

# Portfolio Submission and Review



School of Education & Human Development  
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# Have Your Handouts

The following slide deck will reference the following handouts:

- [Review Recommendation Form](#)
- [Portfolio Submission Form](#)
- [How to Compress Multiple Files for Portfolio Submission](#)
- [Scoring Rubric](#)

# **Portfolio Submission Process**

# Portfolio Submission Process: Step 1

## When You Are Ready to Submit Your Microcredential Portfolio:

- The [Review Recommendation Form](#) must be signed by both the candidate and the mentor to confirm that:
  - Ethical guidelines and policies have been followed
  - The candidate has received appropriate mentorship
- The form should be submitted **only after both the candidate and mentor agree** that the portfolio is ready for review.

The mentor is responsible for sending the completed form to:

**Dr. Ritu Chopra at** [ritu.chopra@ucdenver.edu](mailto:ritu.chopra@ucdenver.edu)

# Portfolio Submission Process: Step 2

## After Submitting Your Review Recommendation Form:

- Within **72 business hours** of submission, you will receive a unique link to:
  - Register and pay for your portfolio submission
  - Receive downloadable templates to help you create your portfolio and upload your required documents
  - Provide additional information about your submission
- Portfolio submissions are securely stored on **Qualtrics**, a protected platform monitored by the NICE team at the PAR<sup>2</sup>A Center. Each participant receives an individual upload link.
- If you have any questions, please contact Dr. Ritu Chopra at the PAR<sup>2</sup>A Center: [ritu.chopra@ucdenver.edu](mailto:ritu.chopra@ucdenver.edu).

# Portfolio Submission Process: Step 3

Once you have your unique Qualtrics link for submission, you must **prepare your documents prior to beginning the upload.**

The following items are **included in your submission:**

- Portfolio Submission Form
- About Me
- 2 Letters of Recommendation
- Named Artifact/s
  - The typical range of artifacts is 1 to 10 artifacts per portfolio, but remember, **only 5 competencies per artifact.**

# Portfolio Submission Form

The [Portfolio Submission Form](#) serves as a table of contents for your submission, outlining the standards you are addressing and the artifacts you are including.

You will also be asked to complete two ungraded reflection questions:

1. How are the knowledge and skills within this standard important to your role as an intervener with your student/team?
2. How did completing the requirements of this standard help you grow as an intervener and as a member of the student/client team? As you reflect on this standard, what have you learned about yourself and your ability to be an intervener?

# Compressing Files

- Compressing, or “zipping,” files is an essential step in submitting your portfolio.
- This process bundles your files into a single, smaller file, making it easier to transfer. Before submitting, be sure to compress all your work into one **zipped file**.

Review the handout [How to Compress Multiple Files for Portfolio Submission](#) for more explanation.

# Qualtrics Submission

Once you have all your document ready, use the qualtrics link provided to you. Qualtrics will not allow you to more than the following 4 files or folders per section listed below :

**1. Portfolio Submission Form**

**2. About Me**

About me form and training certificates. Certificates may be added as images into the document or compressed into one folder.

**3. Two Letters of Recommendation**

May be combined as images, pdfs, or word files or compressed into one folder.

**4. Named Artifact/s**

All artifacts must be in a **single folder** that is compressed. If there is only one artifact, it may be uploaded not compressed.

# Submission File Types

Qualtrics will not allow you to upload anything other than:

- **PDF**
- **Document**
  - DOC, DOCX, TXT, ODT
- **Spreadsheet**
  - CSV, XLS, XLSX, ODS
- **Graphic**
  - JPG, PNG, GIF

# **Overview of Review Process**

# NICE Reviewers

- All reviewers have expertise in DeafBlindness and are members of the NICE Review Board.
- As part of their agreement to serve as reviewers, all sign statements of confidentiality and impartiality.
- All portfolios are reviewed by at least two reviewers

# “About Me” Review

## About Me Section – Reviewer Guidance

- Reviewers will begin by carefully reading your “About Me” section to gain a foundational understanding of:
  - You as an individual
  - Your training and educational background
  - Your professional development experiences
  - The student(s) or client(s) you work with
- This section appears at the very start of your submission and helps set the tone for the entire review process.
- While this section is not scored, it plays a crucial role in helping reviewers better understand and contextualize your submitted artifacts.

