



Professional Level Provisional Certification

Adopted 5/19/2009

The CYCCB certification represents the highest standard for professional recognition in the child and youth care industry. CYCCB encourages practitioners to complete higher education. There is a need to establish a viable connection between the national certification and graduates of degree programs.

Professional Level Provisional Certification is available for graduates of baccalaureate degree programs that center on children, youth and families. Example programs include: youth development, child and family studies, youth studies, child development, human development, juvenile justice, disabilities, recreation, special education or programs specific to child and youth care practice. To qualify, a program must include a significant number of courses with content that is described in the five competency domains that the certification program is based on.

The Professional Level Provisional Certification can be granted to individuals who have:

- A certified educational transcript that includes courses relevant to the five (5) competency domains in the national certification program and indicates graduation at the baccalaureate level; this must include at least 250 contact hours (16/hr per college credit) 100 of which must have been received within 5 years of submitting the application; additional relevant training hours can be included from other sources up to 100 non-college hours;
- passed the certification exam;
- submitted an application for Provisional Certification;
- submitted an accepted electronic portfolio;
- submitted colleague references as outlined in the certification application process;
- belong to a recognized professional association related to children, youth and families;
- agree to abide by the Standards for Practice of North American CYC Professionals;
- paid the testing fee and application processing fee.

Provisional Certification is in effect for 2 1/2 years following approval. It is assumed that during this period the practitioner will be working in the field gaining necessary hours of experience. The certification can be extended by up to 6 months by requesting an extension and paying a \$20 fee. This must be done

prior to the date the certificate lapses and can only extend the Provisional Certification for a period of 3 years.

Provisional Certification will be granted to graduates who do not meet the 2-year (4000 hour) experience requirement. Participation in practicum and field placement courses can be counted toward this requirement when the transcript reflects a passing grade, when the experience reflects direct practice with children and youth, and on an hour-by-hour basis.

Recommendations written by the practicum or field placement instructor will be accepted as meeting requirements of a professional reference. The requirement for completion of a supervisor assessment can be met by the instructor conducting a student assessment using the Supervisor Assessment included in the certification application. If this is not possible, both of these requirements can be waived during the 2 ½ year provisional period but must be met before full certification is granted.

Before the end of the 2 ½ year period, a Provisionally Certified Professional Level Practitioner must complete the application process for full certification by submitting:

- documentation of adequate work experience;
- continuing education hours received after the date of graduation; the number of hours will be 15/hr per year and will be prorated for any periods less than a year;
- evidence of current professional association membership;
- two Supervisor Assessments and professional references as required in the certification program (if this requirement has not been previously met);
- payment of a \$35 application processing fee.

Upon receipt and verification of these items, full certification will be granted.