



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.

Candidate Checklist for Preparing for the IYD Assessment Standard Process

Education Requirements:

- I have a GED or High School Diploma and have sent a copy to the YouthPRO office
- I have completed coursework required and requested Official Transcripts from my school(s)

Course Work Requirements for Standard Process through Ivy Tech:

- Child Growth & Development – ECE 120
- Developmentally Appropriate Guidance in a Cultural Context – ECE 130
- School Age Programming – ECE 223
- Indiana Youth Development Process – ECE 115

Training/ Experience Requirements:

- I have worked 480 hours in an organized program environment that serves children or youth aged 5 to 18 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 have also completed the following training, college courses or significant experience to fulfill the final 45 hours. (Use extra paper as needed.)

_____ Date _____ Documented by _____
_____ Date _____ Documented by _____
_____ Date _____ Documented by _____
_____ Date _____ Documented by _____
_____ Date _____ Documented by _____

- I believe the above classes meet the criteria for Prior Learning Credit. I have submitted certificates or other documents to verify completion and content of courses to the YouthPRO office.
- I am a member of Indiana YouthPRO Association

Portfolio/Professional Resource File Items:

Make sure items below are in your Portfolio and/or Professional Resource File in the order provided.

Personal/ Program statements (4 items):

- Autobiography
- Purpose or Value Statement
- Documents are filed in my portfolio ready for the Assessment Team Meeting.
- Description of program candidate works in
- Self-assessment and professional development goal statements

Competency Statements (6 items):

- Competency Statement #1
- Competency Statement #2
- Competency Statement #3
- Documents are filed in my portfolio ready for the Assessment Team Meeting.
- Competency Statement #4
- Competency Statement #5
- Competency Statement #6

Resource Collection/Documentation (16 items):

- | | |
|--|--|
| <input type="checkbox"/> Case study of child w/ special needs | <input type="checkbox"/> List of referral agencies/ resources in community |
| <input type="checkbox"/> Certificates of completion | <input type="checkbox"/> Observation records-Gross and fine motor development |
| <input type="checkbox"/> Child abuse reporting information | <input type="checkbox"/> Observation tools |
| <input type="checkbox"/> Copy of Program policies | <input type="checkbox"/> Weekly planning document |
| <input type="checkbox"/> Environmental Checklist | <input type="checkbox"/> Profile of community majority of participants come from |
| <input type="checkbox"/> Example of parent communication | <input type="checkbox"/> Sample accident/incident report forms |
| <input type="checkbox"/> Examples of youth product(Creative): Video/Audio tapes, or snapshot album | <input type="checkbox"/> Testimonials from other staff member(s) |
| <input type="checkbox"/> Examples of youth products (Language Learning): Video/Audio Tapes or snapshot album | <input type="checkbox"/> Program/Agency Code of Ethics |
- Documents are filed in my portfolio ready for the Assessment Team Meeting

Complete Portfolio and Resource File

- Competency Goals are labeled and items are numbered/labeled for easy reference.
- Resource items are appropriate for the program setting and role within which I currently work.
- Personal statements authentically reflect my present skills, knowledge and attitudes.
- Advisor observations completed: Dates _____Advisor Observation Instrument is attached
- Assessment Request Form* has been completed and the *Self-Assessment Form* has been updated and both have been sent to YouthPRO for processing.

If asking for support from T.E.A.C.H. for the assessment fee please contact YouthPRO office for instructions or check the website for instructions.

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