



CHILD & YOUTH CARE CERTIFICATION BOARD, Inc.

Promoting competent, caring, and compassionate Child and Youth Care professionals.

CYC Certification Renewal Form

Name: _____ Date: _____

My contact information has not changed (Do not complete contact information section below).

I am currently certified and am seeking to maintain my credential by filing a renewal before the 2-year anniversary date of the issue of my certificate. I am attaching any required documentation and a check or money order payable to CYCCB to cover the renewal fee.

I understand that a late fee applies if I am filing my renewal past the due date.

For additional information on renewal requirements, visit the renewal tab at www.cyccb.org.

CERTIFICATE I AM RENEWING:

- Entry Level (CYC)
- Associate Level (CYC-A)
- Professional Level (CYC-P)

CONTACT INFORMATION (Please PRINT & only include information that HAS CHANGED)

Personal Email _____ Work Email _____

Phone (mobile) _____ Phone (home) _____ Phone (work) _____

Street address (home) _____

City _____ State (Prov) _____ Postal Code _____

Current employer: _____

Current position: _____

Street address (work) _____

City _____ State (Prov) _____ Postal Code _____

PAYMENT: (Please make payment by check or money order or pay on-line at www.cyccb.org)

- \$55 USD (Entry or Associate Level)
- \$70 USD or \$95 CAD (Professional Level)
- \$50 USD or \$66 CAD late fee (all levels)
- I paid renewal and/or late fee at www.cyccb.org

CONTINUING EDUCATION (check the method you are using and attach documentation)

30 hours of continuing education meets this requirement **or** you can document completion of 2 of the 8 alternative activities.

- 30 hours of Continuing Education:** list the information on the CEU chart below and include documentation demonstrating attendance.

OR any 2 of the following

- Research:** Listing as an investigator or contributor to a research project related to child and youth care practice. (Demonstrated by a letter from principle investigator confirming role in project or copy of research document listing practitioner as contributor.)
- Training:** Conducting 10 hours of training relevant to child and youth care practice. (Demonstrated by a letter from supervising authority that training was conducted; training announcement or equivalent documentation.)
- Education:** Teaching a 3 credit hour college course relevant to child and youth care practice. (Demonstrated by a letter from university authority verifying the course, course catalog page, or brochure describing course.)
- Publication:** Publishing material relevant to child and youth care practice in a journal, or newsletter that meets reasonable standards for professional publication. (Demonstrated by submission of the material published or citation describing material.)
- Leadership:** Holding an office, committee membership or chairpersonship in a child and youth care organization; participating on a task force or committee (outside of the practitioner's employing organization) focused on child and youth care issues. (Demonstrated by a letter or document verifying participation from the sponsoring entity verifying participation or name printed in letterhead or brochure.)
- Presentations:** Presenting at a regional, state, provincial, national or international meeting or conference on a topic related to child and youth care practice. (Demonstrated by a letter of acceptance of presentation or announcement of

meeting listing presentation.)

- Portfolio Assessment:** Serving as a CYCCB portfolio assessor during the renewal period. Assessors earn 1 hour of CEU credit for each portfolio reviewed (up to 8 hours/year). (Demonstrated by confirmation by the CYCCB Office. No additional documentation is needed.)

- Portfolio Assessor Training:** Completing the CYCCB portfolio assessor training earns 4 hours of CEU credit. (Demonstrated by a certificate of training completion issued by the CYCCB Office.)

CEU Chart

<i>Certification Domain (use numbers from below)</i>	<i>Name of Training</i>	<i>Date of Training</i>	<i># of Clock hours</i>	<i>Instructor Name</i>

Certification Competency Domains:

- 1 – Professionalism
- 2 – Cultural & Human Diversity
- 3 – Applied Human Development
- 4 – Relationship & Communication
- 5 – Developmental Practice Methods

PROFESSIONAL ENGAGEMENT (check the method you are using and attach documentation)

Membership in a professional association meets this requirement **or** you can document completion of 2 of the 8 alternative activities.

- Membership** in professional association
Name of association: _____
Proof of membership submitted: _____

OR any 2 of the following

- Research:** Listing as an investigator or contributor to a research project related to child and youth care practice. (Demonstrated by a letter from principle investigator confirming role in project or copy of research document listing practitioner as contributor.)
- Training:** Conducting 10 hours of training relevant to child and youth care practice. (Demonstrated by a letter from supervising authority that training was conducted; training announcement or equivalent documentation.)
- Education:** Teaching a 3 credit hour college course relevant to child and youth care practice. (Demonstrated by a letter from university authority verifying the course, course catalog page, or brochure describing course.)
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- Portfolio Assessor Training:** Completing the CYCCB portfolio assessor training earns 4 hours of CEU credit. (Demonstrated by a certificate of training completion issued by the CYCCB Office.)

With my signature below I confirm that I am not currently under investigation nor have I been convicted of any crimes that would cause me to be denied employment working with children, youth or families in the state or province where I live and work. (If you are unable to attest to this, please contact the CYCCB Office).

Signature of Practitioner

Date

Revised 3/2023