

## Checklist for Paper-based Portfolios, Parts and Requirements

Your portfolio must contain the following parts and meet the following requirements:

### A. Physical Elements

- Use a 3 ring binder (1–1 ½”) with clear plastic overlay pocket on outside cover.
- Create 4 identical copies of completed binder. Submit 3 copies to the Centre for Learning Accreditation. Retain one copy for your records.
- Use tabs. Tabs should:
  - Be clearly visible
  - Extend beyond edge of page
  - Be numbered or alphabetized
  - Have identifiers on front and back of tab
  - Do not manually apply tabs. Use divider pages with attached tabs.
- No plastic sheet protectors
- No staples or paper clips
- Paper size 8 ½” x 11” (portrait presentation)
- Text:
  - Font – Calibri, Arial or Tahoma
  - 12 pt – bolded only to identify categories
  - Double space autobiography and/or narrative sections
  - Black ink

### B. Sequential Layout Guidelines

- Front cover of binder
  - Insert Cover Page into clear plastic overlay pocket on front outside of binder.
  - Cover Page must include Student Name and ID# and program name.
  - Identify name and program on spine of binder.
  - Cover Page allows for, but does not require, creativity related to title of portfolio, display of photos, or graphic layout. Refer to [virtual portfolios](#) for suggested format.
- Declaration Page. [Available](#) for download.
- Table of Contents. This is a very important part of the portfolio. Ensure that it is accurate, concise, clear and easy to understand. It is key to assessors’ understanding of your portfolio’s organization. **You will share this TOC with your mentor during portfolio preparation.** Do not adjust your TOC after it has been approved without further consultation with your mentor.
  - Refer to program and course-based examples:
    - [Table of Contents - Program-based](#) (PDF - 80KB)
    - [Table of Contents - Course-based](#) (PDF - 84KB)

- DegreeWorks Worksheet (Program Planner). Current program plan indicating courses completed, in process and transferred.
- Front-end Pieces. Examples are available in [handbook](#), [virtual portfolios](#) and on [website](#).
  - Résumé. Current professional examples in [virtual portfolios](#).
  - Autobiography
  - Critical Incident (optional)
- Learning Statements Document
  - Refer to website and handbook for guidelines specific to program-based and course-based approaches.
- Supporting Documentation
  - Group according to document type. See the [virtual portfolios](#) for examples.
  - Refer to table of contents samples above for organization of documentation.
  - A maximum of 3-5 letters of attestation is suggested. (See pages 25, Handbook.)

### **C. Organizational Tips**

- Number pages of front-end pieces and learning statements.
- Place your name and student ID# at the top of each page excluding supporting documentation.
- Orient learning statements to portrait rather than landscape layout.
- Include no numbers or bullets in learning statements.
- All documents must be hole-punched and inserted into applicable area of binder.
- Use a separate tab for each document and reference it in the Table of Contents.
- Please note: Cover Page and Declaration Page are separate documents. Include a Cover Page and a Declaration Page in each portfolio.
- Ensure copies of certificates are clear and display all information required as supporting documentation.
- When using large documents as supporting documentation, insert only the pertinent aspects of these documents in the portfolio. Ensure that the original document is appropriately referenced.
- Pictures: If pictures are used in the body of the portfolio, please keep them to a minimum and use only if relevant to the learning.
- Confidentiality: Ensure references to any individual(s) or pictures of individual(s) are accompanied by appropriate permissions. Alternatively, remove identifying information from the portfolio.
- IMPORTANT NOTE: No changes, additions, or deletions to portfolio documents or organization should be made after your mentor has reviewed and approved your portfolio prior to submission.