

Program Portfolio Instructions

What is a Program Portfolio?

The Program Portfolio is a collection of plans, documents, and records that provide evidence of how a program meets certain accreditation criteria. Throughout Self-Study and Self-Assessment, member(s) of the program leadership team develop the Program Portfolio. The Program Portfolio is reviewed by an NAEYC Assessor as part of the site visit.

Which accreditation criteria need to be supported with documentation in the Program Portfolio?

The Program Portfolio Tool on TORCH includes all criteria that are assessed in the Program Portfolio. The Program Portfolio Tool mirrors the tool the NAEYC Assessor will use to evaluate your Program Portfolio during the site visit.

Note that some criteria included on the Program Portfolio Tool may not require evidence in the Program Portfolio if your program, does not serve a particular age category. The NAEYC age categories include:

Infant (I): 0-15 months

Toddler/Two (T): 12 months – 36 months

Preschool (P): 30 months – enrollment in kindergarten

Kindergarten (K): enrolled in a public or private kindergarten

For example, consider a program that does not serve infants. The program would not need to include evidence in the Program Portfolio for criteria that only apply to infants. The program would mark the criteria that only apply to infants as not age on the Program Portfolio Tool.

How Should the Program Portfolio be organized?

Program should organize their portfolios by the 10 NAEYC Early Learning Program Standards.

1. Relationships
2. Curriculum
3. Teaching
4. Assessment of Child Progress
5. Health
6. Teachers
7. Families
8. Community Relationships
9. Physical Environment
10. Leadership and Management

Clear organization and careful labeling each piece of evidence will help the NAEYC Assessor conduct a successful review of the Program Portfolio during the site visit. Programs may choose file folders, crates, binders, or other storage mechanisms to denote and organize their Program Portfolio evidence. Program Portfolio Labels are available as an optional resource for programs on TORCH. The Program Portfolio may be organized [digitally](#).

Getting Started with the Program Portfolio

Many programs have reported that it is helpful to begin working on the Program Portfolio early in Self-Study process. Simply making sure that your program has policies and procedures documented can be an important first step; then consider whether the policies and procedures specifically address what is stated in the criteria. Most programs have found that they need to give careful attention to this part of the process to ensure that policies and procedure are in place and align with the standards and criteria.