

CYC Certification Online Application Guide

The CYC application is used as documentation of the work experience and training that you have already completed as a youth worker.

This guide provides an explanation of the items in the online application, as well as examples, additional resources, and a description of the exam.

Note the keys to this guide	<ul style="list-style-type: none">• *Items to upload are marked with an asterisks and highlighted• Additional Resources are included (p. 6-10)• <i>Examples are in italics</i>
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General information

The online application is new for Indiana youth workers. You are able to start/stop as needed as long as you update it within 30 days. After your application is submitted, the Indiana CYC certification director will look at it and contact you if any clarification is needed. Requests will be sent to your references and employer(s) to verify your eligibility. These will be added to your application packet. Once your application packet is complete, the CYC Office will be notified that your packet is ready for review.

Your application must be submitted before you take the certification exam. However, it may not get reviewed or approved prior to your exam date.

Contact Information

On the application you will be asked for home address, email, phone number, and work phone number. Since some candidates prefer to be contacted at home and others at work, the application will ask your preference. Your work address will be entered in the Work Experience section.

Work Experience

The application will ask you to enter the total number of hours you have worked in child & youth care. This is a total of all your work hours in the field, not just at your current position. One year of full time work (40 hours per week) is equal to about 2,000 hours.

Each certification level has a different number of work hours required. The requirement will also vary depending upon your level of education. **The included Degree + Years Chart shows the required work hours for each level.**

All work experience will be verified. (You will give permission for your employer(s) to be contacted in the Agreement section.) You need to list employment references, such as a supervisor or Human Resources contact that can verify your field experience. Some applicants may only need to list one employer and others may need to list several. You only need to list enough employment history to verify the required number of hours for your certification level.

For example, if you are applying at the Entry level and do not have a relevant degree, you need 2000 hours of CYC experience. If you have worked 25 hours per week

for 2 years at the same employer, then you would only need to list that employer. (25 hours per week for 2 years equals 2,600 hours.)

Work experience must be paid employment to be counted towards the required hours. Volunteer work, internships, practicums, and placements do not count toward required employment unless included as part of an education program. Unpaid volunteer work will not count.

Foster Parenting qualifies as work experience. Experience counts if at least one youth is placed with the foster parent. (Twelve hours a day, 6 days a week is credited.)

Education Level

- ***You need to provide proof of education (for Associate & Professional levels).** The online application has an upload field to attach a copy of your degree(s).

Your level of education determines how many work hours are required for each level of certification. A relevant degree means a degree relevant to Youth Work. **Use the included Degree + Year Chart to see where you fit.**

For example, if you have a degree in Juvenile Justice, it is a relevant degree and requires 2,000 hours of work experience vs. someone with a non-relevant degree who would require 4,000 hours of work experience (for Associate/Professional levels).

References

Your application must include references from one supervisor and two colleagues. You will enter the name and email address for each reference. The Indiana CYC certification director will send an email request to each person with a link to the reference form.

A supervisor is someone who has supervised you for at least 6 months and has extensive and direct knowledge of your work.

For example, if your current supervisor is brand new, you can list a previous supervisor.

It will be helpful to request this support from your references ahead of time to minimize any delays of your application approval.

Please note you will be waiving any right to review the contents of the references provided in your behalf.

Membership

- ***You need to provide proof of an association membership.**

There is an upload field in the online application to attach proof of membership.

Individual membership in a relevant professional association is a certification requirement. **See the included Membership Resources page for more details.**

Applicant Level

You will select the level of certification for which you are applying. Once a level is selected, descriptions will pop up so you can review the requirements for that specific level.

There are three levels of certification, Entry, Associate, and Professional. Provisional certification is also available to applicants who have completed the required training but have not yet completed the required work hours.

It will be helpful to look at the included **Degree + Years Chart and Training Requirements** pages to determine the certification level you qualify for.

Training Requirements

List & Documentation

- ***You must provide a list of training hours that you have completed.**

The online application has an upload field to attach your training list.

