



Self-Status Education/Employment Report
Developing a Professional Portfolio

Month submitted for: _____

Name (Please Print): _____ From: _____ To: _____

Please click here and read "Developing a Professional Portfolio" before completing this form.

Complete the following steps monthly to support on-going development of professional competency and skill.

Step 1: Learning needs assessment: Identify one professional learning goal to be met.

Four horizontal lines for writing the learning goal.

Step 2: Identify an activity plan to meet the learning need (i.e. continuing education, reading professional publications, in-services, seminars, community service). Add a goal date to accomplish the learning need.

Four horizontal lines for writing the activity plan.

Step 3: List the materials that you will include in your professional portfolio that reflect the learning activity completed.

Four horizontal lines for listing materials.

Step 4: Evaluate outcomes: Did the planned activity meet the learning need? Name the new knowledge or skill gained and describe the progress.

Four horizontal lines for evaluating outcomes.

Signature: _____

Date: _____

Email: reports@peerassist.org

Reports may be submitted via:

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