



American Board of Fluency and Fluency Disorders

Portfolio Format Guide

(This format is provided for candidates who submitted SRP applications and were approved prior to 1/1/2014. Please read carefully and include all components when submitting your final Portfolio.)

SECTION ONE: THE SRP

_____ Copy of CV

_____ Signed SRP: please upload your Specialty Certification Plan (formerly Specialty Recognition Plan)

SECTION TWO: CONTINUING EDUCATION

_____ List of all CE activity (all ASHA approved, with the exception of ISAD online conference)

_____ ASHA CE registry or other proof of CE activity (CE's must be from a variety of sources (e.g., journals, SFA, NSA) and across the age span (preschool through adult)

SECTION THREE: OBSERVATIONS (25 hours minimum)

_____ Document all observation activity via Observation Logs; must be signed and dated to verify completion prior to beginning direct clinical activity. Observations allowed: of mentor, other BCS-F clinicians or non-BCS-F clinicians approved by mentor; must include all age groups (preschool, school-age, and adolescent/adult).

SECTION FOUR: DIRECT CLINICAL ACTIVITY (75 hour minimum)

_____ If using a current client for a case study, a re-evaluation was conducted prior to treatment for the case study. The rationale for this is that the client is being evaluated with the knowledge and skills gained by the applicant during the SRP period.

_____ Clinical activity log, including client age group, dates of service, time per each session. Logs verify that candidate direct treatment activity included preschool, school-age and adolescent/adult clients.

SECTION FIVE: MENTOR CONTACT

_____ Mentor Contact Log provided; verifies significant mentor contact throughout SRP process.

GENERAL INFORMATION FOR ALL CASE STUDIES (SECTIONS 6-8)

_____ Compliance with HIPPA guidelines as referenced in the manual: All client names are removed from **ALL** documents--Initials only appear (including on Release of Information forms). This includes both client and guardian names.

SECTION SIX: CASE STUDY FOR PRESCHOOL CLIENT (2-6 years of age)

Overall, the candidate demonstrates, through the following documentation, that s/he possesses the knowledge and skill set to work with a preschool child who presents with characteristics of early stuttering.

_____ Introductory summary of the case.

_____ Evaluation report that demonstrates a multidimensional evaluation, including components of stuttering and related factors: cognitive, affective, language, phonology, motor speech, sensory, environment and social impact.

_____ Treatment plan includes integrated approach and rationales for all areas of need identified in the evaluation. The plan is clearly tailored to the individual client, and includes how parents or relevant others were directly involved in the process.

_____ Periodic progress reports documenting change over time.

_____ Document indicating how the applicant modified treatment based on the data from their ongoing treatment sessions with the client.

_____ Document indicating what the candidate would have done differently with this particular client based on what they have learned in the mentoring process or in reviewing their treatment of the client, specifying why they would do so.

SECTION SEVEN: CASE STUDY FOR SCHOOL-AGE CLIENT (age 7-15 years)

Overall, the candidate demonstrates, through the following documentation, that s/he possesses the knowledge and skill set to work with a school-age child who presents with stuttering.

_____ Introductory summary of the case.

_____ Evaluation report that demonstrates a multidimensional evaluation, including components of stuttering and related factors: cognitive, affective, language, phonology, motor speech, sensory, environment and social impact.

_____ Treatment plan includes integrated approach and rationales for all areas of need identified in the evaluation. The plan is clearly tailored to the individual client, and includes how parents or relevant others were directly involved in the process.

_____ Periodic progress reports documenting change over time.

_____ Document indicating how the applicant modified treatment based on the data from their ongoing treatment sessions with the client.

_____ Document indicating what the candidate would have done differently with this particular client based on what they have learned in the mentoring process or in reviewing their treatment of the client, specifying why they would do so.

SECTION EIGHT: CASE STUDY FOR ADOLESCENT OR ADULT CLIENT (16-adult)

Overall, the candidate demonstrates, through the following documentation, that s/he possesses the knowledge and skill set to work with an adolescent or adult who presents with stuttering.

_____ Introductory summary of the case.

_____ Evaluation report that demonstrates a multidimensional evaluation, including components of stuttering and related factors: cognitive, affective, language, phonology, motor speech, sensory, environment and social impact.

_____ Treatment plan includes integrated approach and rationales for all areas of need identified in the evaluation. The plan is clearly tailored to the individual client, and includes how parents or relevant others were directly involved in the process.

_____ Periodic progress reports documenting change over time.

_____ Document indicating how the applicant modified treatment based on the data from their ongoing treatment sessions with the client.

_____ Document indicating what the candidate would have done differently with this particular client based on what they have learned in the mentoring process or in reviewing their treatment of the client, specifying why they would do so.

SECTION NINE: MENTOR REPORT

_____ The mentor has completed a review of the final portfolio prior to its submission and submits a letter reporting on the mentee's competency in the area of fluency disorders. The letter verifies that the mentor has read and reviewed the portfolio documents and video clips and supports the mentee's readiness for certification based on their contacts with the mentee and their review of the portfolio.

SECTION TEN: VIDEO GUIDE

_____ The videos are of the three clients presented for the case studies.

_____ There are a total of five video clips of not more than 3 minutes. (If longer, the reviewers will watch the first three minutes of each clip.)

_____ Each video clip guide includes the following information:

- a) clip number

- b) type of treatment
- c) goal of clip
- d) rationale for selection of goal
- e) evaluation of client performance
- f) clinician self-evaluation

_____ There is one clip for each of the following areas:

- a) establishing a baseline in area related to stuttering
- b) teaching the client a particular clinical skill
- c) practicing and reinforcing a clinical skill
- d) planning transfer/maintenance with the client
- e) counseling the family, to include parents, significant others, siblings, or peers. The applicants demonstrates counseling in cognitive/emotional areas as opposed to educating the client and/or family.

SECTION ELEVEN: EVALUATION OF THE LEARNING EXPERIENCE

_____ The applicant summarizes what has been learned through the specialization process in a Maximum of three (3) pages; include information on each component of the specialization Process: a) continuing education, b) observations, and c) contact with their mentor.

SECTION TWELVE: APPLICATION OF THE ASHA GUIDELINES TO PRACTICE TO THEIR LEARNING EXPERIENCE **Note: *This section is no longer required, as of January 1, 2015.***