

CHECKLIST FOR PORTFOLIOS



Physiotherapist Name: _____ Reg. # _____

Practice Category on License: _____

	Mandatory	Optional	Present
RESUME	X		
JOB DESCRIPTION	X		
COURSE CERTIFICATES/ PROOF OF ATTENDANCE	X		
MALPRACTICE INSURANCE CERTIFICATE	X		
SELF ASSESSMENT UNITS 1, 2, and 3	X		
CONTINUING EDUCATION RECORD FORMS	X		
EVIDENCE of SELF REFLECTION (Do one from list)	X		
JURISPRUDENCE QUIZ	X		
Professional Membership card(s)		X	
Copy of current license certificate		X	
PCE Certificate		X	
First Aid / CPR Certification (current)		X	
WHMIS		X	
Other Degrees		X	
Letters of reference		X	
Summary of performance evaluation		X	
Professional Association involvement		X	
Sports events as a physiotherapist		X	

Please note that this is a checklist to help you in setting up your portfolio. The **mandatory** items are the ones you must submit when you are chosen for a portfolio review. The **optional** items are suggested processes and documentation for you to include for your own reference, and the **present** column is for you to check off whether in fact you have the documents or not.