

SAMPLE

CHRONOLOGICAL RECORD

- 1958 Graduated with honors from Pulaski County High School, Somerset, KY.

 Began working as general clerk-typist in records department of Somerset City Hospital.
- 1959 Promoted to clerk-typist for the Office Manager.
- 1960 Married and moved to Lexington, KY.
- 1961 Quit work for birth of my son.
- 1963 Went to work for R.L. Rich, Inc., as stenographer for sales manager. During these two years, I regularly assumed new duties and was able to expand the responsibilities of my job. I left the company for the birth of my daughter.
- 1965 Enjoyed homemaking, gardening, canning, sewing, and caring for my two young
to
1967 children.

 Took swimming lessons once a week at local high school; completed all of the Red Cross advanced swimming instruction and received my certification as Senior Lifesaver.
- 1967 Was employed by Waterford, Inc., Lexington, KY, in the real estate department as secretary to the Regional Director of Property.
- 1969 Promoted to Secretary to Director of Corporate Real Estate.
to
1972 Held various positions in my church: Administrative Board member; Council on Ministries member; secretary of Pastor-Parish Committee.
- 1973 Promoted to Executive Secretary to Director of Law Department. This marked the realization of my goal to work in the Law Department.

 Became Girl Scout leader in my daughter's troop and began involvement in regional Girl Scout Council.
- 1974 Attended seminar in Louisville, KY, titled Managing Skills for Secretaries.

 Participated in restructuring of office staff that led to a change in my position to that of Administrative Assistant to the Director and increased my responsibilities within the department.

Appendix C cont.

- 1976 Fulfilled a lifelong ambition in January, 1976, by enrolling in my first KCTCS course at University of Cincinnati.
- Attended a two-day seminar in Lexington, KY, titled Documenting Performance Results Via Portfolio.
- 1978 Attended a three-day workshop in Advanced Supervisory Skills in Midway, KY.
- 1980 Attended Practicing Law Institute's three-day seminar for legal administrators in New York City.
- 1981 Attended IBM's three-day Word Processing Seminar for Supervisors in Chicago Illinois.
- 1985 Began course work at local KCTCS College.
- 1986 Took continuing education courses in word processing and database management.
- 1998 Entered the Saturday Accelerated Degree Program (ADP) at KCTCS.

Appendix D

NARRATIVE DESCRIPTION OF EXPERIENCE AND COMPETENCIES

COURSE: Applied Experiences in Early Childhood Education

Course Objectives:

- Participate in routine care of young children with two of the following age groups: infants, toddlers, preschoolers, and school age
- Observe, plan, implement, and assess individual, small, and large group daily activities and routines
- Routinely communicate effectively and professionally with children, families, and colleagues

Experience:

From 1994-1999, I worked as a nanny for a family of four children with ages ranging (in 1994) from 14 months to 5 years. The middle two children were identical twin girls, age 3.

From 1999 – 2001, I served as a teacher’s aid in a primary classroom (grades K-3). During this time I participated in six in-service training seminars. Topics included child development principles, classroom management, and working with others.

Knowledge/Skills Acquired:

As a nanny and teacher’s aid, I was involved in many experiences that involved routine care of young children. In addition, I was required to plan and implement activities for both individual children and groups. As a teacher’s aid, I worked with the regular teachers in assessing the activities I planned and implemented.

Learning Outcomes:

- I was responsible for the daily routines of four young children, ages 14 months to five years, to include morning wakeup, dressing, diapering, preschool, doctors’ appointments, play group dates and activities, car pooling, laundry for the family, three meals a day, and bedtime rituals.
- I can demonstrate age-appropriate behavior modification methods with children of various ages 0-12 years.
- I can demonstrate age-appropriate learning activities to include reading and telling of stories, songs and finger plays for children 0 – 10 years.
- I can demonstrate cooperative activities with the teaching staff: for example, coordinating level appropriate reading activities.
- I worked with a classroom teacher in assessing reading and math skill levels of students in order to plan appropriate activities.

I actively participated in parent/teacher conferences and did follow-up conferences with parents of children needing further assistance.

