

**DEVELOPING YOUR  
CREDENTIAL  
PORTFOLIO**

**EDUCATION  
DEPARTMENT**

**Keystone College  
La Plume, PA**

**Keystone College reserves the right to change any provisions or requirements of the Education Portfolio at any time within a student's term of enrollment.**

# *How to Prepare and Submit Your Electronic Credential Portfolio Using Livetext*

## *To setup your Education Portfolio*

1. Click on “Livetext Docs”.
2. Click on “+new”
3. Click on Keystone College, portfolios, then “Portfolio for Formal Acceptance and Student Teaching”
4. Click “Create Document”
5. Type a title for your portfolio. Typically students call it something like “Your name’s Credential Portfolio” then click “ok”. This will create an editable portfolio for you which you can now upload items into. **Please note that all files included in the portfolio must be in .pdf format.**

## *Gathering Documents for Your Portfolio*

Next, you are going to scan your documents to create pdfs. In the library there is a copy machine on which you may scan your documents for no cost. Follow the instructions on the wall above the machine to scan. You will need to scan the following items:

- Resume and resume acknowledgement form
- Current PA Criminal History Clearance Form
- Current PA Child Abuse Clearance Form
- Current FBI Clearance Form
- Current Health Appraisal including a negative TB test
- First Aid Certification
- CPR Certification
- Professional Membership
- Current Unofficial Transcript documenting an overall GPA of 3.0 or higher. Undergraduate transcript if you have a bachelor’s degree.
- Copy of passing basic skills testing – must be official copies of test scores
- Two completed Skills and Disposition Checklist Forms or two letters of recommendation from Keystone College Education Faculty. Letters must be on letterhead and must be signed. All forms and letters **must be within one year of interview** date
- Copies of any awards
- Copies of sample field observation assignments
- Copies of all field observation participation forms with teacher’s signatures and hours documented.

*(Hint: Save these documents in a convenient place such as your desktop)*

## ***Building Your Portfolio***

1. Next, go back to your electronic portfolio. Click on ‘LivetextDocs’ to open up your portfolio again
2. Once in your portfolio you will edit each section. Click on the “Edit” button for each section. Type into the text box any time you are required (introduction for example and then delete the instructions). Upload the documents needed into each section.
3. To upload documents click on “File attachment” button at the bottom of the page. Click “save” once uploaded

When each section is completed, your credential portfolio should contain the following items:

- Resume
- Current Criminal History Clearance Form
- Current Child Abuse Clearance Form
- Current FBI Clearance Form
- Current Health Appraisal including a negative TB test
- First Aid Certification card
- CPR Certification card
- Professional Membership Card(s)
- Current Transcript documenting an overall GPA of 3.0 or higher
- Copy of passing PAPA Scores
- Two completed Skills and Disposition Checklist Forms by Keystone Education Faculty
- Copies of any awards
- Copies of field observation assignments
- Copies of observation participation forms which include teachers signatures and hours.
- “The Most Important Qualities of an Outstanding Educator” Essay (no more than 500 words long)

***Please make sure that all items are included in your portfolio by the portfolio deadline.  
Incomplete portfolios will not be accepted.***

## ***Sharing Your Portfolio***

Once you have completed your portfolio, you will need to submit it to the Education Division representative, Karen Arcangelo, for review. Click on “Send this document for review”. On the blank line, type in “Karen Arcangelo”. Click “enter” and then “Submit for Review” You should get a message that you have successfully sent your portfolio for review.