

Overview of the Vermont Afterschool Professional Credential (VAPC)



Child Development Division (CDD)
Department for Children and Families (DCF)
Vermont Agency of Human Services (AHS)

Thank you for your interest in applying for the Vermont Afterschool Professional Credential (VAPC). This Credential has been developed by the Afterschool Professional Development Framework Committee, a collaborative multi-agency committee including the Northern Lights Career Development Center. The Credential is based on the Vermont Afterschool *Core Competencies*, and is designed for those 18 years of age or older who provide services for children and youth ages 5 - 12 through a variety of activities outside of the regular school hours.

The person who holds the Vermont Afterschool Credential has documented that he or she has the knowledge and skills to:

- Maintain a safe and healthy environment for schoolage children
- Incorporate educational experiences into the out-of-school hours
- Support social and emotional development and provide positive guidance
- Establish positive relationships with families and the community
- Ensure a well-run, purposeful program that is responsive to the needs of the participants
- Maintain a commitment to professionalism

Receiving the Afterschool Professional Credential will make you a leader in this growing field! By obtaining it, you will be adding to your professional stature by demonstrating your knowledge, skills, and learning. The National AfterSchool Association is also currently at the beginning stages of exploring the development of national credential standards for the field. In the future, we anticipate that the coursework and studies that you complete toward the Vermont credential may serve your interests nationally, when that becomes available.

After submitting your completed application, the Afterschool Professional Credential Review Committee will review your application and portfolio and contact you within 90 days. If you have any questions in the meantime, contact Kerrie Workman at kwork23@yahoo.com or 802-434-5046.

Application for Vermont Afterschool Professional Credential

Checklist for Portfolios: Please use the checklist below to make sure you include all of the items needed for a complete application. Assemble each of these components into a professional portfolio which includes all of the items listed below, with a clear system to identify each:

- This application – completed and signed by you and your supervisor.
- Documentation of attendance at professional development activities: This can be unofficial transcripts, training certificates or other documentation of attendance. To be verified, all documents except transcripts must include: title of training, dates, hours (or credit), a description of the training, signature of the instructor or sponsor, and your signature. Note: if training is documented and verified on your BFIS Quality and Credential resume, you can print this resume and attach it.
- A current resume including the dates and place(s) of employment.
- A self assessment using the Vermont *Core Competencies for Afterschool Professionals* document, which can be found at <http://northernlightscdc.org>. Look under “Core Competencies.”
- A current Individual Professional Development Plan (IPDP). Blank forms and examples can be found at <http://northernlightscdc.org>. Look under “Planning Your Professional Growth.”
- Two signed letters of recommendation (use the enclosed forms).
- Self Evaluation and typed responses to the Professional Reflection Questions (see Section III).
- The \$45 application fee made out to **Vermont School Age Care Network**.

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Section I. Current Work: To qualify for the Vermont Afterschool Professional Credential, you must currently provide school age care and work directly with children and have had, within the last 3 years, at least 500 hours of experience working with school age children in a program. Please document this below. Add additional pages as needed.

Place of Employment _____ Dates _____

Description of Work _____

Place of Employment _____ Dates _____

Description of Work _____

Place of Employment _____ Dates _____

Description of Work _____

Section II. Required course work and training: Higher Education, Community Based Training, and Self Reflection

A. The Vermont Afterschool Professional Credential requires candidates to show they have successfully completed the equivalent of 2 college-level courses as offered through the Community College of Vermont (CCV). Brief descriptions of each course are below. Please indicate (by checking the box) the required 3-credit courses you have taken at Community College of Vermont (CCV) **AND** attach a copy of each course transcript:

Introduction to Afterschool Education & Care provides students with an understanding of the history of the afterschool field and examines the skills and training that are needed to successfully develop and administer high-quality programming in afterschool settings. Topics include: history of the afterschool age education and the core competency areas for professionals, including child and youth development, health and safety, program organization and professional development, family and community, and teaching and learning.

Special Topics in Education: Development of the School Age Child, Ages 5-12 focuses on the development of school age children, as articulated by major theories of development and Vermont's *Core Competencies for Afterschool Professionals*. Emphasis is on understanding children/youth in their school and community contexts. Competency-based topics include: developmental theories and research, observation and assessment tools, design of inclusive integrated curriculum, understanding school and community in the context of development, and transitions.

