

2018

New Hampshire Afterschool
Professional Development
System Guidebook

NHAPDS



The 2018 revision of the NHAPDS is possible due to the commitment, dedication, and perseverance of the Program Quality Subcommittee of the NH Afterschool Network. The Subcommittee worked diligently over many months. Special thanks to the individuals on the Program Quality Subcommittee and their organizations that supported them:

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Welcome to the New Hampshire Afterschool Professional Development System

November, 2018

Dear Afterschool Professional,

In 2010, the Child Development Bureau launched the *New Hampshire Afterschool Professional Development System*. In the last eight years, more than 630 afterschool credentials have been awarded.

The New Hampshire Afterschool Professional Development System (NHAPDS) is designed to recognize the education, experience, skills and talents of those working in out of school time programs. It also is intended to support the ongoing professional development of afterschool professionals, particularly given the strong link of staff development to higher quality programs and positive youth outcomes.

The NHAPDS was first revised in 2013. This second revision of the NHAPDS includes updates to the credential lattices, allowing for more individuals to enter the system. Additionally, the revision provides for better alignment with the New Hampshire Child Care Licensing Rules and the changes to the requirements for professional development at all levels. Education and training continue to be vital in the growth and quality improvement of our professional workforce.

New in this revision is the Leadership Endorsement. This provides an opportunity to recognize individuals who have demonstrated leadership skills at all levels of the credential lattices.

Nationally, there is a growing commitment to the importance of professional development. Several states have credential systems, some required, others voluntary. The NH system is voluntary and is based on the following criteria:

- Education and Specialized Coursework
- Work Experience
- Ongoing Professional Development
- Professional Activities

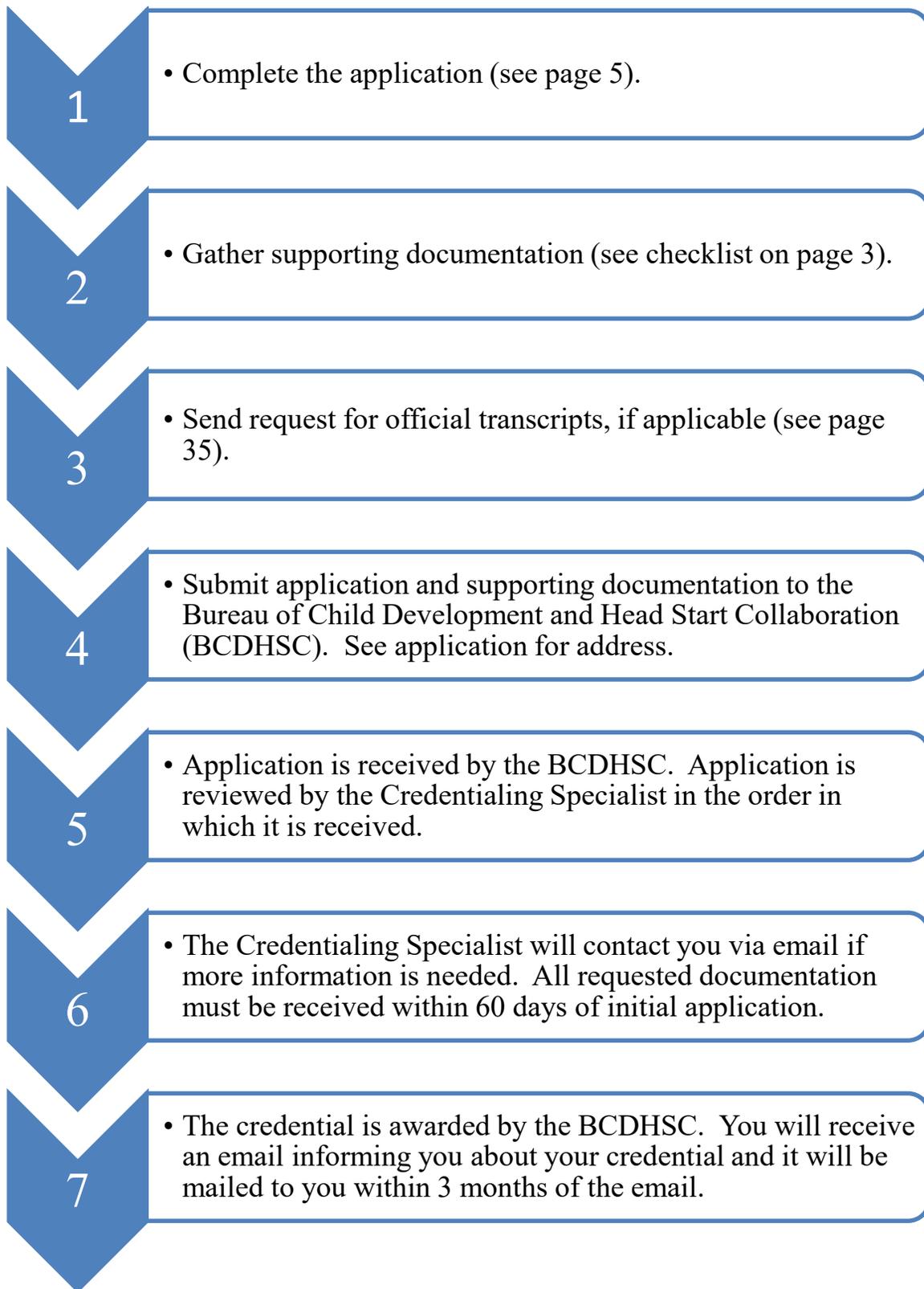
The information and documents contained within this packet are meant to provide a process for attaining a New Hampshire Afterschool Credential.

