Child and Youth Care Certification Board, Inc.

Report to the ACYCP Board of Directors
2/4/2008

As the President of CYCCB Board, I would like to extend our thanks to you for the vision and support that has made national certification a viable possibility. Over the past 10 years your sponsorship and support in developing a unified code of ethics, definition of the field of practice and the requisite knowledge and skills involved, and a credible means for determining practitioner competence, has created a foundation upon which to build a future that will significantly improve the services offered by our profession to the children, youth and families of our nation.

At your 2007 meeting you made recommendations as to the name of our organization and the membership of our board. Although we were not able to adopt the name recommended by you, we believe that the name we have chosen fits within the intent of your recommendations. The board membership you recommended was implemented within the constraints of the constitution and bylaws that we have revised and adopted. Your recommendations have provided us with an impressive group of knowledgeable and committed individuals that have, over the past six months, completed the work necessary to transition the national certification program from the North American Certification Project (administered by the Concurrent Planning Committee) to full implementation under the direction of CYCCB. I feel confident that as our groups continue to work together over the next five to ten years we will be able to address many of the difficulties that have chronically limited the child and youth care profession.

We believe that implementation of the ACYCP certification program is the first step in a multi-step process. For credentialing to reach its maximum benefit to the profession, CYCCB will also need to: implement a credentialing system that financially supports the development of needed infrastructure within the professional community, provide an umbrella and leadership for creating a unified credentialing and education system for CYCs, and ultimately, influence public policy to raise licensing standards and awareness of the contribution of CYC to children, youth and families.

I am attempting in this report to inform you as to our organizational status and the goals which we intend to pursue over the next 5 years. Our board held a 3-day strategic planning meeting in August 2007. I have provided you with the plan that was developed in Appendix D. This report is divided into sections that describe our activities and developmental milestones in the first 6-months and first 1-year planning areas. I have summarized our goals for each stage and provided you with a listing of issues we need addressed by the ACYCP board as we move forward. The appendices describe: A: Revenue Sharing Plan; B: Requirements for Participating Groups; C: Revised Certification Requirements and Fees; D: CYCCB 5-year Strategic Plan; E: Advisory Committee Description.

Frank Eckles
CYCCB Board President

First 6-months (September 2007 – February 2008)
Over the past 6-months significant work has been accomplished. CYCCB intends to implement national certification March 1, 2008. Most of the targeted activities have been accomplished. The remainder is expected to be accomplished by the implementation date.

Milestones:
1) Develop a 5-year strategic plan (see Appendix D)
2) Establish the organization as a legal entity
3) Revise the certification program developed by NACP

2) Establish the organization as a legal entity
The constitution and bylaws were reviewed, revised and approved. CYCCB was incorporated in Ohio as a not-for-profit corporation. The application for recognition by the IRS as a 501c6 organization will be filed by the end of February 2008 (approval may take up to 6 months). A bank account has been established at Citibank and an accounting system implemented.

Over the next 12 months, the office for CYCCB will be located in Texas in offices shared with the TYCCWA, Academy for Competent Youth Work and CYC Certification Institute. This will limit the disruption of changing addresses and offer a cost effective means for coordinating implementation while CYCCB gains experience with the financial realities involved in the administration of the national certification effort. CYCCB intends to publish an RFP in early 2009 for competitive procurement of the administration of the certification program.

3) Revise the certification program developed by NACP
A thorough review of all of the forms, processes, protocols, and requirements developed by NACP have been completed in conjunction with the Concurrent Planning Committee. The revised requirements are contained in Appendix C. The revised certification program will be ready to implement March 1st. A revenue sharing plan has been developed and is outlined in Appendix A.

First year (March 2008 – March 2009)

Milestones:
1) Implement testing
2) Establish the Advisory Committee and Network
3) Disseminate information
4) Develop detailed business and marketing plans
5) Secure additional funding
6) Develop on-going research and evaluation program

1) Implement testing
Testing will be initially implemented using existing proctors and test sites developed by NACP. These will be expanded into regional areas currently not covered. Work is in process to identify and make an agreement with a contractor to offer on-line testing.

