

Steps to Complete the PAM Portfolio	
Steps	Directions
1	Determine, with the assistance of your Advisor, which of the 14 PAM competencies addresses an important life decision you are facing or have accomplished.
2	Read the extended description of the competency selected, as provided by your Advisor. The requirements for each of the competencies are described more thoroughly in the Activity section which details information that can be gathered to form the research process, content, and questions to be answered. The competency descriptions include possible resources to be explored. Some of the competency descriptions suggest a format for the supporting graphics and some list specific questions to be answered in the completion of the research. Note: None of the competencies require the actual purchase of a product, enrollment in a program or agency, or payment of services.
3	Identify what factors you will consider to make the required decision or selection based on your family needs, financial status and availability of services in your area.
4	Complete the research needed to determine what services or options are available to you to inform your decision. For some decisions, a visit to school sites, school district office, or care homes will be completed with notes taken and compiled. For other competency decisions, much of the research will be completed online by exploring several websites.
5	Collect the information you find through your research in a portfolio, or folder, that contains copies of any print resources such as brochures and pamphlets from local providers, notes taken on site visits or phone calls, and newspaper or magazine articles. The portfolio may be a paper folder or an electronic folder to be shared with your Assessor. You are required to properly cite all resources used in your research. If the Internet is used to gather information include a screen capture and URL of the online resource in the portfolio to reference websites used in your research.¹ If opting to present the portfolio in an oral presentation², you may choose to cite the resources as a hyperlink within the presentation so that they can be included in “real time” as the information is presented.
6	Organize the information you gathered logically and in a way to allow you to compare and contrast the various options available to you. The information found in the graphic should visually show how the various options are different or alike and clearly support the final decision, showing it as the most feasible for the personal and family circumstances. Create a graph, table, or chart that visually shows how the various options are different or alike.
7	Make a decision for the competency you have chosen based on the information gathered and what is best for your personal needs, location, financial status and availability of services.

¹ Note: the portfolio must be saved as an electronic file such as a *MS Word or PowerPoint document*.

² Note: an oral presentation is an option only if the NEDP agency has the capability to record the presentation for review by the Portfolio Reviewer.

Steps to Complete the PAM Portfolio	
Steps	Directions
8	Provide a summary of your research findings in the form of an essay or oral presentation. Include a statement that contains your final decision. The essay or oral presentation must include: • A statement of what personal or family decision was made. • The most important factors considered when examining products, agencies, or option when making the decision. • The resources examined and used to help reach a final decision. This may include such resources as visits to sites, interviews with experts, and information collected from the Internet, brochures, and newspaper or magazine articles. • Explanation of the chart, graph, or table that presents information and data gathered in the research process. The information found in the graphic should visually show how the various options are different or alike and clearly support the final decision, showing it as the most feasible for the personal and family circumstances. • The reasons and logic used to make the final decision. <i>Note: the oral presentation option requires that a PPT is used to visually support the presentation.</i>