The Afterschool Credential serves as a visible achievement of an individual's professionalism and commitment to the field. Individuals are encouraged to display his or her credential openly and proudly. This serves as a way to start the conversation about the professional requirements needed in the afterschool field in order to achieve positive outcomes for children and youth.

Sincerely,

The Program Quality Subcommittee of the NH Afterschool Network (NHAN)

Process for Receiving a Credential



Afterschool Credential Application Checklist

Before submitting your application, please review the checklist to ensure your application is complete.

Application:

- Credential application, signed and dated
- Check, made payable to: Treasurer, State of NH (see front of application for amount)
- Current resume
- Submit completed application and all supporting documentation to:
DHHS/DEHS/Bureau of Child Development and Head Start Collaboration
ATTN: Credentialing Specialist
129 Pleasant Street
Concord, NH 03301

Education or Specialized Coursework (*see lattices for requirements*):

- Documentation of Afterschool Orientation completion
- Copy of high school diploma, or GED or HiSET
- Official transcripts, in an original sealed envelope or electronically from the college or universities registrar's office, must be provided to the Credentialing Specialist at the Bureau of Child Development and Head Start Collaboration

OR

- Documentation of completion of the Afterschool Basics
- Copy of current NH Para II Certificate
- Copy of appropriate Certificate

Work experience:

- Third-party documentation (see Work Verification Letter in Appendix) from present and past employers to document the relevant work or volunteer experience listed.
- For Afterschool Master Professional Workshop Trainer, Faculty or Allied Professional, work experience may be documented by training certificates listing the individual as the presenter/trainer or by college faculty supervisor verification of course work taught.

Ongoing Professional Development (initial application):

- Submit documentation of the required number of hours of training within the last 12 months. Documentation includes copies of certificates from trainings or a Training Transcript from the NH Professional Registry. This may include 6 hours of self-study (see Appendix). **Do not submit more than the required number hours indicated in the lattice.**

Ongoing Professional Development (renewal application):

- Submit documentation of the required number of hours of training within the last 3 years. Documentation includes copies of certificates from trainings or a Training Transcript from the NH Professional Registry. This may include 6 hours of self-study per year (see Self-Study Template in Appendix). **Do not submit more than the required number of hours.**

Professional Activities:

- Copy of Professional Activities Matrix and the required documentation for activities completed.

For additional assistance, please contact the Credentialing Specialist at 603-271-4684 or the ACROSS NH Project Director at 603-206-6800.

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NH Afterschool Credential Application

I. APPLICATION INFORMATION

Please print the fee in the box to the left of each credential for which you are applying. Credential level is dependent on qualifications and will be determined by the Credentialing Specialist.

