



Associate Level Provisional Certification

The CYCCB certification represents the highest standard for professional recognition in the child and youth care industry. CYCCB encourages practitioners to complete higher education. The Provisional Associate Level Certification acknowledges that graduates of these programs are meeting high standards for education and training but may not have adequate experience to qualify for certification.

Provisional Certification is available for students who are attending or graduates of baccalaureate and other degree programs that center on children, youth and families. Example programs include: youth development, child and family studies, youth studies, child development, human development, juvenile justice, disabilities, recreation, special education or programs specific to child and youth care practice. To qualify, a program must include a significant number of courses with content that is relevant to the five competency domains that the certification program is based on.

The Associate Level Provisional Certification can be granted to individuals who have:

- A certified educational transcript that includes courses relevant to the five (5) competency domains in the national certification program; this must include at least 150 contact hours (16/hr per college credit) 100 of which must have been received within 5 years of submitting the application; additional relevant training hours can be included from other sources up to 100 non-college hours;
- passed the Associate Level certification exam;
- submitted an application for Provisional Certification;
- submitted two colleague references and a supervisor assessment as outlined in the certification application process;
- belong to a recognized professional association related to children, youth and families;
- agree to abide by the Standards for Practice of North American CYC Professionals;
- paid the testing fee and application processing fee.

Provisional Certification is in effect for 2 1/2 years (30 months) following approval. It is assumed that during this period the practitioner will be working in the field gaining necessary hours of experience. The certification can be extended by up to 6 months by requesting an extension and paying a \$20 fee. This must be

done prior to the date the certificate lapses and can only extend the Provisional Certification for a period of up to 3 years.

Provisional Certification will be granted to students in college programs or graduates who do not meet the 2-year (4000 hour) experience requirement. Participation in practicum and field placement courses can be counted toward this requirement when the transcript reflects a passing grade, when the experience reflects direct practice with children and youth, and on an hour-by-hour basis.

Recommendations written by the practicum or field placement instructor will be accepted as meeting requirements of a Colleague Reference. The requirement for completion of a Supervisor Assessment can be met by the instructor conducting a student assessment using the Supervisor Assessment included in the certification application. If this is not possible, both of these requirements can be waived during the 2 ½ year provisional period but must be met before full certification is granted.

Before the end of the 2 ½ year period, an Associate Level Provisionally Certified Practitioner must complete the application process for full certification by submitting:

- documentation of adequate work experience;
- continuing education hours received after the date that the provisional certificate was issued; the number of hours will be 15/hr per year and will be prorated for any periods less than a year (1.25 hours/month);
- evidence of current professional association membership;
- a Supervisor Assessment completed by the current supervisor attesting to performance during the provisional certification period and recommending certification;
- two Colleague References as required in the certification program (if this requirement has not been previously met);
- payment of a \$35 application processing fee.

Upon receipt and verification of these items, full certification will be granted.

Continuing education hours approved as part of an Associate Level Provisional Certification can be credited as part of an application at the Professional Level (CYC-P). The hours are approved and do not need to be resubmitted or reapproved.