2) Establish the Advisory Committee and Network
The Advisory Committee and network will be used to establish the credibility of the certification effort and to distribute information to practitioners in the field.

3) Disseminate information
A coordinated effort will be implemented to inform the public and professional communities about the need for credentialing and the availability of the CYCCB program. This will be accomplished through existing networks, websites and publications (i.e. Youth Today, CYC-Net, RHY network, universities, ACYCP, Journal of Child and Youth Care, After School Network, association newsletters, NAEYC publications, etc.)

4) Develop detailed business and marketing plans
On-going success and development of the certification effort will be based on a staged, realistic plan that takes the organization through its initial implementation into its existence as an organization that can generate adequate resources to sustain its operations. Agreement has been reached with the Executive Service Corps of Houston to assist CYCCB in the development of a business plan. Development of this plan is seen as a critical component in seeking external funding.

5) Secure additional funding
Work is underway to identify foundations, grants and donors who might support CYCCB. Once the business and marketing plans are available, funds will be solicited. A relationship with one or more 501c3 organizations will be developed to allow some funding streams to be accessed. Based on the current budget projections, an additional $14,000 will be needed during the first year of operation.

6) Develop on-going research and evaluation program
The impact of credentialing on practitioners, children, youth, families and the community will need to be documented to expand the credibility of the certification effort. In addition, information on the testing program must be collected to support on-going development of the certification and testing effort. Research plans will be developed over the next year period and resources identified to support this effort.

Needed from the ACYCP Board:

1. *Approve licensing agreement between ACYCP and CYCCB.*

2. *Provide start-up funding to support the implementation of the national certification effort.*

3. *Approve the revised certification program.*

4. *Approve the pricing structure and revenue sharing plan for national certification.*

5. *Develop criteria for approving state professional associations for participation in the revenue sharing plan and provide a list of approved groups.*

6. *Develop a mechanism for investigating and responding to violations of ethical breaches as it relates to practitioner credentialing.*

7. *Make recommendations for Advisory Committee membership and one additional board member to replace Norman Powell.*

APPENDIX A

Revenue Sharing Plan

CYCCB believes it is critical to establish a revenue sharing plan that takes into consideration the following:
- Amount that can be reasonably paid by individuals, organizations and available funding sources
- Encourages continuing participation in the certification program
- Fully funds the actual cost of application processing and testing
- Produces a reasonable revenue stream for participating individuals and organizations
- Recognizes that once pricing is established, it is difficult to change
- No clear cost data exists at this time. This amount will need to be revised after a year of experience that better describe actual costs to deliver service.
- Final pricing decisions are made by CYCCB in consultation with ACYCP (through person assigned to CYCCB board by ACYCP)
- Payments made to participating groups on a yearly basis.

CYCCB proposes that certification fees be divided among the following:
- Test proctor or test sponsoring organization
- Proctoring site (when necessary, as additional charge as part of the on-line testing program in areas where proctors are unavailable)
- CYCCB
- Contract Certification Management Entity
- ACYCP

Testing Fee (paid when requesting testing)

Proctor or test sponsoring organization	On-line Proctoring site (when needed, as additional charge)	CYC Certification Board	Contract Certification Program Manager	ACYCP	TOTAL FEE
$25 up to $250 (33%) (remainder to CYCCB)	Actual cost	$15 (20%)	$25 (33%)	$10 (13%)	$75

Application Fee (paid with application submission)

CYC Certification Board	Contract Certification Program Manager	ACYCP	Recognized state professional organization or ACYCP development fund		TOTAL FEE
$20 (20%)	$55 (55%)	$10 (10%)	$15 (15%)		$100

