



This checklist is designed to assist the Candidate in determining that they have completed all IYD Requirements and are ready to request an Assessment. This form can also be helpful in checking documents during the Assessment and once completed should be placed in the front of the Professional Resource File.

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## Candidate Checklist for Preparing for the IYD Assessment Alternate Process

### Education Requirements:

- I have an Associate Degree and have forwarded Official Transcripts to the YouthPRO office.
- I have a Bachelor Degree and have forwarded Official Transcripts to the YouthPRO office.
- I have a Master Degree and have forwarded Official Transcripts to the YouthPRO office.

### Specific Coursework to meet Education Requirements IYD Alternate Process:

- My degree included 12 Credits in Youth Development or a related field. Courses which relate to the Core Competencies are noted in the *Self-Assessment Form* and are listed below. (Use additional paper if needed.)  
Course Name/Number \_\_\_\_\_ Credits \_\_\_\_\_ Institution \_\_\_\_\_  
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Course Name/Number \_\_\_\_\_ Credits \_\_\_\_\_ Institution \_\_\_\_\_

#### OR

- Along with my degree noted above I have completed 180 hours of non-credit training and/or experience in Youth Development within the past 3 years that relate to the Core Competencies. Verification of training and/or experience is supported by documentation that is attached and has been forwarded to the YouthPRO office with my *Self-Assessment Form*.

#### OR

- Along with my degree noted above I have completed 20 Continuing Education Hours (CEH or CEU) within the past 3 years that relate to the Core Competencies. Verification of CEH/CEU is supported by documentation that is attached and has been forwarded to the YouthPRO office with my *Self-Assessment Form*.

### Training/ Experience Requirements:

- I have worked with children and/or youth (age 5 to 18) as an employee, volunteer or intern for at least 480 hours within the past 5 years.
- I have provided YouthPRO with verification of my experience/employment using check stubs and/or letter documenting my employment.
- I am a member of Indiana YouthPRO Association

### Additional Items

- Acknowledgement and permission from Program Director or Executive Director for the Assessment to occur on property (can be done by signing the *Assessment Request Form*.)
- Copy of original *Self-Assessment Form*
- Documentation that verifies course and/or training that has been completed since initial *Self-Assessment Form* was submitted.

Brief Essay: Essay of approximately 500 words that includes the following items:

- Brief autobiographical statement
- Brief description of program you are working in
- Explanation of why you are pursuing the IYD Credential
- Brief recognition of your strengths and weaknesses.



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**Competency Statements: Provide a brief statement (250 words or less) for 3 of the 6 items listed below.**

1. Competency Statement #1 - How basic theories of growth and development determine program planning and guidance practices.
2. Competency Statement #2 - Respect for Individuals and Communities in a Diverse Society
3. Competency Statement #3 - Providing a Safe, Healthy Learning Environment
4. Competency Statement #4 - Planning for Personal and Social Development
5. Competency Statement #5 - Planning for Cognitive, Language, Physical and Creative Development
6. Competency Statement #6 – Working Professionally and Ethically

**Resource Collection/Documentation (11 items):**

- Brief profile of community majority of participants come from (Families & Communities)
- Example of parent communication (Families and Communities)
- List of referral agencies/ resources in community (Families & Communities)
- Environmental Checklist (Safe, Healthy Learning Environment)
- Weekly planning document (Program Content/Curriculum)
- Examples of youth product in Creative Development and/or language/literacy learning: Video/Audio tapes, or snapshot album. (Program Content/Curriculum)
- Child abuse reporting information (Professionalism)
- Copy of Program policies (Professionalism)
- Sample accident/incident report forms (Professionalism)
- Letter of support/recommendation from your direct supervisor and co-worker(s) and certificates of completion/documentation of education and training. (Professionalism)

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Indiana YouthPRO Association is an equal opportunity/affirmative action non-profit organization