



Application

The Vermont Afterschool Professional Credential (VAPC)

Overview

Thank you for your interest in applying for the *Vermont Afterschool Professional Credential* (VAPC). The Credential is a way to formally recognize the professional competency and accomplishments of Afterschool professionals who work with children and youth ages 5 - 12 through a variety of activities outside of the regular school hours.

The person who holds the *Vermont Afterschool Professional Credential* has documented that he or she has the knowledge and skills necessary to ensure a well-run program by:

- Maintaining a safe and healthy environment for school age children;
- Incorporating educational experiences into the out-of-school hours;
- Supporting children's development in all areas and providing positive guidance;
- Establishing positive and responsive relationships with families and the community;
- Practicing ongoing professional development and enhancement of your knowledge and skills concerning afterschool programs

Earning the *Vermont Afterschool Professional Credential* will increase your professional stature, providing a way for you to document your knowledge, skills, and learning. The Credential is connected to the *Vermont Core Competencies for Afterschool Professionals*. The application process requires applicants to document learning in each of the following five core knowledge areas:

- Child and youth development
- Families and communities
- Curriculum and learning environment
- Healthy and safe environments
- Professionalism and program organization

VAPC STEP 1: Letter of Intent

Read the requirements and portfolio elements for the VAPC contained in this document carefully, and then write a 2-3 paragraph **letter of intent** outlining the reason you plan to apply for the credential at this time in your career. Please e-mail to Tricia Pawlik-York at triciapawlikyork@vermontafterschool.org or send to her attention at:

Vermont Afterschool, Inc.
123 Ethan Allen Avenue
Colchester, VT 05446

You will receive confirmation of receipt and suggestion regarding moving forward within 2 weeks.

Requirements for the VAPC

- At least **500** total hours of work experience within the last five years with school-age children. (*please clearly delineate work with school-aged children vs. work with the early childhood population*).
- **Both** of the following required CCV courses (note: equivalent courses may be approved by credential manager):
 - *Introduction to Afterschool Education & Care*
 - *Development of the School-Age Child*
- A total of **46** hours of documented training, as follows:

Competency Area	Minimum Hours
Child & Youth Development	6 hours
Families & Communities	6 hours
Curriculum & Learning Environment	12 hours
Professionalism & Program Organization	6 hours
Healthy & Safe Environments	6 hours
Electives (can be distributed across all competency areas)	10 hours
TOTAL	46 hours

- A self-assessment utilizing the *VT Core Competencies for Afterschool Professionals* completed within the past 2 years, including completion of core knowledge area response questions.
- A current (within the past 3 months) *Individual Professional Development Plan* (IPDP)
- Current job description
- Current professional resume

- Two letters of recommendation (*one must be from a current employer/supervisor*)
- Work samples that connect to each core knowledge area (*a work sample is defined as a specific and unique piece of curriculum developed for the afterschool program and implemented during work hours, a newsletter or other piece of information developed by the candidate for providing updates to staff or parents. Other types of work samples should receive approval prior to submission. Schedules, drawings, diagrams, or announcements of programming will not be considered for this purpose.*)
- Responses to two reflective questions about professional practice and the VAPC credential.
- Completed application
- \$50.00 processing fee made out to Vermont Afterschool, Inc. This fee helps to pay for the time spent by outside reviewers.

Successful candidates for the VAPC will be awarded:

1. A Professional Recognition bonus of \$500 (*note: applicant must be qualified to receive incentive. See Professional Recognition Bonus below for initial qualifications*)
2. A certificate recognizing achievement of the VAPC.

Professional Recognition Bonus

If you meet the following criteria the Vermont Child Development Division (CDD) will consider you for a **Professional Recognition Bonus** for receiving your VAPC. *Check to see if you meet the initial CDD requirements below (note: there is an additional form that is required for a professional recognition bonus).*

- ✓ You are a Vermont resident
- ✓ The education requirement in this application was completed in the last two years
- ✓ You have worked in a Vermont regulated child care program for at least the past six months
- ✓ You are not a public school employee paid on the teacher salary schedule
- ✓ You plan is to stay working in regulated child care for at least one year from the date of this application
- ✓ The program where you work meets regulatory requirements

VAPC Portfolio Requirements:

1. The **VAPC Application** form (see next pages) -- completed and signed by you and your supervisor.
2. Your **current job description**. Please include enough detail so that the review committee has a clear idea of what you do and who/what you are responsible for.