Recertification Fee *(based on a 2 year cycle with a $15 maintenance fee assessed the first year and a $35 fee assessed with the submission of re-certification documentation)*

CYC Certification Board	Contract Certification Program Manager	ACYCP	Recognized state professional organization or ACYCP development fund		TOTAL FEE
$10 (20%)	$20 (40%)	$10 (20%)	$10 (20%)		$50
					$15 $35

APPENDIX B

Requirements for Participating Groups

Licensing Agreement Between CYCCB and ACYCP

- ACYCP owns:
    - Certification program and competencies
    - All certification program forms used for applying or testing
    - Exam, supervisor assessment and portfolio
- ACYCP is responsible for developing and revising the certification program requirements
    - CYCCB is consulted during the revision process
    - At the beginning of the certification program, ACYCP will provide CYCCB with a fully revised certification program (revised based on Pilot Testing results)
    - *ACYCP creates standards for professional associations that meet certification requirements for 'membership in a professional association'*
    - *Establish the time period for 'grandfathering' (applicants do not need a baccalaureate degree to be certified – currently set as 7 years)*
- CYCCB is responsible for implementing testing and certification programs and is responsible for revisions to the exam, portfolio, supervisor assessment and other forms and processes used in the certification and testing programs (as long as revisions don't conflict with the certification program requirements established by ACYCP)
    - ACYCP is consulted during implementation and revision process
- Marketing of the certification program is the duel responsibility of CYCCB and ACYCP

Contract Services Agreement Between CYCCB and Certification Program Manager

- Requirements and relationship outline in 3-year contract
- Bids solicited through bidding process; award of contract to be made at February CYC Certification Board Meeting
- Responsible for:
    - Office management
        - Storage of certification tests, completed applications and forms
        - Dedicated phone number and dependable address
        - Office staff available to answer questions and provide useful information
        - Electronic communication
            - Fax
            - email
    - Collection of fees and disbursement of funds
        - System for financial tracking
        - Ability to process credit cards
    - Oversight of test proctors and testing organizations

- o Test distribution and security
- o Test scoring and reporting
- o Database management
  - Certification tracking database in Access
- o Marketing
- o Application processing
- o Communication with applicants
  - Ability to create form letters from tracking database
  - Ability to mail certification notices
- o Issuing certifications
- o Signed contract with CYCCB
- Contract evaluation conducted yearly by the CYCCB Board

Contract Testing Services Agreement Between CYCCB and Test Proctors
- Individual agrees to distribute information about the credentialing program and to be available to conduct testing in their regional area
- A specific person can be approved to conduct testing
  - o This person must oversee any testing conducted
    - Other may participate but security remains the responsibility of the approved tester
  - o This person is personally responsible to assure that security and testing protocols are followed
  - o CYCCB retains the right to cancel the agreement if security and testing protocols are not followed or by Board action for other causes.

Contract Testing Services Agreement Between CYCCB and Organizations Sponsoring Testing
- Agreement allows organization to market itself as a supporter of the certification program and official testing site
  - o Organization agrees to distribute information about the credentialing program
- A specific person or persons will be approved to conduct testing
  - o This person must oversee any testing conducted
    - Other may participate but security remains the responsibility of the approved tester
  - o This person is personally responsible to assure that security and testing protocols are followed
  - o The organization is also responsible for assuring that security and testing protocols are followed
  - o CYCCB retains the right to cancel the agreement if security and testing protocols are not followed or by Board action for other causes.

