



# 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](http://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)

Return Form to:

CYCCB OFFICE, 1212 ORR STREET, COLLEGE STATION, TEXAS 77840 USA  
(979) 764-7306 [www.cyccb.org](http://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](http://www.cyccb.org) )

- \$35 USD (Entry or Associate Level)
- \$50 USD or \$66 CAD (Professional Level)
- I paid renewal fee at [www.cyccb.org](http://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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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. No additional documentation is needed.)
  
- 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.)

**CEU Chart**

<i>Certification Domain (use numbers from below)</i>	<i>Name of Training</i>	<i>Date of Training</i>	<i># of Clock hours</i>	<i>Instructor Name</i>

**Certification Competency Domains:**

- 1 – Professionalism
- 2 – Cultural & Human Diversity
- 3 – Applied Human Development
- 4 – Relationship & Communication
- 5 – Developmental Practice Methods

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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.)
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*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).*

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*Signature of Practitioner*

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*Date*

*Revised 12/2017*

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