



Application

Vermont Afterschool Foundations Certificate (VAFC)

Overview

The Vermont Afterschool Foundations Certificate (VAFC) is designed to support and recognize the accomplishments and professional development of Vermont's afterschool professionals, especially during their first two years of employment.

Who can apply?

Any Afterschool professional may apply for the VAFC at any point in their career. Because the VAFC is a way to support the basic learning that is required to work successfully in the afterschool field, professionals who are in their first two years of entry-level employment are especially encouraged to apply for this opportunity.

Requirements

Afterschool professionals are awarded the VAFC when they complete the following steps:

1. Complete the training requirements in *each core competency area*, as listed on the application,
2. Complete an *Individualized Professional Development Plan* (IPDP) available at <http://northernlightscdc.org/career-pathways/ipdp-individual-professional-development-plan/>
3. Compile documentation showing successful completion of trainings, and
4. Complete and send in the application form with the IPDP and training documentation.

Note: A copy of an official transcript, and certificates from in-service trainings, conferences, on-line learning, college classes, national trainings, and community-based trainings are appropriate forms of documentation. ALL documentation MUST include: training sponsor name and logo, title of training and brief description, dates, hours or college credit, a, your name and the signature of the sponsor or the instructor. *(if training documentation has already been recorded and verified in the BFIS system, please indicate this on your application. No additional paperwork is required. Your BFIS record will be accessed and the training confirmed.)*

For further information about the Vermont Afterschool Foundations Certificate, contact Karen Scott at karencott@vermontafterschool.org, or (802) 355-2145. Applications and detailed and current information about this and other professional development opportunities is also posted on the following websites: www.northernlightscdc.org and www.vermontafterschool.org

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Section I. Contact Information

Last Name/First Name/MI	
Address	
Town/State/Zip	
Home Phone/ Work Phone	
Email	
BFIS number (if applicable)	

Section II. Current Work

Please document your **afterschool work experience** below by providing the following information for each place of employment (attach additional pages if needed):

Place of Employment	
Title	
Beginning date	
End date (if applicable)	
Total hours worked	
Address	
City, State, Zip	
Supervisor's Name	
Supervisor's Phone Number	

Section III. Completion of Required VAFC Training

Provide documentation for *each training* you have completed in each competency area. Training must be current and based on best practices and skill development in each area. (**note:** *if training documentation has already been recorded and verified in the BFIS system, please indicate this on your application. No additional paperwork is required. Your BFIS record will be accessed and the training confirmed.*)

Core Competency Area	Hours
Child & Youth Development	2 hours
Curriculum & Learning Environment	2 hours
Families & Communities	2 hours
Healthy & Safe Environments	4 hours (can include First Aid/CPR)
Professionalism & Program Organization	2 hours (can include Introduction to Licensing)

Electives	4 hours
TOTAL	16 hours, minimum

Note: Documentation of trainings can include transcript issued by the college with college name, your name, dates, and credit hours; in-service training certificates, and/or certificates of participation. *Aside from transcripts, documentation will only be accepted and verified if it includes: title of training, dates, hours (or credit), a description of the training, signature of the instructor or sponsor, and your name. Documentation without this information will not be accepted.*

I attest that the information provided on this application and in supporting documents is true:

Signature of Applicant: _____

Date: _____

Send your completed application and all supporting documentation to:

Karen Scott, Project Manager for Quality Initiatives
 Vermont Afterschool, Inc.
 123 Ethan Allen Avenue
 Colchester, VT 05446