

School-Aged Youth Development Credential INSTRUCTIONS

DESCRIPTION: The Kentucky Credential applications establishes the requirements for individuals to obtain an Infant and Toddler or School-Aged Youth Development Credential.

ELIGIBILITY CRITERIA: An applicant must: (1) be at least 18 years of age; (2) have a high school diploma, or equivalent; (3) have completed an orientation course "Introduction to Kentucky Credentials"; (4) have completed the cabinet-designated training on Trauma Informed Care; (5) current possession of a First Aid and CPR certification; 6) completed training on Pediatric Abusive Head Trauma (Infant and Toddler only); 7) Other eligibility criteria for each credential level are listed on the Kentucky Credential Level Grid.

APPLICATION PROCESS:

1. Review Instructions sheet.
2. Review Credential Level Grid. Select credential level. Applicant must meet experience and educational requirements for credential level selected.
3. Select **Initial, Renewal or Update** on first page of the application.
4. Attach documentation to verify all experience and education indicated on the application. Include copy of degree(s), transcript(s), resume(s), etc.
 - DCC-255A School-Aged Youth Development Self-Assessment (SAYD) if applying for SAYD Credential
 - Current Resume
 - Letter of Recommendation
 - Transcripts/Diploma(s)
 - Credentials/Certifications
5. If the application is not complete or necessary documentation is not included, application will not be reviewed by the Kentucky Division of Child Care Review Panel.

APPROVAL PROCESS: The completed application will be reviewed by the Kentucky Early Care and Education Credential's Review Panel on a first come, first serve basis at the panel's quarterly meeting. If approved, applicants will receive an approval letter and certificate from the Division of Child Care.

KENTUCKY EARLY CARE AND EDUCATION CREDENTIAL'S CREDENTIAL GRID: The Grid lists the credential levels and the requirements for each level. All education, experience, and training listed on the Credential Grid must be verified.

PROFESSIONAL DEVELOPMENT REGISTRY: A Professional Development Registry is currently maintained by the Division of Child Care. The Registry includes the names of all early childhood users who have been approved for a Kentucky Credential. The Registry will allow the Division of Child Care to track and issue the Credential.

Important Note: Remember to attach all documentation at the time this application is submitted to avoid a delay in processing.

Kentucky School-Aged Youth Development Credential Level Grid

Basic Requirements	Must be 18 years of age or older
Training & Education Requirements	- Level 1: School-Aged Youth Development Associate 60 hours of instruction in school-aged youth development topics within the past 2 years OR 60 hours of instruction in school-aged youth development topics as part of a secondary education program - Level 2: School Aged Youth Development Professional 120 hours of instruction in school-aged youth development topics within 2 years AND required work/volunteer experience OR - Current Military School Age CDA OR - Current Preschool CDA AND 30 additional hours in school-aged youth topics OR - Completed requirements for Level 1 within the past 3 years - Level 3: School Aged Youth Development Leader - Associate degree, Bachelor's degree, or higher in school-aged youth development field with a minimum of 9 credit hours in school-aged youth development topics & required work/volunteer experience OR - Bachelor's degree or higher in other field with 60 additional hours of instruction in school-aged youth development topics in the past 2 years & required work/volunteer experience
Work/Volunteer Experience	If work/volunteer experience is required, the applicant must provide a detailed resume with 480 hours of work and/or volunteer experience providing services directly to school-aged children within the past 3 years.
Health and Safety Requirements	Current Child/Adult First Aid/CPR Certification
Observations/Verifications	- Letter of Recommendation from current supervisor - Completed Self-Assessment (DCC-255A) - If requested, Applicants must submit proof of school-aged youth development related coursework. Example: Course Syllabus
Additional Requirements	- All Levels required to complete "Introduction to Kentucky Credentials" course - All Levels required to complete cabinet training on trauma informed care - ECE 119: Kentucky Strengthening Families Initiative: Trauma-Informed Care and Resiliency Training - Renewals for all Levels – every 3 years with: - Completed Application 45 hours of cabinet approved training or college coursework in school-aged youth development topics - A detailed resume with documentation of 480 hours of work/volunteer experience providing services to school-aged children over the past 3 years - Current Child and Adult CPR/FA Certification - Completed Self-Assessment (DCC-255A) - Letter of Recommendation from supervisor or parent/guardian if no supervisor
Languages Offered	English

**COMMONWEALTH OF KENTUCKY
CABINET FOR HEALTH AND FAMILY SERVICES
DEPARTMENT FOR COMMUNITY BASED SERVICES
DIVISION OF CHILD CARE**

**Kentucky School-Aged Youth Development Credential
Candidate Self-Assessment**

Commitment to Professionalism

- Describe your approach to professional development in relation to your responsibilities as a School-Aged or Out of School Time Professional.

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- List your professional goals for the next three (3) years. Please list a minimum of three (3) goals.

1.
2.
3.
4.
5.