- ***You must also provide proof of all the training that is listed.**

The online application has several upload fields to attach your training documentation.

Training Requirements List

Your list of training must be arranged with hours totaled according to competency domain. A template is available that you can use or you can format your own list. (Download the excel template from the resources on inyouthwork.org).

Each certification level has a different training requirement. **See the included Training Requirements page**. Training may only be counted one time, unless it is a topic update/change.

For example if you renew your First Aid/CPR every year, it can only be listed for training credit one time.

Training may include any combination of relevant workshops, conferences, college coursework, employer training, or online training.

You only need to list enough training to meet the requirement for your level of certification.

If a training certificate, course transcript, etc. does not specify the competency, you need to determine under which competency to list it. Use your best judgment as many courses overlap competencies. **See the included Competencies Grid**, which lists the major focuses and fundamental knowledge for each competency domain.

For conferences, workshops must be listed individually according to competency, not by total hours of the conference.

You may list training as far back in your career as needed. However, Entry level applicants, must have completed Behavior Management within one year of applying; Associate and Professional level applicants must have documented at least 100 of the training hours within five years of applying.

Applicable college coursework is accepted for training hours. (You may list the name of the college/university in place of the instructor.) One credit-hour is equal to 16 training hours.

For example, a 3 credit course in Child Development = 48 hours in the Applied Human Development competency. (This would meet the requirement of 15 hours-Associate level or 20 hours-Professional level).

Training for which you are the instructor can be counted, but only once.

For example, if you regularly present a two-hour safety workshop to new employees you can only count this for two hours of training credit.

Training Requirements Documentation

Training documentation must include the title, instructor name and credential, date, and hours.

Documentation can be certificates, employer training records, college transcripts, conference attendance records, or a signed statement from your employer.

There are several upload fields to attach your documents. If you have more documentation, you can email it directly to the Indiana CYC certification director.

Unofficial transcripts may be accepted if they are legible and include all necessary information.

Items NOT accepted include conference brochures, confirmation of a registration, and copies of presentations /notes.

Portfolio (Professional level only)

- ***You must include a Portfolio. (This is for Professional level applicants only).**

The online application has an upload field for this. Please disregard the submission instructions on the Guidelines page, which indicate that it should be emailed to the CYC Office.

You must use the Template –Download the Template from the resources on inyouwork.org or the CYCCB Website at: <http://www.cyccb.org/get-certified/portfolio#portfolio>

There are eight reflective exercises. You will be asked to complete all eight activities, choosing one activity from each topic. Access the Guidelines from the resources on inyouthwork.org or the CYCCB Website at: <http://cyccb.org/images/pdf-forms/Professional-level-Portfolio-Guidelines-3-0-Dec-2017.pdf>

Eligibility & Agreement

You will be asked to mark a checkbox on the application before submitting it. This is to acknowledge that you are aware you must also take the certification exam.

You will need to read and sign the eligibility statement. If you wish to release information about the status of your application, exam, or supporting documentation to anyone else, you may indicate that in a field provided.

Summary of items to upload:

- Proof of education
- Proof of membership in a professional organization
- List of training hours by competency
- Proof of trainings
- Portfolio (Professional Level ONLY)

The CYC Certification Exam

You must pre-register to take the exam. You will be eligible to take the exam after your online application has been submitted. You can view and register for exam dates in the Events Calendar on inyouthwork.org.

The exam is an in-person (proctored) exam. There is a test booklet and answer sheet.

There is no study guide but there are a few sample questions on the CYCCB website at: <https://www.cyccb.org/images/pdf-forms/Sample-Exam-Scenarios-and-Questions.pdf> It is a situational judgment exam, not facts to memorize. Relying on your experience and training is the best way to prepare.

The exam is all multiple-choice. There are descriptions of situations with corresponding questions. The scenarios cover many different areas of youth work. Even though you may not have worked in all these settings, you should be able to apply your knowledge of youth work to every question.

