

Missouri Coalition of Children's Agencies

Child & Youth Care Worker Certification Program



Revised Application for

Senior Level Master Level
Maintain Master Level

Effective January 1, 2008

Missouri Coalition of Children's Agencies Child and Youth Care Worker Code of Ethics

Through our own lives, our conduct, ethics and integrity we will provide to the children and youth in our care wholesome examples of caring and concerned adults.

We will protect children and youth in our care from abuse and maltreatment and shall bring to account any person who thwarts that purpose.

We will make every effort to provide a non-punitive, therapeutic atmosphere in which care and personal integrity are emphasized.

We will work diligently to assist each child and youth to thrive in a well-structured, responsible atmosphere.

We will provide every opportunity for children and youth to learn and to develop their talents to the greatest extent possible.

We will accord to every child and youth in our care our full respect as individuals, the full rights guaranteed to all citizens, while teaching them to respect the rights of others and the responsibilities as well as the privileges of citizenship.

We will respect the uniqueness of each child and youth, his or her race, culture and religion, while instilling a sense of dignity, self-worth and individuality.

We will nurture in each child and youth the spiritual and moral ethics appropriate to background and religious heritage.

We will plan carefully and realistically with, and for, each child and youth and, when available with the family.

We will strive diligently to instruct each child and youth in accord with their age and needs, appropriate life skills.

We will work in concert with all fellow employees to enhance the care and treatment of our children and youth.

We will review constantly our services and skills for relevance and effectiveness and strive to enhance our own talents, techniques, education and compassion to serve better the children and youth for whom we are responsible.

We will use our knowledge and influence, as advocates for children and youth, to improve social conditions and develop resources beneficial to children and to the strengthening of family life.

**Child & Youth Care Worker Certification
2008 Advanced Application – Master/Senior Level**

Use this form to maintain your current level of certification or to move up a level

Name (Print Clearly) _____	Social Security Number _____
Email _____	Dates of Employment _____
Work Phone _____	Home Phone _____
Current Employer _____	
Work Address _____	
_____	City _____ State _____ Zip _____
Home Address _____	
_____	City _____ State _____ Zip _____
Current Level of Certification _____	Date Approved _____ (mm/dd/yy)

WORK HISTORY

Employer	Address	Dates of Employment

THERE IS A 90 DAY GRACE PERIOD TO RENEW CERTIFICATION BEFORE IT EXPIRES

REQUEST FOR APPROVAL OF CERTIFICATION

I hereby certify, by my signature below, that I have completed all mandatory courses and hold a valid card for each and have met all requirements for the certification for which I am applying. I hereby certify, by my signature, that I have read, understand and will continue to adhere to the MCCA Code of Ethics. I understand that failure to adhere to the Code of Ethics will be just cause for forfeiture of certification.

MARK THE CATEGORY THAT DESCRIBES THE LEVEL YOU ARE APPLYING FOR AT THIS TIME.

- Certified *SENIOR* Child and Youth Care Worker: I have been certified as a Basic Level Child and Youth Care Worker and have worked for 12 months in child care. The total number of hours must equal or exceed 40. Hours apply if completed since last certification date or if unused within the last 12 months.
- Certified *MASTER* Child and Youth Care Worker: I have been certified at the Senior or Master Level and have worked for 2 years in child care. The total number of hours must equal or exceed 40. Hours apply if completed since last certification date or if unused within the last 12 months.
- MAINTENANCE*: I have a valid certificate and I have completed at least 40 hours of training in the past year.

Signature of applicant _____ Date _____

I have reviewed this application for accuracy of information and meeting of criteria standards for CYCW certification.

Agency Representative or Directors Signature _____ Title _____

CERTIFICATION :

____ Approved ____ Senior ____ Master ____ Maintain Level ____ Return Application

Reason _____

In the table below is a list of mandatory training for child care workers that must be kept current. Please complete the table. A MAXIMUM OF 20 HOURS WILL APPLY TOWARD THE TOTAL NUMBER OF 40 REQUIRED HOURS.

REQUIRED COURSES (Hours Required for Course)		INSTRUCTOR	SITE OF TRAINING	DATE COMPLETED	DATE EXPIRES	ACTUAL HOURS ATTENDED
Adult CPR	Hours Apply ONLY IF completed since last certification date					
Infant & Child CPR						
First Aid						
OSHA/Bloodborne Pathogens (1hr) **						
Approved Therapeutic Crisis Intervention (1hr)						
Medication Cert Renewal (1 hr)						
Psychotropic Medication (1hr)						
Suicide Prevention (1hr)						

ADVANCED PROFESSIONAL CURRICULUM

Below is a list of topic areas. **A maximum of 5 hours in each topic area will be accepted. Be sure to fill in at least one training in each of the "MUST CHOOSE" Categories that are shaded below.**

TOPIC AREA	TRAINER	TRAINING SITE	DATE (S)	COURSE NAME OR DESCRIPTION	# OF ACTUAL HOURS
PROFESSIONALISM/ ROLE IN FACILITY	MUST CHOOSE 1 OR MORE IN THIS SECTION				
Self esteem					
Body language					
Personality types					
Strength/growth needs					
Personal values					
Professional role dynamics					
Other					
GROUP LIVING DYNAMICS	MUST CHOOSE 1 OR MORE IN THIS SECTION				
Group dynamics					
Home routine					
Mealtimes/bedtimes					
Health/safety policy, disaster preparedness					
Basic life skills					
Transitional living skills					
Other					
BEHAV. MAN. TECHNIQUES	MUST CHOOSE 1 OR MORE IN THIS SECTION				
Identifying behaviors					
Recording behaviors					
Strength based behavior management strategies					
Positive leadership					
Verbal de-escalation					
Natural & logical consequences					
Other					

