



CHILD & YOUTH CARE CERTIFICATION BOARD, Inc.

Promoting competent, caring, and compassionate Child and Youth Care professionals.

Becoming Certified

1. Schedule Testing

- On-line Testing is available in proctored sites.
 - Access test scheduling at:
 - Cost \$110.00 (pay when scheduling).
 - Payment can be made by credit card or purchase requisition.
- Written Testing is available in proctored sites.
 - Access test scheduling by calling CYCCB Office or by contacting local test proctor or test site.
 - Testing available in:
 - Wisconsin
 - New England
 - Ohio
 - Pennsylvania
 - Texas
 - Wyoming
 - Cost \$75.00 (pay when testing)
 - Payment can be made in cash or by check.
- Conference Testing is available through collaborating organizations nationally.
 - American Association of Children's Residential Centers (AACRC)
 - Texas Network of Youth Services (TNOYS)
 - Wyoming Association of CYC Professionals (WyACYCP)
 - Ohio Association of CYC Professionals (OACYCP)
 - University of Pittsburgh Summer Institute
 - 9th International Child and Youth Care Conference

2. Complete a "Request for Testing" Form

- On-line Testing: available at the beginning of the test session.
- Written Testing: available at the beginning of the test session.

3. Exam Preparation

- Currently no test preparation manual exists. This is expected to be available in 2010.
- CYCCB recommends reviewing the competencies that the certification program is based on. All competencies are assessed by the exam, supervisor assessment or portfolio.

4. Take and pass the 75-item scenario based exam

- Available on-line and in authorized testing sites.
- Test reports are issued within 2 weeks of testing indicating whether or not a passing score was achieved. On-line testing emails a test report at the end of the testing session.
- Practitioners who fail the test can retest.

5. Submit an application documenting: (application available at www.acycp.org)

- Education & Experience
 - Form provided in application packet.
 - Must document adequate experience and education.
- 2 Professional References
 - Form provided in application packet.
 - Submit 2 professional references.
 - References must indicate that the applicant is worthy of certification.
- 2 Supervisor Assessments
 - Form provided in application packet.
 - Submit Supervisor Assessments completed by 2 people who have supervised your practice.
 - Must achieve adequate scores and recommendations for certification from supervisors.
- 250 hours training in five (5) competency domains
 - Form provided to organize training hours.
 - Must attach documentation supporting hours: certified agency training record, college transcript, conference certificate, training certificate, etc.
- Membership in a professional association
 - Current membership certificate or other verification of membership.
- Commitment to follow ethics code
 - Signature on application form.
- Surveys relating to certification process
 - Forms provided in application packet.
 - Application survey (completed by applicant)
 - Supervisor Assessment survey (completed by 2 supervisors)
 - Portfolio survey (completed by applicant)
- Pay \$100 application processing fee (submit payment with application)

6. Submit electronic portfolio (available at www.acycp.org)

- Must be submitted electronically
- Must be committee reviewed and approved

7. Certification granted

- Application processed by office
 - Employment verified.
 - Paperwork complete.
 - Supporting documentation adequate.
 - Supervisor Assessments support certification.
 - Professional membership verified.
- Portfolio committee approved
- Provisional Certification is available for graduates of CYC related programs; must include coursework that reflects five (5) competency domains; all certification requirements must be met except experience, references and supervisor assessment.
- Beginning in 2012, the minimum educational requirement will be a baccalaureate degree.