality evidence.
 - Session III: Parts 1 and 2, CKA-5B Fiscal Management. Competency study, assessment of knowledge and application, choosing quality evidence.
 - Session IV: Parts 1 and 2, CKA-5C and 5D Legal Issues and Personnel. Competency study, assessment of knowledge and application, choosing quality evidence.
 - Session V: CKA-5E, Leadership. Competency study and choosing quality evidence.
2. **Module 2: A OR B: (trainings OR coaching) Core Knowledge Areas 1-4 - 4 hours**
Competency study and choosing quality evidence.
 - 2A-Session I: CKA-1, Child and Youth Development and CKA-3, Teaching and Learning/Curriculum and Learning Environments.
 - 2A-Session II: CKA-2, Families and Communities and CKA-4, Healthy and Safe Environments.
 - OR 2B: Coaching – two, 2 hour sessions.
3. **Module 3: Community of Practice - 21 hours**
4. **Module 4: Portfolio Progress Review - 1.5 hours**