- What support(s) do you need to succeed in meeting the goals you have listed? (Optional)

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Health and Safety

- When planning for the environment, list three things you will do daily to ensure the safety of children in your school age classroom.

1.	2.	3.

- What three questions do you ask yourself when planning the environment for your school age classroom?

1.	2.	3.

Family/Community Partnerships

- What are three things you do to promote positive, professional relationships with families?

1.	2.	3.

- How do you keep yourself and your families informed about local community resources?

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Supporting Social/Emotional Development

- Describe how you currently support positive and nurturing relationships within the classroom. What are you currently doing consistently and what goals do you have moving forward?

Currently implementing	Working towards

- Reflect on how you plan for social-emotional skill development. What are you doing in the school-age classroom to ensure you are supporting each child as they build on current skills and develop new social emotional skills?

Currently implementing	Working towards

Maintaining Effective Program Operations

- In what ways are you trying to create a sense of belonging and inclusivity in the physical environment, in the daily interactions and experiences of the children and for your colleagues and families?

Currently implementing	Working towards

- When thinking about maintaining an effective child care program, what are some things you can do as a school age teacher to support this goal? Name three things you are currently implementing and three things you would like to begin doing.

Currently implementing	Working towards

Observing and Recording Children's Behavior

- In what ways are you assessing each child's learning growth and how are you scaffolding and building on those skills?

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- What are some ways you involve families in the documentation and developmental assessment process?

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Advancing Physical and Intellectual Development

- Reflect on your planning strategies. What are some things you are currently doing to ensure intentional planning for physical development for school-age children? List three things you are doing now and three things you would like to work towards.

Currently implementing	Working towards

- Reflect on your planning strategies. What are some things you are currently doing to ensure intentional planning for cognitive development for school-age children? List three things you are doing now and three things you would like to work towards.

Currently implementing	Working towards

Principles of Child Development

- We know children develop at different paces and need individualized care and support. What are some things you are currently doing to support each child individually and what are some things you would like to start doing?

Currently implementing	Working towards

- How do you balance practical work, daily care routines, and creative/play experiences for the children?

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Reflection

- What do you hope to gain from this review process?

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Applicant Signature: _____ Date: _____

Reviewer Signature: _____ Date: _____

Kentucky School-Aged Youth Development Credential

Required Candidate Application Documents

- ☐ Completed DCC-255 Application
- ☐ 18 years of age or older
- ☐ Training record and/or transcripts
- ☐ Completed Introduction to Kentucky Credentials
- ☐ Completed ECE 119: Kentucky Strengthening Families Initiative: Trauma Informed Care and Resiliency Training (2 hours).
- ☐ Current Child and Adult First Aid and CPR Certification
- ☐ Completed DCC-255A Self-Assessment
- ☐ Letter of recommendation
- ☐ Resume detailing work experience

Level 1 – School Age Youth Associate Credential

If candidate is applying for a level 1, please ensure all requirements are met.

- ☐ Completed 60 clock hours of instruction in cabinet-approved school-aged youth topics within the past (2) two years

OR

- ☐ Completed 60 clock hours of instruction from an institution of secondary education in cabinet-approved school-aged youth topics.

Level 2 - School Age Youth Professional Credential

If candidate is applying for a level 2, please ensure all requirements are met.

- ☐ Completed 120 hours of instruction in cabinet-approved school-aged youth topics within the past two (2) years AND detailed resume that includes 480 hours of work or volunteer experience in providing services directly to infants and toddlers in the past 3 years

OR

- ☐ Current Military School-Age CDA.

OR

- ☐ Current Preschool CDA and have completed thirty (30) hours of instruction in cabinet-approved school-aged youth topics in the past three (3) years

OR

- ☐ Current Preschool CDA **AND** have obtained the Level 1 Kentucky School-Aged youth Associate Credential within the past three (3) years

Level 3 - School Age Youth Leader Credential

If candidate is applying for a level 3, please ensure all requirements are met.

- ☐ Associate or bachelor's degree or higher in a school-aged youth development field with a minimum of nine (9) credit hours in cabinet-approved school-age or youth development topics **AND** a detailed resume that includes 480 hours of work or volunteer experience in providing services directly to school-aged children within the past three (3) years

OR

- ☐ A bachelor's degree or higher in a field not related to school-age or youth development with sixty (60) additional hours of instruction in a cabinet-approved school-aged youth development topics completed within the past two (2) years **AND** a detailed resume that includes 480 hours of work or volunteer experience in providing services directly to school-aged children within the past three (3) years

Application for Renewal Requirements

- ☐ Completed DCC-255 Application on ECE-TRIS/COLT.
- ☐ Documentation of forty-five (45) hours of cabinet-approved training or college coursework in school-aged youth development topics within the past three (3) years
- ☐ Detailed resume including 480 hours of work or volunteer experience in providing services directly to school-age children within the past three (3) years
- ☐ Current Child and Adult First Aid and CPR Certification
- ☐ Completed DCC-255A Self-Assessment uploaded with application on ECE-TRIS/COLT.
- ☐ Letter of Recommendation