CREENTIAL

	NH Afterschool Direct Service		
	NH Afterschool Administrator		
	NH Afterschool Master Professional (check all that apply):		
<input type="checkbox"/>	Program Mentor	<input type="checkbox"/>	Faculty
<input type="checkbox"/>	Workshop Trainer	<input type="checkbox"/>	Allied Professional
	NH Afterschool Leadership Endorsement		

- | | |
|--|---|
| <input type="checkbox"/> New Credential (\$15.00)/credential | <input type="checkbox"/> Application for Renewal (\$10.00)/credential |
| <input type="checkbox"/> Expired Credential (\$15.00)/credential | <input type="checkbox"/> Leadership Endorsement (\$5.00) |
| <input type="checkbox"/> Credential Reprint (\$3.00)/credential | |

Make checks payable to: Treasurer, State of NH

II. PERSONAL INFORMATION

Name:

(Please print your name exactly as you want it to appear on your credential)

Other name/s in which information may be received - maiden name, etc.

Mailing Address:

E-mail:

Primary Telephone: ()

Work Telephone: ()

III. EDUCATION and SPECIALIZED COURSEWORK

A copy of your high school diploma, GED or HiSET certificate may be required for some lattice levels. College coursework* must be completed at a regionally accredited institute of higher education. College transcripts must arrive in a sealed envelope or electronically from the college registrar's office.

*Refer to lattices and "Approved Coursework" for reference.

	<i>Institution</i>	<i>City/State</i>	<i>Date of Completion</i>
High School Diploma: or GED/HiSET:			
<i>Colleges/Universities</i>	<i>City/State</i>	<i>Dates of Attendance</i>	<i>Degree(s) Awarded (If Applicable)</i>

FOR OFFICE USE ONLY:

Date Application Received: _____ Date Payment Received: _____ Check # _____ Amount: _____

Credential(s) Awarded: _____ Date: _____ Expiration: _____

IV. EMPLOYMENT INFORMATION	
<i>Name of Program/Employer:</i>	
<i>Address:</i>	
<i>Phone number:</i>	
<input type="checkbox"/> <i>Full Time (Hours/week):</i> _____	<input type="checkbox"/> <i>Part Time (Hours/week):</i> _____

V. WORK EXPERIENCE
<p>Please attach:</p> <ul style="list-style-type: none"> • Your <i>updated</i> resume, including current position. • Work verification letter(s) (see Appendix).

VI. ONGOING PROFESSIONAL DEVELOPMENT
<p><i>Please attach a copy of your NH Professional Registry Training Transcript or copies of training certificates including dates, length of training, and training title. The presenter or host agency must sign certificates. Only submit documentation for the number of hours required for the credential for which you are applying.</i></p>

VII. PROFESSIONAL ACTIVITIES
<p><i>Please attach a copy of the Professional Activities Matrix and the required documentation for activities completed (please only copy the pages that have an activity you completed).</i></p>

The information presented in this packet is complete and accurate to the best of my knowledge.

Signature: _____ Date: _____

Education and Specialized Coursework require official college transcripts. Both carry no time limit.

Work experience is time spent working in an afterschool setting. Work experience requires third party documentation, such as the **Employment Verification** letter in the Appendix. It carries no time limit.

Ongoing professional development requires documentation and should be completed one year prior to your initial credential application date.

See the **Professional Activities Matrix** for options.

The Afterschool Credential is valid for **three** years. Renewal criteria are also listed on the lattices.

Please contact the Credentialing Specialist at 603-271-4684 with questions or if assistance is needed to complete the application.

Mail completed application and supporting documents to:

DHHS/DEHS/Bureau of Child Development and Head Start Collaboration
ATTN: Credentialing Specialist
129 Pleasant Street
Concord, NH 03301

Please Note: All supporting credential documentation must be received within 60 days of your initial credential application.

NH Afterschool Credential Approved Coursework Guidelines

The NHASPDs requires specific education and specialized coursework completed at regionally accredited colleges. To determine if the college or university attended is regionally accredited:

- a) Visit this website: <https://ope.ed.gov/ACCREDITATION/SEARCH.ASPX>
- b) Here is a description of what qualifies as regionally accredited (first list):
<https://ope.ed.gov/ACCREDITATION/Agencies.aspx>

All approved coursework must focus on content specific to school age children (K – grade 12). Below are some examples of courses that meet Core Knowledge Areas in Afterschool. Some key words to look for in course descriptions are listed below this chart. It's also a good idea to review core course requirements for courses in degrees such as, but not limited to: Youth Development, Recreation, Family Science or Family Studies, Education, Educational Leadership, and Childhood Studies.

