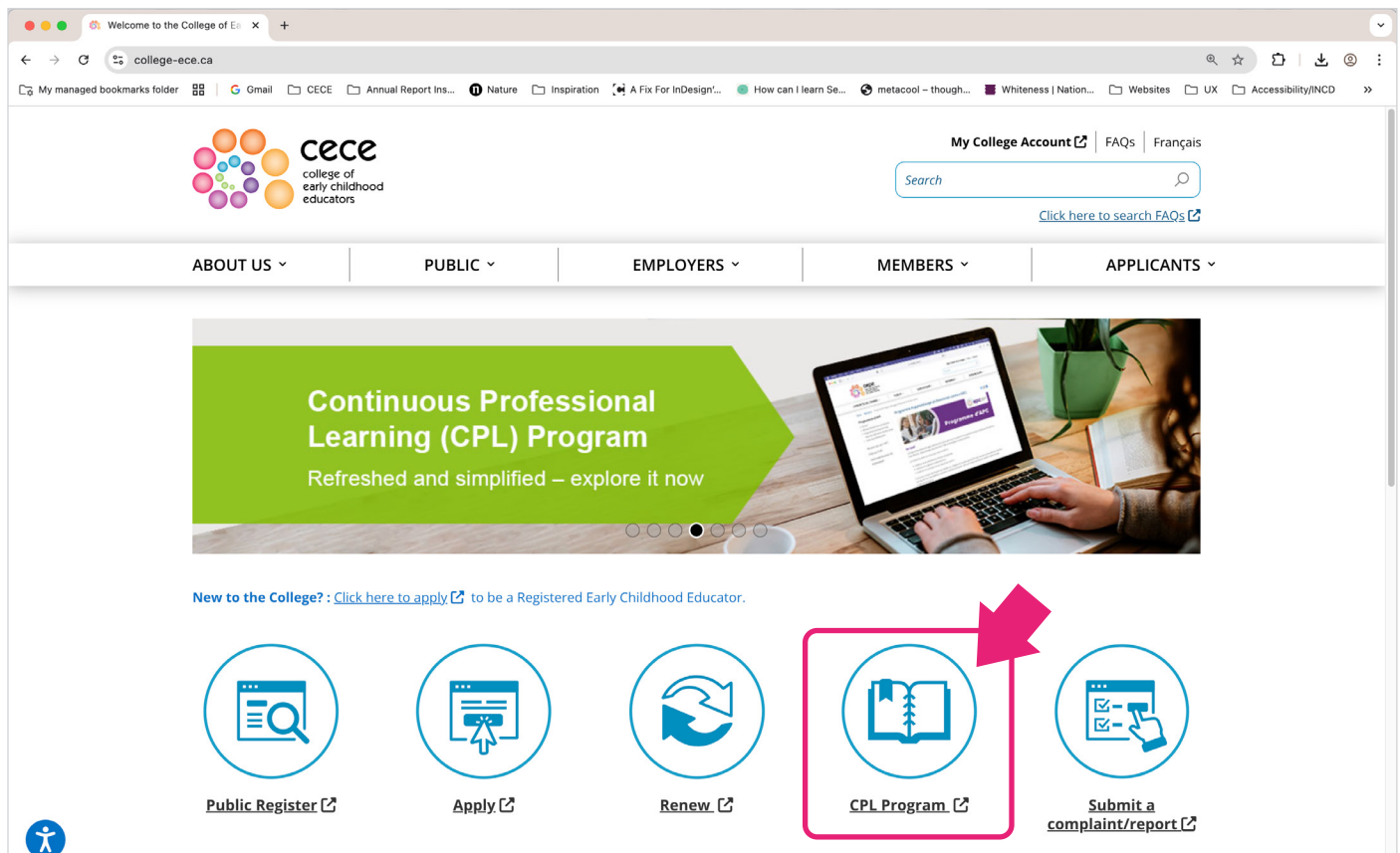


# How to download and save your CPL Portfolio Components

To help you prepare for your CPL Portfolio work, follow these steps to download and save the required portfolio components on a computer. Please note that the following steps are for a Windows computer, and may look slightly different on a Mac, tablet or mobile device.

## Step 1: Visit the College website

- Go to the College of Early Childhood Educators website: <https://www.college-ece.ca>
- Click on the “CPL Program” button.



The screenshot shows the CECE website homepage. At the top left is the CECE logo. To the right is a search bar and navigation links for 'My College Account', 'FAQs', and 'Français'. Below the search bar is a horizontal menu with 'ABOUT US', 'PUBLIC', 'EMPLOYERS', 'MEMBERS', and 'APPLICANTS'. The main content area features a large green arrow graphic pointing right, with the text 'Continuous Professional Learning (CPL) Program' and 'Refreshed and simplified – explore it now'. Below this is a row of five circular icons: 'Public Register', 'Apply', 'Renew', 'CPL Program', and 'Submit a complaint/report'. The 'CPL Program' icon is highlighted with a pink square border and a pink arrow pointing to it from the top right.

## Step 2: Access the CPL Portfolio components

- Click on the “CPL Portfolio Cycle” tab in the left-side menu.
- Scroll down the CPL Portfolio Cycle page to find “Download the CPL Portfolio Cycle Components in a fillable PDF or Word format.”

college-ece.ca/members/cpl-portfolio-cycle/

- Expectations for Practice Module
- Sexual Abuse Prevention Program
- CPL Portfolio Cycle

CPL Resources  
FAQs  
Information for Employers

### CPL Portfolio Cycle

You are required to begin this CPL Portfolio Cycle in the year following completion of the Sexual Abuse Prevention Program. If you have questions, please contact [cpl@college-ece.ca](mailto:cpl@college-ece.ca).