Revenue Sharing Agreement Between ACYCP and Recognized State, Regional or Provincial CYC Professional Associations

- Must be a member association in ACYCP
- Agree to adopt the Standards of Practice for North American CYC Professionals as their ethics code
- Agree to adopt the NACP competencies as the foundation for work with educators, trainers, etc.; agree to use the competency domains on training certificates
- Agree to offer testing at association sponsored conferences and meetings (at least once per year)
- Agree to market credentialing program locally
  - o Through website
  - o Through newsletter
  - o At conferences and meetings
- Agree to provide CYCCB with contact information for key public policy contacts in service area
  - o State and federal government
  - o Child care licensing
  - o Influential organizations and associations

APPENDIX C

Revised Certification Requirements

Area	Certification Requirements
Fees	Testing Fee: $75 Application Fee: $100
Examination	Must achieve score of 63% or above
Education and experience	No degree **AND** 10,000 hours (five years) of documented experience in direct youth/child care work. **OR** Completion of an Associate Degree from a regionally accredited college program **AND** 6,000 hours (three years) documented experience**. OR** Completion of Baccalaureate Degree from a regionally accredited college or university **AND** 4,000 hours (two years) documented experience. **OR** Completion of a Masters Degree from a regionally accredited college or university **AND** 2,000 hours (one year) documented experience. **OR** Completion of a Canadian 2-year CYC diploma from a regionally accredited college and 6000 hours of documented experience including the internship/practicum/placement hours included in the diploma program. **OR** Completion of a Canadian 3-year CYC diploma from a regionally accredited college and 5000 hours of documented experience including the internship/practicum/placement hours included in the diploma program.
References	Two (2) letters of reference from co-workers who have known the applicant for 6 months or longer. **AND** Completion of Supervisor Assessment by a supervisory level person who has extensive, direct knowledge of the applicant's work with youth. **AND** Completion of Supervisor Assessment by a 2nd supervisory level person who has extensive, direct knowledge of the applicant's work with youth.
Professional Membership	Individual membership in a professional organization

Area	Certification Requirements

Professional Training Requirement	Professionalism
	    Minimum of 20 hours
	
	Cultural and Human Diversity
	    Minimum of 20 hours
	
	Applied Human Development
	    Minimum of 20 hours
	
	Relationship and Communication
	    Minimum of 40 hours
	
	Developmental Practice Methods
	    Minimum of 80 hours
	
	Additional Training (not assigned to specific content domain)
	    Maximum of 70 hours
	
	250 Total hours required with 100 hours received within the last 5 years

Portfolio	Satisfactory Completion required
Surveys	Completion of application form, supervisor assessment and portfolio surveys required

Re-Certification Requirements

Area	Re-Certification Requirements
Fees	Certification Maintenance Fee: $15 (first year of cycle) Re-Certification Fee: $35 (second year of cycle)
Professional Membership	Membership in a professional organization
Continuing Education	Documentation of 15 hours per year of training relevant to required competencies that include training in at least 3 competency domains

APPENDIX D

CYCCB 5-year Strategic Plan 2007 - 2012

Committee: TESTING AVAILABILITY

TASK	RESPONSIBILTY	TIMEFRAME
• Identify test proctors and entities	Frank will e-mail previous proctors to access willingness to continue to participate. Once these proctors are confirmed a teleconference training will be conducted.	Committee will confirm participants and create training for proctors. March 2008.
• Reproduce tests and develop distribution and tracking procedure	Test booklets are ready to print. Frank is checking on cost.	Booklets will be printed Feb. 2008 for implementation 3/1/08.
• Develop proctor agreements and have signed	Frank has completed the proctor agreement.	Committee will review at Feb. 2008 CYCCB mtg.
• Have attorney review agreements prior to signing	Debbie/Frank are continuing to pursue possible attorneys.	Feb. 2008- Committee agreed that this is a high priority item.
• Revise and develop test and application forms.	Forms: • Biographical data sheet-Complete • Feedback form- Complete • Answer sheet- Complete • Testing roster- Complete • **Test application- Needs to be created and payment options added (Frank to create)** • **Portfolio- Frank and Dale to complete using input from recent Concurrent planning meeting.** • Certification application- Complete • Supervisor assessment- Complete • **Test report form- Frank and Dale to complete.** • **Release to share testing data- Frank and Tony to complete.**	Committee will complete all forms and present to the CYCCB board. Feb. 2008 to have them ready for implementation 3/1/08.