Afterschool Core Knowledge Areas	College Courses with Content in:
Child/Youth Growth & Development	Development, Youth, Adolescent, Life Span, Growth, Literacy, Exceptionality, Learning Disabilities, Behavior
Learning Environment and Curriculum	Curriculum Development, Learning Environment, Theories of Learning, Adventure or Physical Education, Recreation, Literacy, Math, Science, Arts, Kinesiology, Sport and Exercise, Technology, Experiential Learning
Child/Youth Observation and Assessment	Observation Techniques, Assessment Tools, Child or Youth Development
Interactions with Children and Youth	Relationship Building, Communication, Child Development, Coping Mechanisms, Peer Interaction
Youth Engagement	Development of Child Leadership and Voice, Child-directed Learning, Project-based Learning, Learning Environments
Cultural Competency and Responsiveness	Diversity, Inclusion, Special Education, Classroom Integration, Human Relations, Exceptionalities
Family, School, and Community Relationships	Organizations, Nature of Education, Diversity, Learning Communities, Families, Schools, Community, Society, Service Learning, Parenting, Life Span Development
Safety and Wellness	Prevention, Health, Wellness, Safety, Administration, Emergency Planning, Nutrition
Program Planning and Development	Learning Resources, Relationships, Community, Professionalism, Development
Professional Development and Leadership	Leadership, Group Management, Administration, Organizing, Supervising, Advocacy, Policy, Systems, Fundraising, Budgeting, Mentoring

Key Terms (this is not an exhaustive list): youth, school age, adolescent, juvenile, families, schools, community, education, sport, adventure, recreation, physical education, culture, kinesiology, student, and child. If you are unsure if a course will be accepted, please send a copy of the course description to the Credentialing Specialist for review and approval.

Introduction to the Afterschool Core Knowledge Areas (CKAs)

The Core Knowledge Areas (CKAs) constitute the body of knowledge that defines the afterschool profession. The National AfterSchool Association (NAA) notes:

All professional societies share common characteristics. Among them are a body of knowledge and skills, culture, a code of ethics, and public recognition. The NAA Core Knowledge and Competencies enable afterschool and youth development practitioners to demonstrate expertise and gain a higher level of recognition within their communities.

In this 2018 revision, NH continues to recognize the 10 content areas developed by the NAA and (National Institute for Out of School Time) NIOST. They are:

1. Child/Youth Growth and Development
2. Learning Environments and Curriculum
3. Child/Youth Observation and Assessment
4. Interactions with Children and Youth
5. Youth Engagement
6. Cultural Competency and Responsiveness
7. Family, School, and Community Relationships
8. Safety and Wellness
9. Program Planning and Development
10. Professional Development and Leadership

For more information about how the content areas are demonstrated in the afterschool field, please visit <https://naaweb.org/resources/core-competencies>



Introduction to Credential Lattices

Credential lattices signify the roles of professionals in the afterschool field. Each lattice includes several levels or endorsements.

On each lattice, the title of the credential and the criteria needed to obtain that credential are listed. To the right of each criterion listed are the requirements for each level or endorsement. Criteria include the following categories:

- Education & Specialized Coursework
- Work Experience
- Ongoing Professional Development
- Professional Activities



NH Afterschool Direct Service Credential Lattice

		Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
Education & Specialized Coursework		NH Afterschool Orientation or appropriate substitute*	High School Diploma, HiSET, or GED	High School Diploma, HiSET, or GED AND 3 college credits in approved coursework OR completion of the Afterschool Basics	High School Diploma, HiSET, or GED AND 12 college credits in approved coursework	Minimum of an Associate's Degree in approved concentration OR Current NH Para II Certificate	Minimum of a Baccalaureate Degree in an approved concentration OR Recreation Director Certification OR Current NH Teacher's Certification
Work Experience**		N/A	250 hours	600 hours	1,000 hours	1,000 hours	1,000 hours
Ongoing Professional Development	Initial Application	3 hours in health and safety.	Minimum of 12 hours per year, which may include a maximum of 6 hours of self-study.	Minimum of 12 hours per year, which may include a maximum of 6 hours of self-study.	Minimum of 18 hours per year, which may include a maximum of 6 hours of self-study.	Minimum of 18 hours per year, which may include a maximum of 6 hours of self-study.	Minimum of 18 hours per year, which may include a maximum of 6 hours of self-study.
	Renewal Application	N/A	36	36	54	54	54
Professional Activities	Initial Application	Optional	1	1	2	2	2
	Renewal Application	N/A	3	3	6	6	6

*Guidelines for an appropriate substitute can be found in the Appendix.

