



CHILD & YOUTH CARE CERTIFICATION BOARD, Inc.

Promoting competent, caring, and compassionate Child and Youth Care professionals.

CYC Certification Renewal Form

Name: _____ Date: _____

My contact information has not changed (Do not complete contact information section below).

I am currently certified and am seeking to maintain my credential by filing a renewal before the 2-year anniversary date of the issue of my certificate. I am attaching any required documentation and a check or money order payable to CYCCB to cover the renewal fee.

For additional information on renewal requirements, visit the renewal section at www.cyccb.org.

CERTIFICATE I AM RENEWING:

Entry Level (CYC)

Associate Level (CYC-A)

Professional Level (CYC-P)

CONTACT INFORMATION (Please PRINT & only include information that HAS CHANGED)

Personal Email _____ Work Email _____

Phone (mobile) _____ Phone (home) _____ Phone (work) _____

Street address (home) _____

City _____ State (Prov) _____ Postal Code _____

Current employer: _____

Current position: _____

Street address (work) _____

City _____ State (Prov) _____ Postal Code _____

Return Form to:

CYCCB OFFICE, 1212 ORR STREET, COLLEGE STATION, TEXAS 77840 USA
(979) 764-7306 www.cyccb.org CYCoffice@youthworkacademy.org

City

State (Prov)

Postal Code

PAYMENT: (Please make payment by check or money order or pay on-line at www.cyccb.org)

\$35 USD (Entry or Associate Level)

\$50 USD or \$66 CAD (Professional Level)

I paid renewal fee at www.cyccb.org

CONTINUING EDUCATION (check the method you are using and attach documentation)

30 hours of continuing education meets this requirement **or** you can document completion of 2 of the 8 alternative activities.

- 30 hours of Continuing Education:** list the information on the CEU chart below and include documentation demonstrating attendance.

OR any 2 of the following

- Research:** Listing as an investigator or contributor to a research project related to child and youth care practice. (Demonstrated by a letter from principle investigator confirming role in project or copy of research document listing practitioner as contributor.)
- Training:** Conducting 10 hours of training relevant to child and youth care practice. (Demonstrated by a letter from supervising authority that training was conducted; training announcement or equivalent documentation.)
- Education:** Teaching a 3 credit hour college course relevant to child and youth care practice. (Demonstrated by a letter from university authority verifying the course, course catalog page, or brochure describing course.)
- Publication:** Publishing material relevant to child and youth care practice in a journal, or newsletter that meets reasonable standards for professional publication. (Demonstrated by submission of the material published or citation describing material.)
- Leadership:** Holding an office, committee membership or chairpersonship in a child and youth care organization; participating on a task force or committee (outside of the practitioner's employing organization) focused on child and youth care issues. (Demonstrated by a letter or document verifying participation from the sponsoring entity verifying participation or name printed in letterhead or brochure.)
- Presentations:** Presenting at a regional, state, provincial, national or international meeting or conference on a topic related to child and youth care practice. (Demonstrated by a letter of acceptance of presentation or announcement of

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PROFESSIONAL ENGAGEMENT (check the method you are using and attach documentation)

Membership in a professional association meets this requirement **or** you can document completion of 2 of the 8 alternative activities.

- Membership** in professional association
Name of association: _____
Proof of membership submitted: _____

OR any 2 of the following

- Research:** Listing as an investigator or contributor to a research project related to child and youth care practice. (Demonstrated by a letter from principle investigator confirming role in project or copy of research document listing practitioner as contributor.)
- Training:** Conducting 10 hours of training relevant to child and youth care practice. (Demonstrated by a letter from supervising authority that training was conducted; training announcement or equivalent documentation.)
- Education:** Teaching a 3 credit hour college course relevant to child and youth care practice. (Demonstrated by a letter from university authority verifying the course, course catalog page, or brochure describing course.)
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- Presentations:** Presenting at a regional, state, provincial, national or international meeting or conference on a topic related to child and youth care practice. (Demonstrated by a letter of acceptance of presentation or announcement of meeting listing presentation.)
- Portfolio Assessment:** Serving as a CYCCB portfolio assessor during the renewal period. Assessors earn 1 hour of CEU credit for each portfolio

reviewed (up to 8 hours/year). (Demonstrated by confirmation by the CYCCB Office.)

- Portfolio Assessor Training:** Completing the CYCCB portfolio assessor training earns 4 hours of CEU credit. (Demonstrated by a certificate of training completion issued by the CYCCB Office.)

With my signature below I confirm that I am not currently under investigation nor have I been convicted of any crimes that would cause me to be denied employment working with children, youth or families in the state or province where I live and work. (If you are unable to attest to this, please contact the CYCCB Office).

(Check this box if you are filing this form electronically and cannot provide an electronic signature) Please accept my typed name on the Print Name line instead of my signature.

Signature of Practitioner

Date

Print name

Revised 1/2019

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