# DEVELOPING YOUR CREDENTIAL PORTFOLIO


# Education Department
# Keystone College
# La Plume, PA

**Keystone College reserves the right to change any provisions
or requirements of the Education Portfolio at any
time within a student's term of enrollment.**

# How to Prepare and Submit Your Electronic <u>Credential</u> Portfolio Using LiveText

## To setup your Education Portfolio

1. Click on "LiveText Docs".

2. Click on "+new"

3. Click on Keystone College, portfolios, then "Portfolio for Formal Acceptance and Student Teaching"

4. Click "Create Document"

5. Type a title for your portfolio. Typically, students call it something like "Your name's Credential Portfolio" then click "OK". This will create an editable portfolio for you which you can now upload items into. **Please note that all files included in the portfolio must be in .pdf format**.

## Gathering Documents for Your Portfolio

Next, you are going to scan your documents to create PDFs. In the library, there is a copy machine on which you may scan your documents for no cost. Follow the instructions on the wall above the machine to scan. You will need to scan the following items:

*All artifacts included in portfolio must be dated within one year of acceptance interview.*

- Current Résumé
- Current Act 34 PA State Police Criminal History Record clearance
- Current Act 151 PA Child Abuse History clearance
- Current Act 114 Federal Criminal History & Fingerprint clearance
- Current Act 24 Arrest/Conviction Certification Form
- Current Act 126 Child Abuse Recognition & Reporting (Mandated Reporter) training
- Current National Sex Offender Registry
- Current First Aid and CPR certification
- Current Health appraisal, including evidence of current negative TB test
- Professional Membership (SPSEA)
- Current Unofficial Transcript documenting an overall GPA of 3.0 or higher. Undergraduate transcript if you have a bachelor's degree.
- Two Professional Skills & Dispositions Checklists (from Keystone faculty), or One Professional Skills & Dispositions Checklist (from Keystone faculty) plus one Letter of Recommendation (from Keystone faculty or someone else such as a cooperating teacher or other professional). Note: all Letters of Recommendation must be on official school letterhead and signed with a handwritten/digital signature, not a typed signature, and dated within one year of the interview date.
- Copies of any awards
- Copies of sample field observation assignments
- Copies of all field observation participation forms with teacher's signatures and hours documented.

## *Building Your Portfolio*

1. Next, go back to your electronic portfolio. Click on 'LiveTextDocs" to open up your portfolio again.

2. Once in your portfolio, you will edit each section and upload artifacts. Click on the "Edit" button for each section. Type into the text box any time you are required and then delete the instructions. Upload the documents needed into each section.

3. To upload documents, click on "File attachment" button at the bottom of the page. Find the file on your computer and click "Save" once uploaded.

***Please make sure that all items are included in your portfolio by the portfolio deadline. Incomplete portfolios will not be accepted.***

## *Sharing Your Portfolio*

Once you have completed your portfolio, you will need to submit it to the Education Division representative, Caroline Millen, for review. Click on "Send this document for review". On the blank line, type in "Caroline Millen". Click "Enter" and then "Submit for Review" You should get a message that you have successfully sent your portfolio for review.