FAQs for CYC Certification (Indiana)

Where do I begin?
There are three levels of certification: Entry, Associate, and Professional. The best place to start is by determining the level for which you will apply. Next, submit the application, then take the exam.

How much does it cost, and can I pay online?
There are separate fees, per level, for the application and exam. See the CYCCB website for the most current fees. You can make online payments directly there too: https://cyccb.org/make-payments

What is the exam like and is there a study guide?
The CYC exam is a proctored exam. There is no study guide, but there are a few sample questions. Relying on your experience is the best way to prepare. It is all multiple-choice. The questions cover many different areas of practice. Although you may not have worked in all these practice settings, you should be able to apply your knowledge of youth development to answer each question. There is a 3-hour time limit, and most testers do not take the full time. The Entry Level exam has less reading, and these testers often finish more quickly.

Where can I get the required training or course?
There is not a specific course or training required for CYC certification. You can demonstrate a knowledge base of the competency domains from many different sources. This can include youth work-related college/university courses, employer training, community workshops, and conferences. You will need to create a log of your professional development hours and provide proof of completion. Look for the required number of hours needed for each level in the resources list.

What is accepted for professional development documentation?
Certificates and transcripts are best. However, all documentation should have a title/topic, the number of hours completed, instructor name and credentials, and date. For training you attended but were not given a certificate, your employer can provide a signed statement.

Why are there paper applications and reference forms on the CYCCB website? Do I have to do those also?
No, the online application is unique for Indiana and replaces the paper forms. The reference forms will be electronic too and sent directly to those you designate for reference. Once completed, they will be added to your application documents.

When/how will I find out if my application is approved and I passed the exam? What if I do not pass?
The Certification Board Office will contact you about your application and exam status. You are eligible to retake the exam right away if needed.