TOPIC AREA	TRAINER	TRAINING SITE	DATE (S)	COURSE NAME/ DESCRIPTION	# OF ACTUAL HOURS
TEAMWORK/INTERPERSONAL COMMUNICATION	<u>MUST</u> CHOOSE 1 OR MORE IN THIS SECTION				
Listening skills					
Team building					
Record keeping					
Communication skills					
Stress management					
Other					
WORKING WITH FAMILIES	<u>MUST</u> CHOOSE 1 OR MORE IN THIS SECTION				
Family dynamics					
Role of family member					
Family relationship skills					
Family role in treatment					
Cultivating family strengths					
Cultural diversity					
Other					
LEGAL ISSUES	MAY CHOOSE 1 OR MORE				
Legal constraints/professional ethics					
Agency policies/procedures					
Child abuse/neglect & mandatory reporting					
Juvenile justice system, laws, court					
Confidentiality					
Other					
RECREATION ACTIVITIES	MAY CHOOSE 1 OR MORE				
Recreational needs of children					
Types of activities					
Recreational/activity planning					
Safety guidelines					
Age appropriate activities					
Other					
HUMAN SEXUALITY	MAY CHOOSE 1 OR MORE				
Sex education					
Stages of development					
Sexually transmitted diseases					
Birth control					
Impact of media, peers, stereotypes					
Other					

TOPIC AREA	TRAINER	TRAINING SITE	DATE (S)	COURSE NAME/ OR DESCRIPTION	# OF ACTUAL HOURS
TREATMENT PLANNING	MAY CHOOSE 1 OR MORE				
Observation technique					
Recording behavior					
Strength based treatment goals					
Other					
HEALTH AND NUTRITION	MAY CHOOSE 1 OR MORE				
Nutritional needs of child					
Sickness and infection					
Eating disorders					
Health needs of child					
Contagious diseases					
Substance abuse					
Other					
CHILD DEVELOPMENT	MAY CHOOSE 1 OR MORE				
Stages of development					
Developmental delays					
How events impact critical stages of development					
Emotional development					
Other					
SOCIAL ISSUES	MAY CHOOSE 1 OR MORE				
Social pressures on client					
Relationship skills					
Impact of culture, race, economy on client's beliefs & value systems					
Morals/moral development					
Stereotypes					
Cultural diversity					
Other					
BEHAVIOR ADJUSTMENT	MAY CHOOSE 1 OR MORE				
Age appropriate behavior					
Coping behavior					
Impact of child abuse/neglect					
Reframing strategies					
Other					
			40 Total hours required	Total actual hours	

2008 CHILD & YOUTH CARE WORKER ADVANCED CERTIFICATION
Instructions & Checklist

- ❑ Only applications with an effective date of January 1, 2008 will be accepted.
- ❑ Applications must be printed legibly in black ink or typed, and all pertinent information about the training must be filled in. All training must be current when submitted.
- ❑ Personal information & work history must be complete. Current employment is not necessary under work history.
- ❑ Application must be signed on page 1 by employee and supervisor, or training coordinator
- ❑ Must be a Basic child care worker for a minimum of 6 months before applying for Senior level. Must be a Senior child care worker for a minimum of 6 months before applying for Master level.
- ❑ To stay current with their certification, certified Child Care Workers must progress to next level of Certification or maintain their Master Certification annually or their current level of certification expires.
- ❑ There is a 90-day grace period to renew certification. After 90 days, you must reapply at the next lowest level. (I.e. If your Basic certification has expired, you must reapply at the Basic level. If your Master's maintenance level has expired you must reapply at the senior level.) In the event of extenuating circumstances, please contact the MCCA office.
- ❑ Training can only count on one application; you cannot count it for a Senior application and then again toward a Master application.
- ❑ Previous application is included, if training is used that is prior to the approval date of your last certification.
- ❑ Course hours can be broken into use in other categories or sections if needed.
- ❑ Copies of the cards/certificates must accompany the application for the following training: CPR, First Aid, Medication Certification/Re-certification, and Approved Therapeutic Crisis Intervention. This includes, but is not limited to: SCM, CPI, Mandt, Oklahoma. Please check with MCCA if there is a question about your particular crisis intervention training.
- ❑ College courses are acceptable provided that they have been taken within the last 24 months and have not been previously submitted. There is a 5-hour maximum per college course.
- ❑ Video tapes and manuals without an instructor can not be used as a primary source of training except in the case of Child Abuse/Mandatory Reporting Law and OSHA/Bloodborne Pathogens. Video clips may be used to enhance live training.
- ❑ Training "completed date" must be filled in.

I have reviewed the attached application and verified that it meets the above guidelines and other criteria stated on the application.

Agency Representative's Signature: _____

**Achievement of Senior, Master, or Master Maintenance Level Certification
does not indicate mastery in the profession of childcare work.
Certification only indicates completion of minimum required training hours.**