Appendix E

Sample Letter of Verification

The following letter is a guide that can be used in a request for letters of verification.

To facilitate a supervisor's response, a separate information sheet should accompany your request. (See following page.)

SAMPLE

Dear _____

I am a student in the Kentucky Community and Technical College System. KCTCS majoring in _____ . KCTCS has a process for assessing and granting degree credit for KCTCS-level learning gained through experiences. To receive credit, I must describe my learning and provide verification that such learning has taken place. Assessment is the task of faculty persons who are experts in the area for which I am asking credit.

As part of the portfolio, I am preparing for this purpose, I am requesting a letter from you verifying my learning experience with your organization. The letter must be more than a traditional letter of recommendation. It should:

- State your position(s) within the organization;
- Specify the period of time I worked under your supervision;
- Describe the particular duties I was required to perform;
- Describe the learning involved in performing these tasks;
- Evaluate my general level of performance.

The letter should be directed to KCTCS, To Whom It May Concern, but mailed directly to me. Since I have a specific date for completion of the portfolio, I would appreciate receiving it by

_____ .

Because this letter requires specific data, I am enclosing background information about the work. I performed under your supervision and certain other information, which may be helpful. If you have questions concerning this letter, or need further information, I may be reached at home (_____) _____, office (_____) _____, e-mail _____ .

I wish to thank you for whatever support and assistance you can provide in this letter.

Sincerely,

Appendix F

DOCUMENTATION ALTERNATIVES*

Type of Activity	Documentation
Work Experience	Job description; awards, letters of commendation; letters of corroborations from superiors, peers, clients; congratulations on high performance; promotion evaluations; evidence of promotion; samples of work produced; evidence of suggestions adopted; document of ranking, rating, or classification system in company or organization; licenses; membership in professional or trade organizations; membership requirements for professional/trade organizations; scores on licensing exams; military separation papers; bills of sale; rating forms; military records; work samples.
Community Service Activities	Commendations; awards; newspaper magazine clippings; letters of corroboration from co-volunteers, clients served, supervisors.
Non-KCTCS Courses And Training	Transcripts; amount of assignments; amount of time spent on outside assignments; letter attesting student was enrolled in course; learning outcomes or objectives of course; syllabi; evidence of completion; course description(s)/outline(s); number of didactic hours; number of clinical or practicum hours; diplomas.
Special Accomplishments	Books published; pictures painted, music written, dances choreographed; a list of books read; patents obtained; list of countries visited; mementos from countries lived in and traveled to; machines designed; exhibits; photographs of famous landmarks visited; speeches given; programs from performances; writing samples; audio-visual presentations; proposals written; conversations with experts.

* Taken from Joan Knapp, *Assessing Prior Learning: A CAEL Handbook*.

Appendix G

INDEX TO DOCUMENTATION

- Exhibit A** Letter of validation from G.F. Richfield, Supervisor of Credit Department, Bush and Ramsey, Inc., Cincinnati, Ohio (March, 1980)
- Exhibit B** Letter of validation from Susan M. Huber, Public Information Specialist, Community Mental Health Center, Dayton, Ohio (April, 1980)
- Exhibit C** Letter of validation from Charles E. Butcher, Director of Public Relations, Cincinnati Community Services Corp., Cincinnati, Ohio (March, 1980)
- Exhibit D** Certificate of course completion — Advertising: Strategy and Design, Wright State University, Dayton, Ohio (December, 1973)
- Exhibit E** Sample case developed for Exhibit D course
- Exhibit F** Certificate of course completion — Modern Marketing and Company Objectives, Wright State University, Dayton, Ohio (June, 1974)
- Exhibit G** Summary of course outline for Exhibit F course
- Exhibit H** Certificate of attendance and conference description, National Group Leaders Conference, Conrad Hilton Hotel, Chicago, Illinois (May, 1972)
- Exhibit I** Job Description: Assistant to Director of Public Relations
- Exhibit J** Performance Appraisals for Exhibit I position (1977-1980)
- Exhibit K** Certificate of completion for ABA banking course with hours listed and ACE course credit recommendation.