# Artifacts Review

- After reviewing your “About Me” section, reviewers will proceed to evaluate your artifacts.
- For each artifact, they will assess how effectively your documentation and explanations together demonstrate your mastery of the related competencies.

# Artifact Scoring System

- Artifacts are scored using a tool called the **NICE Scoring Rubric**.
- This rubric is displayed on the next two slides, and you also have a copy with the same information available under “Important Documents.”

# NICE Rubric for Documentation

Levels of Mastery				
	Advanced	Proficient	Emerging	No Evidence
Demonstration of CEC Competencies	<b>All</b> of the identified competencies are demonstrated.	<b>A majority</b> of the identified competencies are demonstrated.	<b>Only a minority</b> of the identified competencies are demonstrated.	<b>None</b> of the identified competencies are demonstrated.

# “Demonstrated”

The rubric says “competencies are demonstrated”, what does that mean?

“Demonstrated” means that you, as the candidate, have provided documentation that clearly shows your correct application of skills or accurate understanding of the knowledge required by a specific competency. This evaluation is based on the professional judgment of the reviewer.

# “Demonstrated” Cont.

Questions to consider when determining whether a competency has been demonstrated include:

- A. If a **skill** competency:
  - a. Does the documentation show the intervener in action applying the knowledge or skill or the result of having the knowledge or skill (e.g., development of instructional materials)?
  - b. Is the documentation related to the intervener’s own practice (e.g., if demonstrating a skill, it should show actual interactions with the intervener’s student/client, rather than role playing)?
- B. If a **knowledge** competency, does the documentation indicate that the intervener has acquired the knowledge?
- C. Does the documentation provide sufficient detail to adequately assess whether a competency has been met?

# Majority and Minority

The rubric says “a majority” or “a minority” of competencies, what does that mean?

<b>Number of competencies in artifact</b>	<b>Majority means . . .</b>	<b>Minority means . . .</b>
1	The single competency is demonstrated/explained	No competencies are demonstrated/explained
2	Both competencies are demonstrated/explained	No competencies are demonstrated/explained
3	2 of the 3 competencies are demonstrated/explained	Only 1 competency is demonstrated/explained
4	3 of the 4 competencies are demonstrated/explained	Only 1 competency is demonstrated/explained
5	3 to 5 of the competencies are demonstrated/explained	Only 1 or 2 competencies are demonstrated

# Reviewer Written Feedback

In addition to providing a score, reviewers will also provide written feedback about your artifacts that will be shared with you at the end of the review process.



# Overall Score

Once reviewers have assigned a score to every artifact, all of the artifact scores are averaged and converted to a percentage score for the overall submission.

<b>Score</b>	<b>Mastery Level</b>
<50%	No evidence
50-74%	Emerging
75-89%	Proficient
90-100%	Advanced

To obtain a microcredential, you must receive an overall passing score of 75% or greater.

# Getting Your Results

The review process typically takes two to three months.

This allows time for The PAR<sup>2</sup>A Center to check the reviewers' scores for accuracy, assess the level of agreement between the two reviewers, and assign a third reviewer if necessary



# Getting Your Results (cont.)

Once the process is complete, you will receive:

- A pass/fail score
- The reviewers' written feedback
- Your certificate, if you have passed

If you do not pass, you may revise and resubmit your work once at no cost.





For more information on Intervener Microcredentials and NICE certification, contact Dr. Ritu Chopra at the PAR<sup>2</sup>A Center

Ritu.Chopra@ucdenver.edu

<https://paracenter.org/>



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