

CDA Verification Visit Reflective Dialogue Worksheet



Note to Candidate: The last step of the Verification Visit process is the Reflective Dialogue, the culminating activity designed to support your ongoing reflection about your professional practices. Please know that the dialogue you will have with your CDA Professional Development (PD) Specialist will be kept confidential between the two of you, will not be scored and has no bearing on the award of your CDA Credential. You will retain this Worksheet after the dialogue - no one else will see this worksheet unless you choose to share it. Therefore, feel free to reflect honestly and candidly about your professional strengths and areas for growth. There are no “right” or “wrong” answers in a reflective dialogue – only your commitment to your own professional growth and the goals you will set for yourself.

Step 1: Identify Areas of Strength and Areas for Future Professional Growth

In order to identify the best goals for yourself, it may be helpful to first explore different perspectives – (1) opinions from the families you serve, (2) your own thoughts and (3) feedback from your CDA PD Specialist, who has just read your Professional Portfolio and observed you working with children. Before your Verification Visit, please read the Family Questionnaires you received. Look for trends or patterns of responses and write down, in boxes A and B below, as many areas of strength and areas for professional growth that you would like. You will complete the second and third columns during the Reflective Dialogue.

	1. Family Questionnaires (to be completed by the Candidate prior to the Verification Visit)	2. Candidate Self-Reflection (to be completed by the Candidate during the Reflective Dialogue)	3. Feedback From My PD Specialist (to be completed by the Candidate during the Reflective Dialogue)
What are Your Area(s) of Professional Strength?	A	C	E
What are your Area(s) for Future Professional Growth?	B	D	F

Step 2: Set Goals, Plan Action Steps

Now that you have listed your perceived strengths and areas for future growth, what goal or goals might you set for yourself? Is there a strength you're committed to strengthening even further? Is there an area you've identified that you are committed to improving? In the spaces below, list up to three professional goals you are committed to achieving. After writing each goal, discuss with your PD Specialist steps you might take to reach that goal.

Goal #1:	Steps I could take to reach Goal #1:
Goal #2:	Steps I could take to reach Goal #2:
Goal #3:	Steps I could take to reach Goal #3:

Step 3: Commit to Achieving Your Goal(s)

I, _____, hereby commit to achieving my goal(s) in order to further develop as a professional and to become even more effective at serving the needs of the children and families in my care.

_____ CDA Candidate (sign here)

_____ as witnessed by my CDA PD Specialist (sign here)

This worksheet is now yours to keep. Being a reflective practitioner and meeting the goals you've set for yourself is up to you, regardless of whether you are awarded your CDA Credential. The Council encourages you to share your goals with a mentor, colleague or supervisor who will support you, hold you accountable for meeting your goals and celebrate with you when you have met them.