

Portfolio Instructions

Entry-level Master's Candidates

A. CURRICULUM VITAE

Your curriculum vitae should include a listing/summary of the following:

1. Current home address
2. Complete work history starting from first job after completion of entry-level degree to include the job site, position held and length of employment
3. Education summary
4. Continuing education activity since licensure
5. Publications
6. Scientific and professional presentations
7. Membership in scientific/professional societies or organization
8. Consultative and advisory positions held
9. Certifications
10. Community Service Activities

B. PROOF OF WORK EXPERIENCE

Notarized letter from employer to indicate 2 years of full-time practice in any PT setting OR 6 months of full-time practice in an outpatient orthopedic setting for a entry-level master's candidate.

C. PETITIONS FOR COMPETENCY REVIEW

For each course that is being petitioned for competency credit, the course name and number should be listed followed by a detailed explanation of why the student feels they should receive competency credit for this course. This should include a listing of all of the evidence that is provided to support granting competency.

D. COMPETENCY EVIDENCE - where applicable for what is listed in (C) above

1. Evidence of publishing activity: name of journal/publication; title; author(s); date; volume; etc.
2. Evidence of scientific and professional presentations: name of meeting, dates, copy of program with abstract or description of presentation; copy of presentation (could be submitted on disc if a PowerPoint presentation), etc.
3. Evidence of business management experience (any/all that apply):
 - a) Proof of clinic ownership
 - b) Proof of holding an administrative position
 - c) If an administrator, must provide copies of last 3 years of performance reviews signed by supervisor
 - d) Evidence of ability to develop and maintain a budget
 - e) Evidence of 3 confidential patient satisfaction surveys
 - f) Evidence of 2 confidential employee evaluations of their performance as an administrator
 - g) Reimbursement percentages at their facility
 - h) Evidence of program development and implementation
 - i) Anything else deemed pertinent
4. Evidence of teaching experience (any/all that apply)
 - a) Proof of having been an instructor or is currently instructing at an academic institution or in a continuing education forum
 - b) Copies of course outlines including objectives
 - c) Copies of student evaluation forms for teaching performance

Portfolio Instructions

Entry-level Master's Candidates Continued ...

- d) Evidence of proficiency in designing appropriate evaluation tools to measure student acquisition of knowledge: i.e. copies of tests; paper requirements, projects, etc.
 - e) Anything else related to education
5. In applying for competency for part or all of Core II, any of the following can be submitted:
- a) Copy of any certification(s) or fellowship(s) attained
 - b) Verification of attendance or exposure to thrust manipulation; proof of competency in thrust techniques by instructor (must be notarized and include the CV of the instructor if conducted by a non-NAIOMT individual)
 - c) Proof of an oral/practical component of the certification if a non-NAIOMT certification is being utilized
 - d) Proof of supervised clinical practice: minimum of 60 hours of 1:3 supervision with proof of competency from the clinical instructor of proficiency in required items (must be notarized and include the CV of the instructor if conducted by a non-NAIOMT individual) OR proof of being an instructor for NAIOMT or comparable organization
6. In applying for competency for elective credits from previous continuing education, the following must be submitted:
- a) Proof of attendance at the course(s)
 - b) Copies of any certifications attained if applicable
 - c) Copy of course content
 - d) 1 publishable quality case study in which the techniques/knowledge acquired in the course or through certification was a valuable part of the patient therapist interaction***
 - e) A comprehensive review of the literature over the past 10 years on the topic or on the value that this knowledge brings to the profession***

****This does not have to be complete at the time of portfolio submission. The proof of attendance must be there and the individual must state in their competency petition when they anticipate having the information available. This would need to be completed no later than 6 months after the start of the degree program.*

7. For any course work already completed in an entry-level master's degree, DPT or other academic setting the following must be submitted:
- a) Transcript for the course(s) being petitioned for competency; a grade of B or higher is required
 - b) Copy of course outline which states objectives (exception to this would be students who have graduated from Andrews University)

E. COMPETENCY CREDIT ALLOTMENT - DScPT DEGREE

- 1. Upon academic advisory committee review of the portfolio and test scores, if applicable, a plan of credit award for competencies will be developed.
- 2. Up to 30 credits used for degree completion may be awarded via this review process.
- 3. Up to 12 credits of course work obtained at another university may be used for degree completion.

F. COMPETENCY CREDIT ALLOTMENT - t-DPT DEGREE

- 1. Upon academic advisory committee review of the portfolio and test scores if applicable, a plan of credit award for competencies will be developed.
- 2. Up to 14 credits used for degree completion may be awarded via this review process.
- 3. Up to 12 credits of course work obtained at another university may be used for degree completion.