
Positive Behavior Support Facilitator Portfolio

Standard Process Application

Portfolio Submission Instructions

- ◆ Portfolio Notebook
 - ☆ Use 1 to 1.5" notebook with clear plastic sleeve on cover and binder (for inserts) and inside pockets
 - ☆ Documentation on all forms can be hand written or typed with exception of page numbers that should be hand written once final portfolio is assembled
- ◆ Cover Sheet
 - ☆ Complete top half of page ("Completed by Applicant" section)
 - ☆ Make two copies of this completed page: one for outside cover of portfolio and one for first page inside of portfolio
- ◆ Summary of Requirements
 - ☆ Fill out all but last 2 sections ("Completed Portfolio" & "Completed Interview")
- ◆ Checklist of Portfolio Contents
 - ☆ Once portfolio is *completely* assembled, handwrite page numbers on every page of portfolio (with Cover Sheet as page #1), then complete this *Checklist of Portfolio Contents* document
- ◆ Résumé or Abbreviated Vitae
 - ☆ Include a copy of current résumé or a 3 page or less curriculum vitae
- ◆ Copy of Diploma or Transcript of highest degree earned
 - ☆ Include a copy of unofficial or official transcript or copy of diploma of highest degree earned
- ◆ Knowledge, Skills, and Abilities Documentation
 - ☆ Complete each item in accordance with instructions on column headings
- ◆ Person Centered Plan
 - ☆ Include narrative cover letter that explains the process, team facilitation, and other miscellaneous information about the PCP
 - ☆ Include copies of PCP tools used (can take digital pictures of tools used if they are too large for notebook)
- ◆ Person-Centered Plan Checklist (for applicant to complete)
 - ☆ Include page numbers of location of each item; page number can be the plan or narrative cover letter; account for every item
- ◆ Person-Centered Plan Checklist (for reviewers to complete)
 - ☆ Fill out top portion only (including "Role of Facilitator" section)

- ◆ PBS Plan with Implementation data
 - ☆ Include narrative cover letter
 - ☆ Include copy of PBS plan (plus any PCP tools used if applicable)
 - ☆ Include baseline data, intervention data, and any other data collection tools used
 - ☆ Include any other related documents

- ◆ PBS Plan with Implementation Data Checklist (for applicant to complete)
 - ☆ Include page numbers of location of each item; page number can be the plan or narrative cover letter; account for every item

- ◆ PBS Plan with Implementation Data Checklist (for reviewer to complete)
 - ☆ Fill out top portion only (including “Role of Facilitator” section)

- ◆ Mentoring Log
 - ☆ Document all hours from all mentors
 - ☆ Must have at least 24 hours total accumulated over a period of NO less than 1 year after start of PBS training (1st class date) prior to portfolio submission

- ◆ Letters of Recommendation
 - ☆ Send form letters to appropriate persons including a self-addressed stamped envelope for them to return the completed letter
 - ☆ Include your own cover letter to explain the recommendation letter; ask the person completing it to answer each item; ask them to sign their name across the envelope seal (These envelopes should not be opened when included in your portfolio. If they are opened for reasons beyond the control of the applicant, the applicant should not read the completed letter.)

- ◆ Applicant Comments
 - ☆ Any additional information in support of applicant becoming a PBS Facilitator (i.e. informal letters of recommendation, other PCP or PBS plans)
 - ☆ Do not include comments related to the training, PBS Facilitator portfolio or endorsement process--these items can be submitted after your interview (applicants will be asked to participate in a post interview evaluation; staff will contact applicant via email or phone after interview date)

- ◆ Mail or hand deliver the completed portfolio by 4:00pm on submission date (if mailed, it must be *received* by submission date) to:
 - Mailing Address:*
 - Partnership for People with Disabilities at VCU
 - PO Box 843020
 - Richmond, VA 23284-3020
 - Attention: Betty Harrell
 - Physical Address:*
 - Partnership for People with Disabilities/VCU
 - 700 East Franklin Street, 700 Centre, 10th floor
 - Richmond, VA 23219
 - Attention: Betty Harrell