3. Your **current professional resume**. (Complete, detailed with no unaccounted time periods. Resume should cover the past 10 years, if applicable.)
4. A current (completed or updated by you within the past 3 months) **Individual Professional Development Plan (IPDP)**. Blank forms and examples can be found at <http://www.northernlightscdc.org>. (*Note: this plan must reflect your afterschool work.*)
5. A **self-assessment** using the *Vermont Core Competencies for Afterschool Professionals* document, which can be found at <http://www.northernlightscdc.org>. Look under “Core Competencies.” Reflective questions for each core competency area are included on the VAPC Application.
6. Typed responses to the **two Professional Reflective questions** included on the VAPC Application. Responses must be a minimum of 2-3 paragraphs each and should clearly reflect your experience and goals.
7. A **college transcript** verifying you have successfully completed the two required CCV courses, or the equivalent as approved by the credentials manager.
8. **Documentation of 46 total hours** of professional development activities grouped according to core competency area. Include ONLY trainings relevant to your school-age work in each competency area. (*Transcripts, training certificates or other documentation of attendance are acceptable. To be verified, ALL training documents must include: sponsor name and logo, title of training, dates, hours, a description of the training, signature of the instructor or sponsor, and your name. Training can be documented and verified by the credential manager using your online BFIS Quality and Credential resume.*)
9. A **work sample for each core knowledge area**. (*A work sample is defined as a specific and unique piece of curriculum developed **by you** for the afterschool program and implemented during work hours, a newsletter or other piece of information developed by the candidate for providing updates to staff or parents. Other types of work samples should receive approval from the credential manager prior to submission. Schedules, drawings, diagrams, or announcements of programming are not considered for this purpose.*)
10. Two signed **letters of recommendation** (*One must be from a current employer/supervisor; use the forms provided. If you are self-employed, please provide a letter of recommendation from your Resource Development Specialist*)
11. The **\$50 application fee** made out to the Vermont Afterschool, Inc.

Portfolios are reviewed by the credential manager first, then by the Afterschool Professional Credential Review Committee. Applicants will be contacted about the status of their application within 30 days of applying. If you have questions about the application process, contact Tricia Pawlik-York at triciapawlikyork@vermontafterschool.org or 802-233-1088

Application for the Vermont Afterschool Professional Credential (VAPC)

This Application Form must be completed by all applicants and be included in the Portfolio.

Section I A: Contact Information

Name _____

Street Address _____

City _____ State _____ Zip _____

Mailing Address _____

City _____ State _____ Zip _____

Home Phone _____

Work Phone _____

E-mail _____

BFIS Credential Account # _____

Section I B: Current Work

To qualify for the Credential, you must be currently providing school-age care and work directly with children. You must be able to document **500 hours of work experience with school-age children within the last 5 years.**

Please briefly describe your work experience below, and attach a **current professional resume** that clearly describes your work history in the field in detail. Add additional entries and pages as needed. *[Note: If you are a home-based provider, describe your program and the number of children in your care (exclusive of your own children)]*

Place of Employment _____

Dates _____ Title _____

Description of Work _____

Section I C: Current job description

Please attach a current job description that describes the direct care you currently provide to school-age children.

Do you work in a program that is regulated by the Child Development Division?

Yes No

If yes, is it (*check one*): ___ a licensed afterschool program
 ___ a registered or licensed family child care program
 ___ a licensed child care center

Section II: Required Course Work and Training

A. Higher Education Courses

Check which of the required 3-credit CCV courses you have taken (include a clear and legible copy of each college transcript in your portfolio).

- Introduction to Afterschool Education & Care
- Development of the School-age Child, Ages 5-12

If you would like prior learning (other courses you have taken in these areas) assessed for equivalency by the credential manager, list the course(s) to be reviewed below, attaching a college course description and a copy of an official transcript for each:

- 1.
- 2.

B. Community-based Training

Credential candidates must verify successful completion of school-age focused, community-based trainings:

HOURS	Core Competency Area
6	Child and Youth Development
12	Curriculum and Learning Environment
6	Families and Communities
6	Healthy and Safe Environments
6	Professionalism and Program Organization
10	Electives (these hours can be distributed however the candidate chooses, across all <i>Competency</i> areas)
46	TOTAL

List the hours and the title of each training in the corresponding Core Knowledge area below. Group documentation of training by Core Knowledge areas in your portfolio and include forms for each training you list here.

Child & Youth Development

Title of Training Hours

_____	_____
_____	_____
_____	_____
_____	_____

Curriculum and Learning Environment

Title of Training Hours

_____	_____
_____	_____
_____	_____
_____	_____

Families and Communities

Title of Training Hours

_____	_____
_____	_____
_____	_____
_____	_____

Healthy and Safe Environments

Title of Training Hours

_____	_____
_____	_____
_____	_____
_____	_____

Professionalism and Program Organization

Title of Training Hours

_____	_____
_____	_____
_____	_____
_____	_____

Electives

Title of Training Hours

_____	_____
_____	_____
_____	_____
_____	_____

Section III: Professional Reflection

Competency-based Self-Assessment

Use the **Vermont Core Competencies for Afterschool Professionals** (*an electronic copy can be found by going to <http://www.northernlightscdc.org>, and clicking on the Core Competencies tab*). Carefully and thoroughly assess each of the five core knowledge areas and evaluate yourself using the measures provided in the document.