Committee: SYSTEM ADMINISTRATION

TASK	RESPONSIBILITY	TIMEFRAME
• Develop a Business Plan	Frank contacted an organization that helps non-profits with plans. Committee has template to gather info. to compile plan and the organization will review it.	Complete plan by March 2008.
• Create a flow chart in Visio to reflect steps/timeline to complete certification/testing process.	Frank and Tony working on it.	Complete by March 2008.

• Develop electronic letterhead for use with print or electronic official correspondence	Debbie has contact to create letterhead with CYCCB basic info. To use while logo is being created.	March 2008
• Recruit and convene Advisory Committee	Frank will update CYCCB board at Feb. 2008 meeting of nominees and also ask ACYCP members for suggestions at their Feb. mtg.	Review names with full board at Feb. mtg. Report at ACYCP Feb. mtg.
• Develop contractual agreements for licensing agreement with ACYCP, agreement with testers and test sites, and agreement with contractor to administer system	Chip has developed agreement with ACYCP. Frank has completed test proctor agreement and is finishing the others.	Complete documents by implementation on March 1, 2008.
• Explore upgrading database to Access for ease of use and accessibility	Frank has database- will convert to Access- can utilize John (Debbie's husband) for tech. support.	Jan. 2008-Complete
• Maintain Database	Frank currently has database for certifications. Dale has database for research.	Jan. 2008-Complete
• Ensure proper storage facilities for files and database backup	Frank currently has files in his office. All applications are accounted for at this time and have been processed.	Jan. 2008-Complete.
• Develop questions for legal advise	Debbie contacting a potential attorney.	Feb. 2008
• Explore attorneys who would be appropriate and affordable	Debbie sends out e-mail regarding potential attorneys to the board.	Complete.
• Hire attorney to assist with legal review process	Debbie/Frank are pursuing possible candidates.	Feb. 2008
• Recruit an attorney for the Board	Being pursued. (see above)	Feb. 2008
• Identify necessary positions/jobs within CYCCB	Complete job descriptions for Exec. Director, Treasurer, Secretary, and Vice Presidents (2). A committee chairperson description was created at the strategic planning session.	Committee will explore/create job descriptions. Complete by May 2008.
• Create job descriptions to clarify roles	See above.	May 2008
• Create committee tasks and expectations description to clarify roles	Completed at the strategic planning session. Committees are working on these tasks.	Complete.
• Develop ability to accept and process credit cards and pay pal for certification applicants	To be done	2009 office contract
• Create appeals and revocation policy/process (legal advise needed)	Will discuss with lawyer when confirmed.	May 2008
• Reissue certification certificates issued through the pilot	Committee is pursuing most cost effective way to create/distribute new certificates. Also put into office contract.	May 2008
• Implement limited testing program in January 2008	Will discuss this at Feb. mtg.	March 1, 2008
• Establish clear pricing for certification	Work with Resource committee	Completed by CYCCB- present to ACYCB Feb.
• Print exam and application forms	Frank has printing company.	March 2008

• Advertise certification program	Work with Marketing.	On going
Recruit/hire designer to create a CYCCB logo and seal for use on certificates	Logo is currently being created-discussed at last board meeting.	March 2008