There is a 3-hour time limit but many participants do not take the full time. The Entry level exam has less reading so these participants generally finish sooner.

Degree + Years (chart)

Use this to determine the number of work hours required for your certification level.

Degree		Entry Level Work Experience Needed	Associate Level Work Experience Needed	Professional Level Work Experience Needed
High School Diploma /GED only	+	1 year (2,000 hours)	3 years (6,000 hours)	5 years (10,000 hours)
Child Development Associate (CDA) Credential	+	none required	1 year (2,000 hours)	4 years (8,000 hours)
Indiana Youth Development (IYD) Credential	+	none required	1 year (2,000 hours)	4 years (8,000 hours)
Associate relevant CYC degree	+	none required	1 year (2,000 hours)	3 years (6,000 hours)
Associate non-relevant CYC degree	+	1 year (2,000 hours)	2 years (4,000 hours)	4 years (8,000 hours)
Bachelors relevant CYC degree	+	none required	1 year (2,000 hours)	1 year (2,000 hours)
Bachelors non-relevant CYC degree	+	1 year (2,000 hours)	2 years (4,000 hours)	2 years (4,000 hours)
Masters or PHD relevant CYC degree	+	none required	1 year (2,000 hours)	1 year (2,000 hours)
Masters or PHD non-relevant degree	+	1 year (2,000 hours)	2 years (4,000 hours)	2 years (4,000 hours)

Relevant degrees/ diplomas include, but are not limited to:

- Child and adolescent psychology
- Child and youth studies
- Education
- Human services
- Juvenile justice
- Recreation
- Social work
- Sociology

Membership Resources

The CYC Certification Institute recognizes the organizations listed below. Individual membership in any of these organizations meets the certification requirement for membership in a professional organization.

National membership associations

ACYCP Association for Child and Youth Care Practice email: info@acycp.org

web site: <http://www.acycp.org>

NAA National After School Association email: info@naaweb.org

web site: <https://naaweb.org/>

(submit a copy/screen shot of your “My Profile” page for verification or contact Megan Ross megan@serendipity-media.com)

NPJS National Partnership for Juvenile Services email: help@npjs.org

web site: <http://www.npjs.org>

NFPA National Foster Parent Association email: info@nfpaonline.org

web site: <http://nfpaonline.org>

NASW National Association of Social Workers email: membership@naswdc.org

web site: <http://www.naswdc.org>

Indiana membership associations

IJDA Indiana Juvenile Detention Association

web site: <http://www.youthlawteam.org/IJDA.html>.

Certified practitioners may choose organizations in the state of residence to meet the requirement. The association must fit within the description provided below to qualify:

- Offers individual membership (agency membership in an organization does not meet the requirement for professional membership). The practitioner must have an individual membership.
- Supports professionalization of child and youth care practitioners (with the understanding that this can be a passive stance).
- Offers an ethics code for practitioners and/or endorses the Standards for Practice of North American Child & Youth Care Professionals.
- Represents and advocates for child and youth care practitioners.
- Offers opportunities to: keep up-to-date with developments in foundational and specialized areas of child and youth care practice and participate in education and training opportunities.

Note: These criteria were established by the Association for Child and Youth Care Practice and the National CYC Certification Board, and adopted by the CYC Institute.

Training Requirements

Use this to determine the number of training hours needed for your level of certification. Required hours are listed by Competency.

100 of the required hours for Associate & Professional must have been completed within the past five years.

Behavior Management hours for Entry level must have been completed within the past year.

Training can include a combination of applicable: workshops, conferences, college coursework, employer training, online training.

Competency	Entry	Associate	Professional
Professionalism:	3 hours Ethics	15 hours	20 hours
Cultural & Human Diversity:	(none)	15 hours	20 hours
Applied Human Development:	1 hour A.C.E. or Trauma Informed**	20 hours	20 hours
Relationship & Communication:	(none)	40 hours	40 hours
Developmental Practice Methods:	8 hours Behavior Management	60 hours	80 hours
Additional Hours (any competency):	(none)	(none)	70 hours
Total	12 hours	150 hours	250 hours

**A.C.E./Trauma-is recommended for Indiana, not required by CYCCB at this time.

Competencies Grid – 2 Pages

Use this to help determine under which competency to list your training/education.