After you complete each section of the self- assessment, type responses to the following questions **for each core knowledge area** and include in your portfolio. Responses should be two paragraphs minimum.

1. What did the self-assessment help you learn about your current strengths and areas for further growth?
2. How will you apply what you learned from the self-assessment to your professional development goals and work?

Professional Reflective Questions

Include typewritten responses to the following questions in your portfolio. Responses should be a thoughtful, complete and a minimum of 3 paragraphs.

1. How will what you are doing and learning as a part of the VAPC application process impact your work as an afterschool professional? Consider your strengths and challenges.
2. What was the most valuable part of the application process for you?

**Application for the Vermont Afterschool
Professional Credential (VAPC)**

VAPC LETTER OF RECOMMENDATION

The Review Committee requires two letters of professional recommendation be a part of your portfolio. One letter of recommendation must be from a current employer 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 these forms. Please give the appropriate recommendation form 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 _____

**Application for the Vermont Afterschool
Professional Credential (VAPC)**

**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

_____ is applying for the Vermont Afterschool Professional Credential. The VAPC requires candidates to have a minimum of 500 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: _____

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 VAPC is based on the standards articulated in the *Core Competencies for Afterschool Professionals*. To review them, link to: www.northernlightscdc.org and click on *Core Competencies*.

Return to:

Vermont Afterschool, Inc.
Attention: Tricia Pawlik-York
123 Ethan Allen Avenue
Colchester, VT 05446

**Application for the Vermont Afterschool
Professional Credential (VAPC)**

**VAPC LETTER OF RECOMMENDATION
General Recommendation**

_____ 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: _____

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.

The VAPC is based on the standards articulated in the *Core Competencies for Afterschool Professionals*. To review them, link to: www.northernlightscdc.org and click on *Core Competencies*.

Return to:

Vermont Afterschool, Inc.
Attention: Tricia Pawlik-York
123 Ethan Allen Avenue
Colchester, VT 05446

**Vermont Afterschool Professional Credential
Professional Recognition Bonus Application**

Once you earn the VAPC, if you meet the following criteria, the Vermont Child Development Division (CDD) will consider you for a **Professional Recognition Bonus**. *Check to see if you meet the initial CDD requirements below:*

- You are a Vermont resident
- The education requirement in this application was completed in the last two years
- You have worked in a Vermont regulated child care program for at least the past six months
- You are *not* a public school employee paid on the teacher salary schedule
- You plan to stay working in regulated child care for at least one year from the date of this application
- The program where you work meets regulatory requirements

If you meet **ALL** of these criteria, please sign and complete this form. Northern Lights Career Development Center and Vermont Afterschool, Inc. will pass this form on to the Child Development Division for their consideration of the recognition bonus.

I certify that the information contained in this application is true and correct. I also certify that the following statements are true:

1. My program will comply with applicable eligibility criteria of the Child Care Development Fund including not discriminating or barring participation on the basis of race, religion, sex, color, handicap or national origin.
2. I have worked directly with children at a CDD regulated child care facility for the past six months. **License Number:** _____
3. I plan to work in regulated child care or afterschool care setting serving Vermont children for at least 1 year after receiving any grant funds from the CDD.
4. I am a Vermont resident.
5. I am not a public school employee who is paid on the teacher salary schedule for my work in the regulated care setting.
6. My program, or the program with which I am employed: (choose one)
 - Is in good regulatory standing with the Child Development Division, which means that I also certify that within the past twelve months all regulatory violations are corrected, no "Parental Notification letter/s" have been mailed and the program does not have a pattern of repeated regulatory violations with the CDD. OR
 - Has received the following violations, but no Parental Notification Letter violation in the previous 12 months. *I have attached a statement detailed the violations(s) and what I am personally doing to make sure the violations do not happen again.*

Applicant's Signature: _____ **Date** _____

<p>For State Use Only</p> <p>Date Received: _____ Invoice #: _____</p> <p>Reviewed/approved: _____ Date: _____</p> <p>Payment entered: _____ Date: _____</p> <p>License check: _____</p>	<p>Program Manger Approval/Denial</p> <p><input type="checkbox"/> Approved: \$ _____</p> <p><input type="checkbox"/> Denied</p> <p>Signature: _____</p> <p>Date: _____</p>
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