**Work experience must be completed in an Afterschool (AS) setting. 1 month = 1 month working a minimum average of 12 hours per week (industry standard in AS)

NH Afterschool Administrator Credential Lattice

		Level 1	Level 2	Level 3	Level 4
Education & Specialized Coursework		Certification of successful completion of training as a recreation director <p style="text-align: center;">OR</p> A total of 6 credits in child development, education, recreation, or other field of study focused on children, from a regionally accredited college <p style="text-align: center;">OR</p> Current NH Para II Certificate	Minimum of an Associate's Degree including 12 college credits in approved coursework <p style="text-align: center;">OR</p> 60 college credits including 12 college credits in approved coursework	Minimum of Baccalaureate Degree in an approved concentration <p style="text-align: center;">OR</p> Baccalaureate Degree including 12 college credits in approved coursework Degrees or coursework at this level must include 3 College credits in Program Administration or Leadership	Minimum of a Master's Degree in an approved concentration <p style="text-align: center;">OR</p> Master's Degree including 15 college credits in approved coursework Degrees or coursework at this level must include: 6 college credits in Program Administration or Leadership
Work Experience*		1,000 hours	1,000 hours	1,500 hours	2,000 hours
Supervisory Experience**		250 hours	500 hours	750 hours	1,000 hours
Ongoing Professional Development	Initial Application	Minimum of 18 hours per year, which may include up to 6 hours of self-study	Minimum of 18 hours per year, which may include up to 6 hours of self-study	Minimum of 18 hours per year, which may include up to 6 hours of self-study	Minimum of 18 hours per year, which may include up to 6 hours of self-study
	Renewal Application	54	54	54	54
Professional Activities	Initial Application	2	3	4	4
	Renewal Application	6	9	12	12

*Work experience must be completed in an Afterschool (AS) setting. 1 month = 1 month working a minimum average of 12 hours per week (industry standard in AS)

**Supervisory Experience means having job responsibilities that include program administration and oversight of program staff. This experience may be part of your overall work experience hours.

NH Afterschool Master Professional Credential Lattice

		Program Mentor provides technical assistance and consultation		Workshop Trainer	Faculty	Allied Professional
Education & Specialized Coursework		A minimum of an Associate's Degree in an approved concentration	A minimum of a Baccalaureate Degree in approved concentration	A minimum of a Baccalaureate Degree in approved concentration	A minimum of a Master's Degree in an approved concentration	A minimum of a Baccalaureate Degree in field of study appropriate to specialization
		OR	OR	OR	OR	AND
		60 college credits, 24 of which are in approved course work.	A minimum of a Baccalaureate Degree including 24 credits in approved coursework	A minimum of a Baccalaureate Degree including 24 credits in approved coursework	A minimum of a Master's Degree with 24 credits in approved coursework	If applicable, current license or certification in professional specialization
Work Experience*		5 years with at least 3 years in a supervisory** or leadership role	3 years with at least 2 years in a supervisory** or leadership role	3 years with or on behalf of children or youth	5 years	3 years in field of specialization
				AND	WITH	OR
				Planning and implementation of at least 12 hours of group training of adults over a 1 year period	One of the following: Planning and implementation of at least 24 hours of group training of adults over a 2 year period	3 years experience working with or on behalf of children
				OR	OR	AND one of the following:
				Successful completion of an approved trainer development program.	Successful completion of an approved trainer development program	Planning and implementation of at least 12 hours of group training of adults over a 1 year period in field of specialization
					AND	OR
					An additional 12 hours of trainings as a presenter following the trainer development program.	Successful completion of an approved trainer development program
Ongoing Professional Development	Initial Application	Minimum of 18 hours per year, which may include a maximum of 6 hours of self-study	Minimum of 18 hours per year, which may include a maximum of 6 hours of self-study	Minimum of 18 hours per year, which may include a maximum of 6 hours of self-study	Minimum of 18 hours per year, which may include a maximum of 6 hours of self-study	Minimum of 6 hours per year in afterschool or field of specialty
	Renewal Application	54	54	54	54	18
Professional Activities	Initial Application	3	3	3	4	3
	Renewal Application	9	9	9	12	9

