

Youth Development Credential Professional Resource File Distance Assessment Checklist

Candidate's Name _____

Candidate's SS# _____

Date _____

Advisor's Name _____

Advisor's Phone _____

Advisor's Email _____

Directions for scoring

- Competency Statements and Autobiography are not rated by advisor. Words are counted with that total listed on appropriate line.
- Numbered items are scored using a 1-3 rating
 - 3 – information completed as specified
 - 2 – partial information, with minor errors
 - 1 – not included or significant errors



Youth Development Credential
Professional Resource File - Advisor's Checklist

Candidate's Name _____

Autobiography (approximately 300 words)	<i>List number of words</i>	
Competency Statement I (200-500 words)	<i>List number of words</i>	
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.		
2. Include the original CPR and first-aid certificate of completion from Red Cross or other certified agency. Certification must be current.		
3. Provide a written copy of procedures for handling emergencies pertaining to illness and injury.		
4. <u>A.</u> 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.		
<u>B.</u> Obtain the name, address, and phone number of the state agency that reimburses for food served in school programs.		
5. Provide a weekly snack menu.		
6. Provide a daily program schedule.		
7. Write an activity to use with program participants that promotes health/safety.		
Competency Statement II (200-500 words)	<i>List number of words</i>	
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.		
9. Include an activity plan of an activity or game that promotes a <u>physical</u> skill and one that promotes <u>creative</u> 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)		

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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.	
11. Provide the title and recording company for three (3) appropriate audio recordings.	
12. Include a copy of your State's Learning Standards for schools.	
Competency Statement III (200-500 words) <i>List number of words</i>	
13. Provide the titles and manufacturer of five board or table games that promote conversations.	
14. Provide the titles, authors and publisher of a book in each of the following topics: divorce, death, remarriage, and drug issues. The copyright dates should be within the past 10 years.	
15. List five ways in which your program helps youth/children develop friendships and increase social skills.	
16. Provide a copy of the program's rules developed with input from the children and - the consequences of 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	
17. Develop a service project where youth work together, learning and developing new skills.	
Competency Statement IV (200-500 words) <i>List number of words</i>	
18. List five ways your support parents in your program.	
19. Provide a photograph of your Parent Bulletin Board	
Competency Statement V (200-500 words) <i>List number of words</i>	
20. Provide a sample of a record-keeping form used in the program; including accident report, emergency form, and parent evaluation tool. (1 of each listed forms equaling 3 forms)	
21. Explain how you involve children/youth in program planning.	
Competency Statement VI (200-500 words) <i>List number of words</i>	
22. Contact your state and/or national professional association and request information about membership. Include the membership application.	
23. Obtain contact information of two (2) agencies in the community that provide resources for children/youth with disabilities	

