

Suggested Timeline for Portfolio Submission for NPDA-BC Candidates

A common question from NPDA-BC candidates is *How Much Time Do I Have to Complete the NPDA-BC Professional Portfolio?* The answer is that the submission **AND** evaluation process, **AND** the re-submission process if needed, **must be completed within 1 year of receipt of application**. At the end of one year, all fees are retained by CCI, and the portfolio is deemed unsuccessful. **No refunds will be given.**

The following provides a suggested timeline to help candidates ensure they meet the requirements within the one-year timeframe:

1. Candidate submits application and associated fees.
2. Application is then processed through audit by CCI staff.
3. If the audit is successful, the candidate receives an email from CCI indicating they have successfully passed the audit process and may begin submitting portfolio documents.
4. Candidate accesses their CCI classroom and enrolls in selected exemplars (3) and activity tables (3).
5. Candidate writes/creates their selected exemplars and activity tables.
6. Candidate uploads their NPDA-BC portfolio documents (selected exemplars and activity tables) in the CCI classroom. *(Target: 4-6-month mark.)*
7. CCI staff ensures all required documents are present. If documents are incomplete, the candidate will be advised to submit a complete portfolio per outlined criteria.
8. Once all required documents are present, CCI staff assigns the portfolio to the peer review team. (This review process typically can take 4-6 weeks.)
9. CCI staff compile peer reviewer feedback, schedule, and host any needed consensus calls between the peer reviewers.
10. Compiled feedback is forwarded to the candidate by CCI staff.
11. Candidate reviews feedback and if they are unsuccessful, revises their portfolio documents as needed.
12. Candidate submits revised portfolio documents. *(Target: 8-10-month mark.)*
13. CCI staff compiles revised portfolio documents and forwards them to the peer review team for a second review.
14. Peer reviews conduct the second review and provide feedback to CCI staff.
15. Final feedback and a decision as to the awarding of the NPDA-BC credential is provided to the candidate.

It is important for NPDA-BC candidates to be mindful of the one-year timeline and craft a plan to ensure timely submission of portfolio documents and deliverables, along with the peer review process.