

**YOUTH
DEVELOPMENT
CREDENTIAL

RESOURCE FILE**

AUTOBIOGRAPHY

COMPETENCY GOAL I

***To establish and maintain a safe,
healthy, learning environment***

RESOURCE FILE #1

Complete reporting procedures and policies of your program on reporting suspected child abuse/neglect concerns.

Include the name and telephone number of the agency to which abuse/neglect should be reported.

RESOURCE FILE #2

Include the **original** CPR and first-aid certificate of completion from Red Cross or other certified agency. Certification must be current.

RESOURCE FILE #3

Provide a written copy of procedures for handling emergencies pertaining to illness and injury.

RESOURCE FILE #4

A. Obtain the name and address of a local agency and/or a website that provides information on nutrition for youth. (e.g. US Department of Agriculture Cooperative State Research, Education & Extension Service, the School Cafeteria). Include USDA guidelines and the serving sizes of meals and snacks for school aged children.

B. Obtain the name, address, and phone number of the state agency that reimburses for food served in school programs.

RESOURCE FILE #5

Provide a weekly snack menu.

RESOURCE FILE #6

Provide a daily program schedule.

RESOURCE FILE #7

Write an activity to use with program participants that promotes health/safety.

COMPETENCY GOAL II

*To advance physical and intellectual
competence*

RESOURCE FILE #8

Create a triple column chart, with vertical columns for 5 to 7 year olds, 8 to 10 year olds, 11-13 year olds, and 14-17 year olds.

In the first column, list the ages.

In the second column, list the developmental characteristics of each age group.

In the third column, include a statement of how staff can use this information to guide cognitive development.

RESOURCE FILE #9

Include an activity plan of an activity or game that promotes a physical skill and one that promotes creative competence for each of the following age groups: 5 to 7 year olds, 8 to 10 year olds, 11-13 year olds, and 14-17 year olds. Describe the materials used, the skills they encourage and how the children should play the game or carry-out the activity.
(Total: 8 activities/games)

RESOURCE FILE #10

Provide the titles, authors, publishers of:

- three age-appropriate poetry books,
- three folktales or tall stories,
- three play/skit books.

Indicate for which age group it is appropriate.

RESOURCE FILE #11

Provide the title and recording company for three (3) appropriate audio recordings.

RESOURCE FILE #12

Include a copy of your State's Learning Standards for schools.

COMPETENCY GOAL III

To support social and emotional development and to provide positive guidance.

RESOURCE FILE #13

Provide the titles and manufacturer of five board or table games that promote conversations.

RESOURCE FILE #14

Provide the titles, authors and publisher of a book in each of the following topics:

- divorce
- death
- remarriage
- drug issues

The copyright dates should be within the past 10 years, unless the book is a classic.

RESOURCE FILE #15

List five ways in which your program helps youth/children develop friendships and increase social skills.

RESOURCE FILE #16

A copy of the program's rules developed with input from children/youth and the consequences for breaking the rules.

Include a statement of how they were developed, how they encourage youth to do their best and how the rules help to foster self-discipline.

RESOURCE FILE #17

Develop a service project where youth work together, learning and developing new skills.

COMPETENCY GOAL IV

To establish positive and productive relationships with families

RESOURCE FILE #18

List five ways you support parents in your program.

RESOURCE FILE #19

Provide a photograph of your Parent Bulletin board.

COMPETENCY GOAL V

***To ensure a well-run, purposeful
program responsive to participant
needs***

RESOURCE FILE #20

Provide a sample of record-keeping forms used in the program including:

- accident report
- emergency form
- parent evaluation tool

RESOURCE FILE #21

Explain how you involve children/youth in program planning.

COMPETENCY GOAL VI

*To maintain a commitment to
professionalism*

RESOURCE FILE #22

Contact your state and/or national professional association and request information about membership.

Include the membership application.

RESOURCE FILE #23

Obtain contact information of two (2) agencies in the community that provided resources for children/youth with disabilities.