

# Application Portfolio Checklist

---

**Portfolio must be submitted electronically in 2 pdf files (one "blinded"/deidentified). Use no smaller than 10 pt font and double spacing. Do not exceed 30 pages. Portfolio must include:**

- Post Certification Experience**
  - documentation of 100 hours of intermediate or advanced continuing education specific to child language
  - employment history, documenting full-time basis for five years, or part-time basis for the equivalent of five years, with an emphasis in child language
  - list of employer contacts who could verify your employment history, including name(s), email, address(es) and phone number(s)
  - description of your current employment setting(s), including a position description or role statement
  - if employed in more than one setting, identification of percentage of time employed at each setting
  - definition of employment responsibilities in all settings, and percentage of time devoted to each
  - description of your clinical responsibilities, including where appropriate, the caseload composition
- Statement of philosophy of typical and atypical language development**
  - Addressing culturally different patterns
  - Addressing acquisition, assessment and treatment
  - Supported by references to research-based sources (include APA-formatted reference list)
- Documentation of advanced knowledge and skills\*\***
  - Clinical Case Study**
    - Demographics, including:
      - Date of birth
      - Age at time of review
      - Description of setting in which case was managed
    - Case history, including:
      - Medical, educational, developmental records
      - Information from interviews with parents, teachers, other relevant sources
      - Health-related or diagnostic data (e.g., diagnosis of ADHD, history of previous therapy)
      - Contextual variables (e.g., classroom literacy and discourse demands)
    - Assessment tools and findings, including:
      - Documentation of *both* quantitative and qualitative measures
      - Data describing the child's performance across the parameters of content, form, and use
      - Description of the contexts in which the child communicates
      - Description of the protocols used, supported by valid professional literature and the current ASHA Preferred Practice Patterns
      - Integration of assessment findings with interpretations
    - Intervention information, including:
      - Description of the goals and course of intervention
      - Citations from appropriate research-based sources supporting the intervention plan
      - Reference to the current ASHA Preferred Practice Patterns
      - Description of the outcomes of intervention, utilizing both quantitative and qualitative measures across varied contexts and tasks, with various partners
    - Evaluation information, including:
      - Documented evaluation of the assessment or intervention process
      - Consumer evaluation of the assessment/intervention outcomes
      - Data documenting client change across settings (e.g., classroom performance, communication in vocational setting, communication at home)
      - Evidence of modification of treatment based on evaluation

\*\* If your Specialty Board advisor has approved the option for individuals whose primary employment responsibility is personnel preparation, please ask your advisor for the alternative checklist for documenting knowledge and skills.