The CPL Portfolio Cycle is a one-year portfolio process where RECEs reflect on their practice, develop one professional learning goal, and plan, engage in and document their professional learning activities.

**The CPL Portfolio Cycle includes two required components:**

1. Reflection and Planning Tool
2. Record of Professional Learning

**Download the CPL Portfolio Components in fillable PDF or Word formats.**

[CPL Portfolio Components PDF](#)

[CPL Portfolio Components Word](#)

#### CPL Portfolio Cycle Handbook

The [CPL Portfolio Cycle Handbook](#) is an instructional guidebook to help RECEs complete the required components of the CPL Portfolio Cycle.

When it's time to start your first CPL Portfolio Cycle, you will receive an e-mail from the College around your renewal month with an invitation to request a mailed hardcopy of the handbook.

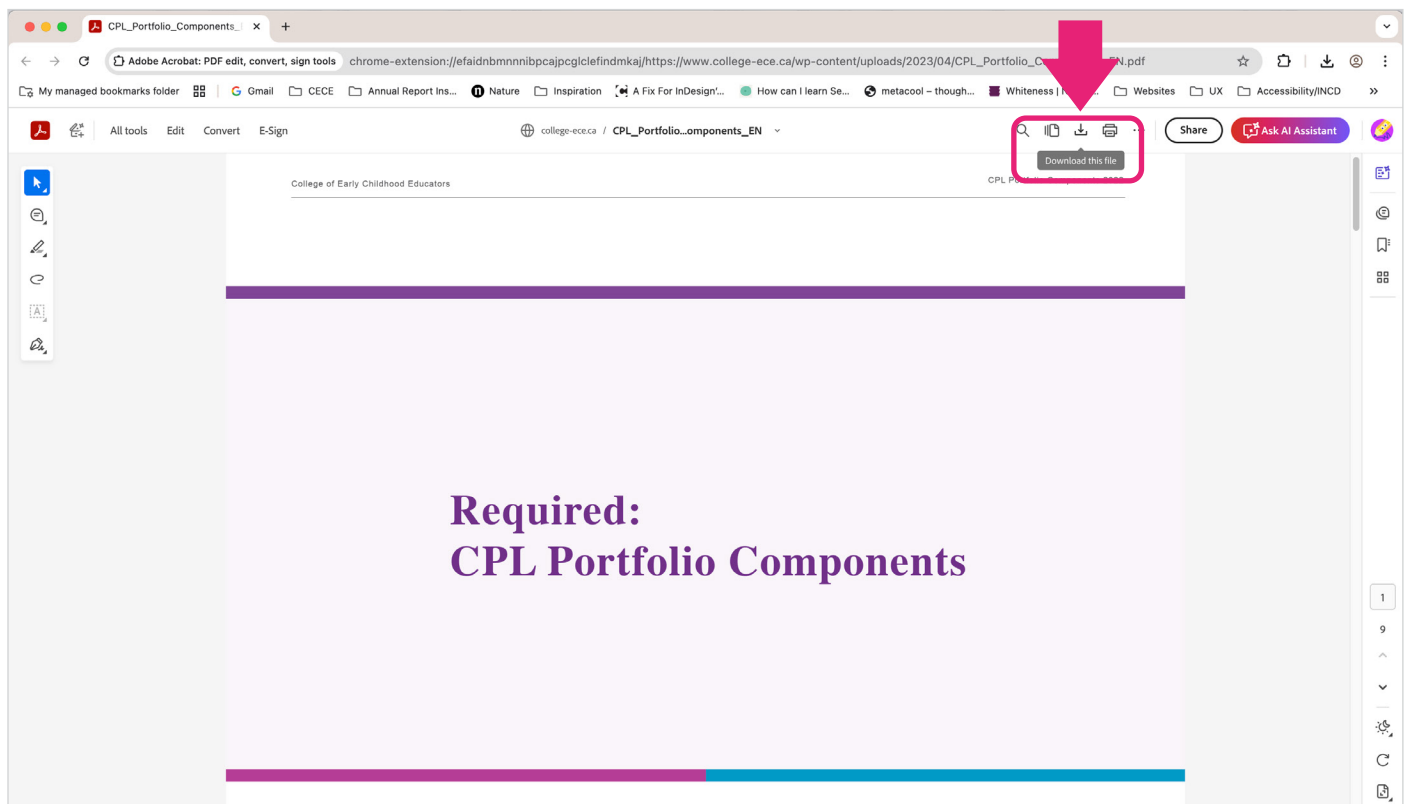
#### CPL Portfolio Steps and Timelines

**Handbook**

**CPL Portfolio Cycle: Required Steps and Recommended Timelines**

## Step 3: Download the files

- Click the link to open the PDF or Word document.
  - The **PDF document** will usually open in your browser. Click the download icon (often displayed as a down arrow) to save it manually. The PDF will typically be saved in your Downloads folder.
  - The **Word document** will download to your device, and usually be saved in your Downloads folder.
    - Tip: If you prefer using the text-to-speech (Read Aloud) feature for increased accessibility and ease of use, this option is available in Microsoft Word.



## Step 4: Save the file with a clear name

- Move or save the file to a folder where you can easily access it later (e.g., Desktop or Documents).
- Rename the file to easily recognize. We recommend including the membership year in the file name. For example: "CPL\_Portfolio\_2025-2026". Use this renamed version for your answers.
  - Tip: Consider saving a backup of your file to a USB drive or emailing it to yourself as an extra precaution. This can help protect against misplaced files, corrupt documents, or computer issues that may make your CPL Portfolio difficult to retrieve.