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If you would like prior learning (other courses you have taken in these areas) assessed for equivalency by the Credential Review Committee, list the course(s) to be reviewed below AND attach a course description and a copy of the transcript for each:

1. _____
2. _____
3. _____

B. Candidates must also provide proof of successful completion of related **45 hours of college-level and/or 46 community-based training and coursework** in each *Core Competency* area, as outlined below:

| Hours | Core Competency Area |
|-------|---|
| 16 | Curriculum & Learning Environment |
| 6 | Families & Community |
| 6 | Health & Safety-basic/advanced |
| 6 | Professional Development |
| 12 | Electives (these hours can be distributed however candidate chooses across all Core Competency areas) |

Note: Documentation of trainings can be by a copy of unofficial transcripts, training certificates, or certificates of attendance. Aside from unofficial transcripts, documents can only be verified if they include: title of training, dates, hours (or credit), a description of the training, signature of the instructor or sponsor, and your signature. PORTFOLIOS MUST CONTAIN DOCUMENTATION OF ALL TRAINING.

Section III. Professional Reflection: Please answer the following questions neatly typed on a separate piece of paper. Include this information in your portfolio:

A. Competency-based Self-Assessment

Using the enclosed Vermont *Core Competencies for Afterschool Professionals* (or an electronic copy can be found by going to <http://northernlightscdc.org> *, and clicking on the Core Competencies tab). Go through each of the five competency areas (child and youth development, families and communities, health and safety, curriculum and learning environment, professionalism and program management) and evaluate yourself using the measures outlined in the document. For each competency area, also type a paragraph or two in response to the following two questions and include these in your portfolio.

- What did you learn about your current strengths and areas for further growth?
- How will you apply this to your work?

Note: This portion of your application can also be completed on-line at the Northern Lights web-site (see link above).*

B. Reflective Questions: Include typewritten responses to the following questions in your completed portfolio:

1. Why do you want to obtain the Vermont Afterschool Professional Credential?
2. How do you expect the achievement of the Credential will forward your career?

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THE VERMONT AFTERSCHOOL PROFESSIONAL CREDENTIAL (VAPC) LETTERS OF RECOMMENDATION

The Review Committee requires that two letters of professional recommendation be a part of your portfolio. One letter of recommendation must be from a current supervisor who will offer direct feedback about your work in the Afterschool field. The second letter of recommendation is from someone who knows your work, such as a past supervisor, co-worker, teacher, or a parent in your program. Letters will not be accepted from family members, people living with you, and personal friends.

If you do not currently have a supervisor and are working independently, you must still submit two professional letters of recommendation from persons familiar with your work. We suggest you contact your local Resource Development Specialist or a Licenser for a reference, or someone else who can attest to your work as outlined on the forms.

Please give the appropriate Recommendation Form included in this packet to each person who will be writing a letter on your behalf.

Signatures:

Is your current place of employment named in this application in good regulatory standing with the Child Development Division (CDD), and have any outstanding violations been corrected? This means that within the previous one year to the date of this application, all regulatory issues are corrected, and no "Parental Notification Letter/s" have been mailed, and the program does not have a pattern of repeated regulatory violations with the CDD. Yes No

_____ has my support to participate in the VAPC.

(Candidate's name)

Supervisor's Signature _____ Date _____

I certify that my application and all the attachments are true and complete to the best of my knowledge.

Candidate's Signature _____ Date _____

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THE VERMONT AFTERSCHOOL PROFESSIONAL CREDENTIAL (VAPC) LETTER OF RECOMMENDATION (For the Candidate's Supervisor)

Check if appropriate: I do not have a supervisor, but this reference is from someone who can attest to my skills and practice as described in the requirement. Yes No

(Name) _____ is applying for the Vermont Afterschool Professional Credential.

The Credential requires candidates to have a minimum of 100 supervised hours working in a program with school age children. As a supervisor, you have been asked to provide this letter of recommendation on her/his behalf. Please complete the following:

Your Name: _____ Title: _____

Place of Employment: _____ How long have you supervised the candidate? _____

Telephone: _____ e-mail: _____

Signature: _____ Print your name: _____

Title: _____

In your letter, please include your direct observations about the quality of the candidate's work in the Afterschool field, as well as any strengths and areas for growth. How has the candidate demonstrated professionalism and commitment? (Attach additional sheets if necessary).

The Afterschool Professional Credential is based on the standards articulated in the *Core Competencies for Afterschool Professionals*. To review them, link to: www.northernlights.vsc.edu and click on *Core Competencies*.

Return to:

Kerrie Workman
Vermont Northern Lights Career Development Center
CCV – Wasson Hall, P.O. Box 120
Waterbury, VT 05676-0120
802-434-5046

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THE VERMONT AFTERSCHOOL CREDENTIAL LETTER OF RECOMMENDATION (General Recommendation)

(Name) _____ is applying for the Vermont Afterschool Professional Credential and you have been asked to write a letter on her/his behalf. Please complete the following:

Your Name : _____ Title: _____

Place of Employment (if applicable): _____

Telephone: _____ e-mail: _____

Signature: _____ Print your name: _____

Title: _____

In your letter of recommendation, please speak to how long you have known the candidate, her/his work ethics, and describe her/his commitment to school age children and youth. Give examples illustrating why you support this application. Attach additional sheets if necessary.

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