CYC Competencies:	Foundational Knowledge for each domain:
<p>I. Professionalism</p> <ul style="list-style-type: none"> a. Awareness of the Profession b. Professional Development and Behavior c. Personal Development and Self Care d. Professional Ethics e. Awareness of Law and Regulations f. Advocacy 	<ul style="list-style-type: none"> • History, structure, and organization of child and youth care • Resources and activities of child and youth care • Current and emergent trends in society, services, and in child and youth care • Structure and function of codes of ethics applicable to practice which includes the Standards for Practice of North American Child and Youth Care Professionals • Accepted boundaries in professional practice • Stress management and wellness practices • Strategies to build a professional support network • Significance of advocacy and an array of advocacy strategies • Relevant laws, regulations, legal rights and licensing procedures governing practice
<p>II. Cultural and Human Diversity</p> <ul style="list-style-type: none"> a. Cultural and Human Diversity Awareness and Inquiry b. Relationship and Communication Sensitive to Cultural and Human Diversity c. Developmental Practice Methods Sensitive to Cultural and Human Diversity 	<ul style="list-style-type: none"> • Cultural structures, theories of change, and values within culture variations • Cross cultural communication • History of political, social, and economic factors which contribute to racism, stereotyping, bias and discrimination • Variations among families and communities of diverse backgrounds • Cultural and human diversity issues in the professional environment
<p>III. Applied Human Development</p> <ul style="list-style-type: none"> a. Contextual-Developmental Assessment b. Sensitivity to Contextual Development in Relationship and Communication c. Practice Methods that are Sensitive to Development and Context d. Access Resources that Support Healthy Development 	<ul style="list-style-type: none"> • Lifespan human development • Child and adolescent development as appropriate for the arena of practice, (including domains of cognitive, social-emotional, physiological, psycho-sexual, and spiritual development) • Exceptionality in development (including at-risk and special needs circumstances such as trauma, child abuse/neglect, developmental psychopathology, and developmental disorders) • Family development, systems and dynamics

<p>IV. Relationship and Communication</p> <ul style="list-style-type: none"> a. Interpersonal Communication b. Relationship Development c. Family Communication d. Teamwork and Professional Communication Skills 	<ul style="list-style-type: none"> • Characteristics of helping relationships • Characteristics of healthy interpersonal relationships • Cultural differences in communication styles • Developmental differences in communication • Communication theory (verbal & non-verbal) • Group dynamics & teamwork theory • Family dynamics & communication patterns (including attachment theory as it relates to communication style)
<p>V. Developmental Practice Methods</p> <ul style="list-style-type: none"> a. Genuine Relationships b. Health and Safety c. Intervention Planning d. Environmental Design and Maintenance e. Program Planning and Activity Programming f. Activities of Daily Living g. Group Process h. Counseling i. Behavior Guidance j. Family and Caregiver Engagement k. Community Engagement 	<ul style="list-style-type: none"> • Health and safety • Intervention theory and design • Environmental design • Program planning and activity programming including: <ul style="list-style-type: none"> ○ Developmental rationales ○ Basic strategies of program planning ○ Specific developmental outcomes expected as a result of participating in activities ○ Principles of activity programming (e.g. activity analysis, adaptation, strategies for involving youth in activities) ○ Relationship of developmental processes to the activities of daily living (e.g. eating, grooming, hygiene, sleeping, rest) ○ The significance of play activities ○ Community resources for connecting children, youth and families with activity and recreational programs • Behavioral guidance methods including conflict resolution, crisis management, and life space interviewing • Behavior management methods • Counseling skills • Understanding and working with groups, families, and communities