



CYC-A

Associate Level CYC Certification

GENERAL DESCRIPTION

Associate level practitioners have received some training in each of the five (5) core competency domains. Although they have not developed the full range and depth of skills expected of a fully professional practitioner, Associate level practitioners:

- Demonstrate the ability to apply core knowledge, concepts, ideas, and skills in at least one practice setting;
- Demonstrate some knowledge and skills in each of the 5 core competency domains;
- Require moderate supervision by practitioners with higher certification/education levels who provide consultation, direction, and guidance.
- Demonstrate the ability to collect information, evaluate its relevance, and make appropriate use of the information to guide practice and grow as professionals.
- Demonstrate insight in reflecting on personal knowledge, skills, and abilities to create plans for on-going self-development.
- Utilize guidance and feedback from practitioners with higher certification levels to enhance personal competence.

The Associate Level Certification is designed for practitioners who have completed basic training but have not completed adequate training, education or work experience to qualify for the Professional Level Certification. This is an intermediate level that documents competence that exceeds entry level practice but does not have the range and depth normally associated with full professional practice. It is designed for practitioners who:

- Have completed basic training in child care and youth work.
- Have mastered fundamental concepts and are working on deeper knowledge and expanding their range of skills.
- Provide supervision and guidance to less experienced practitioners and receive supervision from others with more advanced credentials.
- Have a minimum of three (3) years experience working with children, youth & families.

The Associate Level CYC Certification is owned by the CYC Certification Institute and is licensed for use by CYCCB.

- Are employed in a variety of settings including: early care and education, after school, education, mental health, group living, shelters, disabilities programs, juvenile justice, recreation, transitional living and community youth serving organizations.

REQUIREMENTS

Practitioners complete the Associate level exam with a score of 70% or higher, complete an Associate level application packet and submit supporting documentation to demonstrate the requirements outlined below.

Applicants have one year from the date of testing to submit their application packet and supporting documentation.

EDUCATION AND EXPERIENCE

Applicants document one of the following:

	Education Diploma/degree must be from a regionally accredited school, college or university.	Documented Experience May include internship, practicum, and/or field placement hours included in a diploma, certificate, or credentialing program.
<input type="checkbox"/>	High School diploma or GED	3 years / 6,000 hours
<input type="checkbox"/>	Child Development Associate (CDA) Credential or Indiana Youth Development (IYD) Credential	1 year (2,000 hours)
<input type="checkbox"/>	Any relevant CYC degree (Associate, Bachelors, Masters, PHD)	1 year (2,000 hours)
<input type="checkbox"/>	Any non-relevant degree (Associate, Bachelors, Masters, PHD)	2 years (4,000 hours)
<input type="checkbox"/>	Provisional Certification: I have a degree/diploma from or am currently enrolled in an educational program relevant to child and youth care practice, can meet all of the certification requirements for this level except experience, and have a plan in place to meet the experience requirement within the next 30 months.	

PROFESSIONAL TRAINING

Applicant documents at least 150 hours training in the following CYC competency domains:

Professionalism	15 hours
Cultural and human diversity	15 hours
Applied human development	20 hours
Relationship and communication	40 hours
Developmental practice methods	60 hours

This may include a variety of in-service training, conferences, seminars, workshops, college/university courses, and/or self-directed learning modules. Documentation of completion can be by certificate of completion, class attendance record, employer training records, letter from training provider, etc.

At least 100 hours must have been completed during the past five years. The remaining 50 hours can have been completed anytime during your career. Documentation must indicate title, date, duration of training, and name/credentials of instructor.

REFERENCES

Applicants submit the following references recommending the applicant for certification.

Two Colleague References
One Supervisor Assessment

PROFESSIONAL MEMBERSHIP

Applicants submit proof of individual membership in a professional association relevant to CYC practice. Visit the [Professional Association](#) section of this website for details of characteristics of approved associations.

Membership is demonstrated by a certificate, card, or letter issued in the applicant's name that indicates that the membership is current. Organizational membership does not meet the requirement for professional association membership.

ELIGIBILITY STATEMENTS

The applicant signs a statement attesting to the following:

I have read and agree to abide by the Standards for Practice of North American Child and Youth Care Professionals. I understand that my adherence to these standards of practice does not restrict my use of other codes relevant to my practice or employment.

I understand that certification is granted based on meeting the minimum requirements as fully outlined at www.CYCCB.org and that no promise or guarantee is made that certification will be granted.

I am not currently under investigation nor have I been convicted of any crime(s) that would cause me to be denied employment working with children, youth or families in the state where I live and work. By signing this application I am agreeing to immediately notify CYCCB if my criminal history status changes. Failure to abide by this requirement is grounds for termination of certification.

I certify that the above information is true and that I understand that any misleading or false statements will be cause for my application to be denied.

I give my employers included in this application permission to provide confirmation of my work history including length of employment (beginning and ending dates), whether the work was full or part time (if part time, then the actual number of hours worked), and job title.

RENEWAL

Renewal of the certificate is required on a two year cycle before the anniversary date of the certificate. Retesting is not required. For more information visit the RENEWAL page of this website.

PROVISIONAL ASSOCIATE LEVEL CYC CERTIFICATION

Provisional Associate Level CYC Certification is available for practitioners who meet all the requirements listed above with the exception of experience. Provisional applicants document current attendance at or graduation from a college degree program that includes classes aligned to the 5 domains of the CYC competencies.