



CYC

Entry Level CYC Certification

GENERAL DESCRIPTION

Entry level practitioners exhibit knowledge and skill levels comparable to beginners who are still engaged in learning fundamental skills and who will more fully develop into skillful professionals following additional knowledge and skill acquisition and supervised practice.

Certification at this level requires training in addition to that typically found in the general population of entry-level CYC practitioners.

The Entry Level CYC Certification offers an opportunity for practitioners entering the field to begin the process of career development. It is designed for practitioners who:

- Are engaged in basic training in child care and youth work,
- Are focused on learning fundamental practice skills,
- Work under the supervision of others with more advanced credentials,
- Have a minimum of one (1) year (2000 hours) experience working with children, youth and families,
- 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 Entry level exam with a score of 75% or higher, complete an Entry 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.

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EDUCATION AND EXPERIENCE

Applicants document one of the following:

| | Education 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 degree, certificate, or credentialing program. |
|--------------------------|--|--|
| <input type="checkbox"/> | No degree or relevant credential | 1 year / 2,000 hours |
| <input type="checkbox"/> | Child Development Associate (CDA) credential Or Indiana Youth Development (IYD) credential | No experience required |
| <input type="checkbox"/> | Any degree relevant to CYC practice (Associate, Bachelors, Masters, PhD) | No experience required |
| <input type="checkbox"/> | Any non-relevant degree (Associate, Bachelors, Masters, PhD) | 1 year / 2,000 hours |
| <input type="checkbox"/> | Provisional Certification (must meet all requirements except experience) | 200 hours minimum |

PROFESSIONAL TRAINING

Applicants document the following:

A minimum of 8 hours Child Guidance or Behavior Management Training completed within one year of applying for certification (8 hours minimum in Applied Developmental Practice domain).

A minimum of 3 hours Ethics Training based on the Standards for Practice of North American CYC Professionals or other code recognized within the child and youth care field. (3 hours minimum in the Professionalism domain).

Training is documented by a certificate of completion, class attendance record, employer training records, or college transcript which demonstrates attendance and completion of the hours claimed.

REFERENCES

Applicants submit the following references recommending the applicant for certification.

Two Colleague References
One Supervisor Reference

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.

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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 the 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 ENTRY LEVEL CYC CERTIFICATION

Provisional Entry Level CYC Certification is available for practitioners who meet all the requirements listed above with the exception of experience. Provisional applicants document a minimum of 200 hours of relevant experience to qualify.