*Work experience must be completed in an Afterschool (AS) setting. 1 month = 1 month working a minimum average of 12 hours per week (industry standard in AS)

**Supervisory means having job responsibilities that include program administration and oversight of program staff.

NH Afterschool Leadership Endorsement

*You must hold a current Afterschool Credential. A Leadership Endorsement can be added to any Afterschool Credential and requires Professional Activities with a Leadership Focus** and Professional Development with a focus on Leadership Development****

		Leadership Level 1	Leadership Level 2	Leadership Level 3	Leadership Level 4	Leadership Level 5
Work Experience*		5 years	7 years	10 years	12 years	15 years
Ongoing Professional Development	Initial Application	3 hours focused on leadership development	5 hours focused on leadership development	7 hours focused on leadership development	10 hours focused on leadership development	12 hours focused on leadership development
	Renewal Application	9 hours focused on leadership development	15 hours focused on leadership development	21 hours focused on leadership development	30 hours focused on leadership development	36 hours focused on leadership development
Professional Activities	Initial Application	3 Leadership focus	5 Leadership focus	7 Leadership focus	10 Leadership focus	12 Leadership focus
	Renewal Application	9 Leadership focus	15 Leadership focus	21 Leadership focus	30 Leadership focus	36 Leadership focus

*Work experience must be completed in an Afterschool setting. 1 month = 1 month working a minimum average of 12 hours per week (industry standard in AS)

**Professional Activities with a leadership focus are those in the Professional Development & Leadership Core Knowledge Area of the PA matrix.

***Leadership Development: any college course, workshop series, the ACROSS NH Leadership Institutes or web-based series focused on expanding the skills, qualities, and confidence of individuals to serve in leadership roles.

Introduction to Professional Activities (PA)

Professional Activities (PA) demonstrate an afterschool professional's expertise and commitment to the field. These activities may occur on the individual level or as part of a larger schoolage organization.

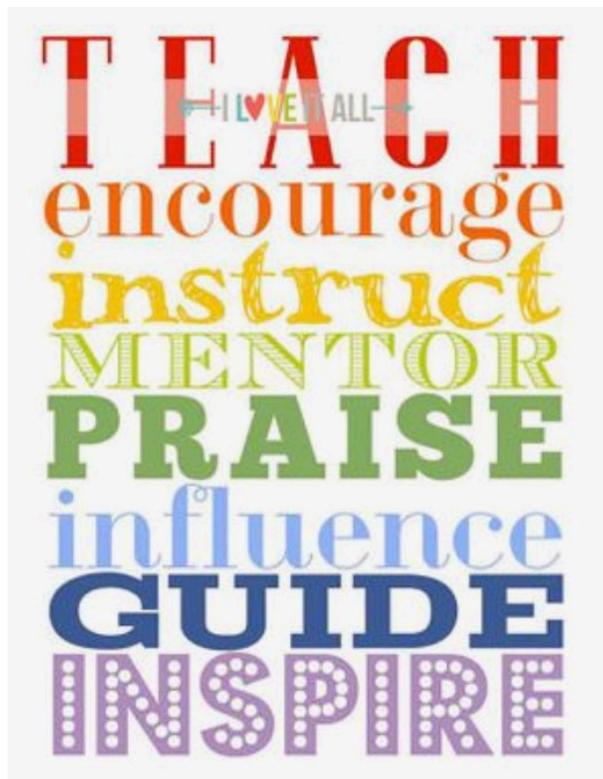
Professional Activities:

- Engage credential applicants in the broader aspect of afterschool programs;
- Increase the knowledge of everyone involved in afterschool programs including professionals, children and families; and
- Increase the knowledge within the greater community about the impact of afterschool programming.

The PA matrix following this introduction lists accepted Professional Activities. Each Professional Activity is assigned a number of units. Applicants must use this document to record their completed Professional Activities. The documentation needed to receive credit for each Professional Activity is listed on the matrix.