Committee: MARKETING

TASK	RESPONSIBILITY	TIMEFRAME
1. **Purchase domain name** Explore cost Discuss what domain name to use	•	• By end of first year
2. **Describe target audience (who, where, how many, access routes, etc.)** We have to following target audiences: A. direct to consumer, i.e. child care and youth workers B. Leadership within organizations C. The professional community at large (including those named above and academics, significant political entities	• committee	• First 6 months
3. **Distribute information (employers, conferences, associations, public service announcements, journals, newsletters, churches, brochures, websites, web links, trainers)** • Carol - talked about local recognition. Make sure the message is designed for the specific audience we are talking to. Encourage local recognition which will go a long way in marketing to other providers. Send every certified person a sample press release to send to their local paper. This will help us market the credential. This is meaningful to the individual and on the local level catches on/ creates interest. • Articles are a means of marketing. Youth Today, Child Welfare League electronic newsletter. The Alliance for Child and Family Services (Debbie), send articles to MAGCP, TX assoc, Wyoming Assoc, Wisconsin assoc., Ohio assoc., Frank Mulhurn CYC Assoc fin NY. We need to send articles and periodically write articles for these	• Debbie is already contacting the Alliance for Child and Family Services •	•

periodicals/groups.		
4. **Create marketing plan**: Piloting was primarily word of mouth – it was about who we had access to. We need two levels – 1. marketing to profession then 2. to the community more broadly. We need to get the professional community to know what we are doing. They don't know what we have done or where we are going. In addition, the different categories of professions may need slightly different approaches. Youth workers in the institutional care (residential, group care, etc) may perceive our credential differently that those in early child care. We also need to consider the different approaches that may be necessary for those who participated in the pilot project and those who did not. • Early Childhood: The work within the child care field is different, we need them to understand the credential first then embrace it as something desirable. Carol explained that her group had to explain how the CDA benefited them these professionals and answers had to relate to what the CDA meant to the individual practitioner. We need to spend time exploring the answers then spend some time with the internal boards of these organizations. Approach leadership about presenting at a Board meetings to help leaders understand the certification. National Association for the Education of Young Children would be the primary first goal, National Head Start Association another good option- their leadership meets frequently. • Two kinds of marketing one to consumers one to leadership of constituent groups who have had no role with the developing the CYCCB credential or the piloting. Go to the leadership first get them on board with us. Frank presented at the Headstart conference	• Cindy to do PP • Carol will create a list of ECE and NACYE contacts • Frank will contact Chip and Karen re: possible contacts	•

two months ago in TX and is on a committee with Dorthy Calhoon the head start person in TX. Carol feels start with the states where we are strong and work to get them certified then use them as selling points for the other states. • Make calls to determine who to meet with as far as leadership is concerned. Talk about strategic partnerships and alliances to promote the certification in the early childhood arena. The resource and referral agency/network would also be a good place to talk. Every state has state dollars designated to help families who are looking for child care find it. There is a referral system which is generally run through agencies. They have evolved to training organizations (R & R). NACCRRA National Association of Childcare Resource and Referral Agencies. NAEYC (in TX, OH, PA, & FL are good places to start. FL has state laws around child care – they require that people who work in childcare hold a credential. They are using the CDA or a CDA equivalent. • Check out state criteria to see if we can get a CDA equivalent). Also look at the large franchise organize like Bright Horizon, Kinder Care, Early Childhood Education Consortium (based in DC which is lobbying office). They can tell us who the statewide networks are. They could put certification requirements on their staff as a means of establishing position hierarchy. Begin a dialogue about how it will benefit and how they might encourage people to participate and how we can make it accessible to their people. • We are not competing with CDA we are more advanced and will take the training from the CDA and apply to our certification. Career ladder is something that early childhood professional are working toward. We need to enter into a conversation with this group that engenders an ongoing working relationship.		

• Have focus groups with constituencies ECE, NAEYC, residential, group care, after school, foster parents, corrections, shelters, community youth services (YMCA, B & G, etc.), life span care. Set up as webinars so people can participate. How does cert fit into current credential? What need does this credential potentially fit for you? • Recruit focus group members in FL, PA, OH, TX with groups who can give us information. ½ - ¾ minutes to talk about impact of credentialing program and we want to determine how it impacts what they have and are doing and how their credential might be accepted by us. • State foster parent associations, TX foster parent association, • Create presentation about us • Create focus group questions		
5. Identify and record benefits of certification: • Creates a career ladder • People loose credit for their training because people won't accept training for a credential. We are recognizing other certifications there are options to move laterally in the field because the credential is recognized. You have more job flexibility once you get the credential. • Credentialing creates a system where there is consistency of treatment/care across practice settings. As children move from setting to setting, the care they receive is provided by professionals held to clear and specific training standards. • Creates an interconnected workforce due to recognized standards and competencies. • The certification of the child and youth care profession will enable us to lobby on a state and national level for the improvement of child/youth care and more positive developmental outcomes for our youth.	•	•

