**Authorization Documentation Key **

The **nine methods of documenting competence** for each component are defined below. Video is no longer an option for online applications. The number(s) underlined as **Documentation** on the Specialist or Supervisor Standards indicate the required documentation needed for that specific component and mastery level. You need to choose and submit documentation for at least one of the underlined numbers. You can submit additional documentation for another underlined or non-underlined number if you choose. Please remember to highlight the number of the type of documentation being provided on your Specialist or Supervisor Standards for Authorization.

|  |  |
| --- | --- |
| 1. Performance Evaluation  | Comments, ratings or observations included within annual performance evaluations that are specific and include examples relative to the component. |
| 2. Interview | Verbal review by two or more people, one who is in a similar role and one who is in a supervisory capacity. The review is summarized in a written format relative to the component. |
| 3. Observation  | Observation of component by a supervisor documented with a written record of observation. Signature of supervisor is not sufficient. |
| 4. Work Sample | Written example produced on the job (i.e., IFSP, MDT Report, Data Sheets) or work sample from supervised practical experience. |
| 5. Course work | Course work, which could be documented by a written description of the course/training session and strengthened by documentation of successful completion of course objectives. Examples: transcript or CEC's. |
| 6. Inservice | Inservice training which could be documented through a description of title, length of session, instructor, date and in-service objectives relative to the component and a written description of how information is applied. If possible, documentation would include successful completion of in-service objectives. Examples: attendance certificate, training certificate or report. |
| 7. Written Document | Written summary of experience with specific examples related to the component. |
| ~~8. Video~~ | ~~Video demonstrating the component in an appropriate setting.~~ |
| 9. Self Study | Record of completed self-study, independent study or completed professional development plan and a written description of how it relates to the component or how it has been applied. (For example, an assistant wishing to learn more about various etiologies (see 1.3) might provide a list of readings and write a description of how the information provided a beginning level of awareness. They might include a list of questions, which were generated, and how they plan to use the information.) |
| 10. Letters of Reference  | Letters of reference, relative to component, from consumers, peers, or supervisors. Letters should be specific and include examples relative to component and always include a signature.  |