Professional Activities are required for every credential level, except Afterschool Direct Service, Level 1. Please see the credential lattices for the required number of units that must be submitted with the application.

Applicants must submit the PA matrix and the documentation listed to receive credit for the Professional Activities.



Professional Activities Matrix

CORE KNOWLEDGE AREA	ACTIVITY	UNITS	DOCUMENTATION	For Office Use Only
<i>Place a check mark in this column for the activities you have selected</i>			<i>For letters required to verify completion, please use Professional Activity Documentation in the Appendix</i>	
Child/Youth Growth and Development	<i>Knows the typical benchmarks for growth and development and uses this knowledge to provide a program that meets the multiple needs of children and youth</i>			
	Attend Afterschool Basics workshop on Child/Youth Growth and Development and complete the Afterschool Basics activity	1	NH Professional Registry Training Transcript	
	Personally receive observational feedback from a supervisor or mentor regarding an age appropriate activity demonstrated in the program	1	Letter from program director documenting this activity has been completed	
	Present a training (minimum of 2 hours) on Child/Youth Growth and Development	2	NH Professional Registry Training History record or certificate from sponsoring agency if not in the Registry	
	Design a series of activities that incorporate appropriate youth development for the ages served	3	Letter from program director documenting this activity has been completed	
Learning Environments and Curriculum	<i>Creates a high-quality learning environment and implements age-appropriate curricula and program activities</i>			
	Attend Afterschool Basics on Learning Environments & Curriculum and complete the Afterschool Basics activity	1	NH Professional Registry Training Transcript	
	Present a training (minimum of 2 hours) on Learning Environments & Curriculum	2	NH Professional Registry Training History record or certificate from sponsoring agency if not in the Registry	

	Make learning visible, using technology. Examples: Display board, a video, a slideshow of children and youth in action	2	Letter from program director documenting this activity has been completed	
	Develop an Afterschool Program STEAM curriculum that is age and developmentally appropriate and is incorporated in the program	3	Letter from program director documenting this activity has been completed	
	Complete a self-assessment of the School-Age Care Environment Rating Scale (SACERS)	3	Copy of the SACERS results page	
	Create a school-year long series of 6-8 week long clubs that are age and developmentally appropriate	4	Letter with highlights about the clubs signed by program director or peer (if program director)	
Child/Youth Observation and Assessment	<i>Understands and applies observation and assessment techniques and tools to meet individual needs</i>			
	Attend Afterschool Basics on Child/Youth Observation & Assessment and complete the Afterschool Basics activity	1	NH Professional Registry Training Transcript	
	Attend a child's IEP or 504 meeting with school personnel	1	Copy of letter from school personnel documenting attendance at IEP or 504 meeting	
	Create a behavior plan that addresses a child's challenging behavior	2	Letter from program director documenting this work has been completed	
	Present a training on Child/Youth Observation & Assessment (minimum of 2 hours)	2	NH Professional Registry Training History record or certificate from sponsoring agency if not in the Registry	
	Observe a child and create an activity that meets the child's individual needs	2	Letter from program director documenting this work has been completed	

Interactions with Children and Youth/Youth Engagement	<i>Recognizes the importance of relationships and communication in the practice of quality child and youth care and implements guidance techniques and strategies to support children and youth individually and in group experiences to develop self-regulation, self-concept, coping mechanisms, and positive interactions with their peers and adults. Acts in partnership with children and youth to foster appropriate child and youth leadership and voice</i>			
	Attend Afterschool Basics on Interactions with Children & Youth and complete the Afterschool Basics activity	1	NH Professional Registry Training Transcript	
	Attend Afterschool Basics on Youth Engagement and complete the Afterschool Basics activity	1	NH Professional Registry Training Transcript	
	Create a child and youth survey regarding your program environment and curriculum, asking for input on curriculum and clubs	1	Letter with highlights about the survey results	
	Support child and youth-led activities (ex, newsletter, operating a student store) for a minimum of 4 months	3	Letter with highlights about the activities signed by program director or peer (if program director)	
	Facilitate an ongoing leadership group with youth in the program for a minimum of 4 months	3	Letter from program director documenting this activity has been completed	
Cultural Competency and Responsiveness	<i>Actively promotes respect for cultural diversity and creates an inclusive, welcoming, and respectful environment that embraces diversity</i>			
	Attend Afterschool Basics on Cultural Competency & Responsiveness and complete the Afterschool Basics activity	1	NH Professional Registry Training Transcript	
	Present a training on cultural competency (minimum of 2 hours)	2	NH Professional Registry Training History record or certificate from sponsoring agency if not in the Registry	

