



Renewal Process



First renewal is in three years of the initial award and five years for the second. The renewal process involves five steps:

1. The YOUTH PRO office will automatically send an expiration letter to the credentialed staff member three months prior to the expiration of the credential at which time s/he may request a renewal package. Included in the notice is a *request for renewal* package to be returned to the YOUTH PRO office by Credential holder.
2. Individual prepares the renewal application which includes
 - a. Updated autobiographical statement
 - b. Descriptions of the renewal Candidate's professional development in each of the 16 Competency Areas bases on the Profile recommendations of the Assessment Team.
 - c. *OR* Evidence of successful completed of at least one 3 credit college class in any area related to youth development.
 - d. A Five-Year Professional Development Plan which includes successful completion of at least one 3-credit class.
3. The Candidate mails a copy of the renewal application and Five-Year Professional Development Plan to the Credentialing Agency with the renewal fee of \$50.00 made out to Indiana School-Age Consortium.
4. YOUTH PRO contacts members of a Credential Review Panel with in twenty (20) working days of receipt of the package.
5. The Credential Review Panel is convened within sixty (60) working days of receipt of renewal package.
6. The Credential Review Panel reviews documentation and sends letter stating
 - a. Award is renewed along with updated credential certificate, or
 - b. Need for further information, or
 - c. Denial of renewal along with the YOUTH PRO Grievance/Complaint process
7. The Candidate is informed of the Panel's evaluation within ten (10) working days after the Panel's meeting. If Candidate is dissatisfied with the evaluation, she/he may appeal using the YOUTH PRO appeal process.