• CYC certification = better performance. Those who pass the exam are rated by their supervisors as being more competent child and youth care practitioners. Significant differences were found in the areas of : Professionalism, Cultural and Human Diversity, Applied Human Development, Relationship and Communication, Developmental Practice Methods, and overall performance. • The CYC examinees overwhelmingly indicate that the exam realistically samples and accurately assesses important aspects of CYC work. This perception was characteristic of CYCs working in a variety of settings with children and youth of different age (early childhood through adolescence).		
6. Create brochures	•	•
7. Present at conferences (2009 international, etc.) • To actually have an impact, we will need to have buy-in from leadership/develop strategic alliances based on an understanding of the benefits of certification, access and distribution of the certification process and by actively soliciting involvement • Get groups from the Board to be marketing teams. Pick a conference or two and present at the conference, set up a booth for information dissemination. Put together a workshop. 　　* develop workshop PowerPoint – 　　* develop workshop script to ensure consistent info is given • Feb conference Sr. Madeline will ask Karen Blackman about the OH association of Child Care. Other conferences to consider: TYCCWA in April, Wisconsin ACYCP, 9th	• Cindy will work on PP once we have clarified our message	•

TASK	RESPONSIBILITY	TIMEFRAME
international, CWLA, • Develop display with backdrop, computer with PP running, brochures, contact information. Beautiful pictures in the background with the message in the middle of the screen. • Call people and get their opinions about the process talk about what it is like to be certified.		
8. Establish web presence • Put automated PP on the website • Chip has created our website connected to ACYCP. Will we be found if people use search engines to look for credentialing organizations or would it be better for us to have our own site?	•	•
9. Market work to community	•	•

Committee: CREDENTIALING UNIFICATION VISION

TASK	RESPONSIBILITY	TIMEFRAME
• Complete inventory of existing credentials • Create taxonomy of credentials • Post on web • Continue to collect and post • Identify need for and benefits of unified system • Develop a clear message • Hold meetings to discuss unified system • Develop a multi-level career development system • Alignment with accrediting bodies (CARF, JCAHO, COA, Etc.)	•	•

Committee: RESEARCH AND EVALUATION

TASK	RESPONSIBILITY	TIMEFRAME
• Distribute copies of past research • Identify additional resources and	•	•

TASK		
committee members		
• Research the impact of certification (tenure in the field, results for clients, safety, advancement, etc.)		
• Evaluation of how certification system is working (access, test administration, length of time to complete, time involved, # applying, access to training, who is applying [demographics], settings of participants, geographic distribution, etc.)		
• Test development (pilot new items on tests, rechecking bias, reliability of multiple test versions, etc.)		
• Publishing research and evaluation (large and broad distribution of reports)		
• Continuous evaluation and monitoring of process		
• Recruit research consultant		
• Design research program		

Committee: COALITION BUILDING

TASK	RESPONSIBILITY	TIMEFRAME
• Identify other groups with similar mission and stakeholders	•	•
• Explore and nurture formal and informal relationships		
• Create memorandum of understanding		
• Target states with conditions supportive of coalitions to begin work (WS, OH, TX first then Wyoming and Iowa; make impact by regions and through existing networks)		
• Identify colleges and universities open to certification		
• Tailor messages to fit varied groups		
• Build relationships with accrediting organizations (CARF, COA, JCAHO, etc.) to have our		

