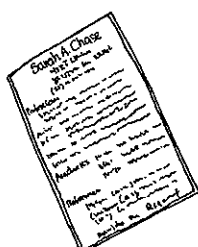


Professional Records

You should always maintain evidence of your personal professional growth records, trainings, and classes. These not only create a portfolio but also may serve as necessary documentation for credential renewal, depending on your state's credentialing guidelines and renewal policy. Maintaining a professional file of all such documentation is highly recommended and saves time if and when you need such documentation.

You should save:



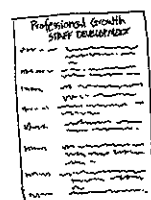
Current Professional Résumé

Letters of Recommendation



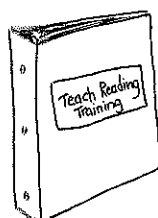
Certificates

- Course completions
- Recognitions

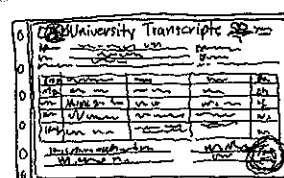
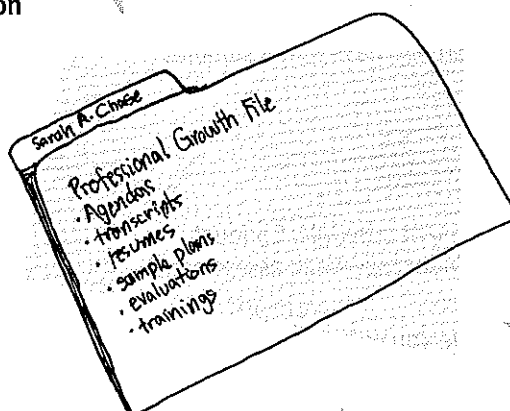


Agendas

- Professional developments
- All trainings



Professional Trainings



University Transcripts

Records and Documentation



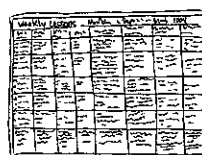
Photographs of:

- Classroom
- Bulletin boards
- Centers
- Student projects



Performance Evaluations

Observations of Yourself



Sample Lesson Plans

- Weekly
- Long-term or annual
- Unit or theme