TASK	RESPONSIBILITY	TIMEFRAME
certification in their criteria/regulations • Promulgate standards among training providers • Create "buy in" from all practice areas • Promote credentialing through associations • Develop Advisory Committee		

Committee: POLITICAL ACTION

TASK	RESPONSIBILITY	TIMEFRAME
• Identify message/focus (serving under served populations, employers need workforce, writing standards into agency regulations, increase safety in out-of-home care, need better service providers, etc.) • Action plans for regional implementation • Identify partners (state, national, advocacy, accreditation, insurance companies, administrator organizations, state child care admin organizations, etc.) • Inventory of partners (service providers, membership organizations, special interest groups, media outlets, etc.) • Create short and long term political strategic plan • Consider impact of governmental changes • Get certification into regulation • Engage political partners • Promote to politicians	•	•

Committee: RESOURCE SUSTAINABILITY

TASK	RESPONSIBILITY	TIMEFRAME
• Identify grant/foundation	•	•

opportunities (Compassion Capitol Fund, Gates Foundation, Casey Foundation – workforce development, etc.) • Develop and implement fundraising events/opportunities • Market testing as part of licensing program • File tax exempt paperwork (501 c6) • Develop operating Budget • Develop 501c3 relationship with university or organization (Nova, Kent State, Academy, etc.) • Develop fee structure • Pursue and secure a start up grant • Establish 501c3 organization		

APPENDIX E

Advisory Committee Description

One of the key missions of the Certification Board is to expand awareness and support for the certification effort and for professional practice, generally. Our credentialing effort represents the professional community. We need the community's' visible support to move forward. The Advisory Committee and Network provide an opportunity for large numbers of people to offer their support and be involved without the necessity of including them on the Board.

Advisory Committee: (limited number)
1) Is composed of people approved by the Board for membership based on the following criteria:
   a. Supportive of the credentialing effort and willing to help spread the word about the effort;
   b. Recognized leaders or long-term contributors to the CYC field through publications, leadership in key organizations or programs, or potential funding sources;
2) Responsibilities:
   a. Allow the CYCCB to use their name on the organizational letterhead, advertising, website, etc.
   b. Be willing to distribute information about the CYCCB programs to colleagues, the CYC community and in other public forums.
   c. Receive periodic electronic up-dates from the CYCCB President.
   d. Provide electronic comment and advice to the CYCCB Board and President as requested.
3) Term:
   a. Is up to 5 years (or until they resign or are removed by the Board). Terms are set at the time of appointment and all terms end at the same time. Terms may be extended at the end of the appointment period. Upon retirement from the committee, members automatically become members of the Advisory Network.

Advisory Network: (unlimited number)
1) Is composed of people approved by the Board for membership based on the following criteria:
   a. Supportive of the credentialing effort and willing to help spread the word about the effort.
   b. Members retiring from the Advisory Committee.
2) Responsibilities:
   a. Allow the CYCCB to use their name in advertising, website, etc.
   b. Be willing to distribute information about the CYCCB programs to colleagues, the CYC community and in other public forums.
   c. Receive periodic electronic up-dates from the CYCCB President.

  d. Provide electronic comment and advice to the CYCCB Board and President as requested.
 3) Term:
  a. Permanent (or until they resign or are removed by the Board). There is no need to limit the size of this group.

Current Suggestions for People to Include:
Larry Brentro
Mark Krueger
Andy Schneider-Munoz
Heather Modlin
Martin Broken-leg
Karen VanderVen
Presidents of state Professional Associations
  Brad Brush
  Ohio ?
  Wisconsin ?
  Wyoming ?
Attorney?
Executive Directors of Regional Networks
  Theresa Todd, Texas
  ????
Michael Nuno, Cornell (Dale)
Martha Holden, Cornell (Dale)
Alliance Representative
Children's Defense Fund (Dale)
CWLA (Frank/Mark)
Youth Today (Bill Trainer)