	Develop a plan to incorporate cultural competencies in the program	2	Letter with highlights from the plan signed by program director or peer (if program director)	
	Develop program guidelines and documents that use non-discriminatory language	3	Letter listing guidelines and documents that is signed by program director or peer (if program director)	
	Attend a Train the Trainer on cultural competency	4	NH Professional Registry Training Transcript or Certificate of Attendance if not in the	
Family, School and Community Relationships	<i>Builds on respectful, reciprocal relationships across settings to promote optimal development for children, youth, and families and to enhance the quality of afterschool and youth services</i>			
	Attend Afterschool Basics on Family, School & Community Relationships and complete the Afterschool Basics activity	1	NH Professional Registry Training Transcript	
	Participate with a PTA/PTO or other parent/family engagement organizations	1	Letter from PTA or other organization officer documenting participation	
	Participate on a planning team for a Lights On! event	1	Documentation of event signed by program director or peer (if program director)	
	Plan and host a family night in your program	2	Flyer from the event signed by program director or peer (if program director)	
	Supervise high school students (1 semester)	2	Letter from high school placement teacher	
	Engage community partners in an AS activity or event	3	Documentation of activity or event signed by program director or peer (if program director)	
	Supervise college students officially placed in a practicum in your program (1 semester)	4	Letter from college placement teacher	
	Develop a community partnership and engagement plan for your program	4	Letter with highlights from the plan signed by program director or peer (if program director)	
Safety and Wellness	<i>Ensures the safety and wellness of children and youth by implementing prevention, preparedness, and health and safety practices</i>			

	Attend Afterschool Basics on Safety & Wellness and complete the Afterschool Basics activity	1	NH Professional Registry Training Transcript	
	Be a member of your organization's Joint Loss Committee	2	Letter from your employer documenting your role, as well as the dates of committee	
	Participate in your program's Emergency Operations Plan (EOP) development	2	A letter from your program director (or peer, if you are the director) documenting your participation	
	Present a Healthy Eating Physical Activity (HEPA) training (minimum of 2 hours)	2	NH Professional Registry Training History record or certificate from sponsoring agency if not in the Registry	
	Plan and host a family night reviewing your program's EOP	2	Flyer from the event signed by program director or peer (if program director)	
	Administer the CACFP (food program) for your afterschool program	3	A letter from your program director documenting you as the administrator	
	Lead the development of your program's EOP	4	Letter from the program director (or peer if you are the director) documenting your leadership role	
Program Planning and Development	<i>Supports staff and serves as a role model around professional development plans by building healthy relationships with colleagues and families, providing developmentally appropriate practices, and connecting with and utilizing resources.</i>			
	Attend Afterschool Basics on Program Planning & Development and complete the Afterschool Basics activity	1	NH Professional Registry Training Transcript	
	Hold current membership in a professional local, state or national organization supporting schoolage children and youth	1	Certificate, membership card, or letter of confirmation of membership from the organization	
	Create a year-long plan for professional development (PD) for your program	2	Copy of Program PD plan (see sample in Appendix)	

	Develop a handbook for staff or families	3	Letter from program director (or peer, if you are the director) documenting your role in the development of the handbook and table of contents	
	Lead your program through a program assessment	4	Letter from program director documenting your leadership role and assessment tool used	
	Assist in writing a grant proposal for your organization	4	Letter from program director documenting your role and grant name	
	Develop a family engagement plan for your program	4	Letter from the program director documenting your role and listing the highlights of the plan	
	Create a Program Systems/Operations Manual of policies and procedures for your organization	5	Letter from the program director documenting the satisfactory completion of the Operations Manual and a copy of the table of contents	
Professional Development and Leadership	<i>Acts ethically, is committed to continuous learning, and advocates for best practices and policies for children and youth.</i>			
	Attend Afterschool Basics on Professional Development & Leadership and complete the Afterschool Basics activity	1	NH Professional Registry Training Transcript	
	Attend a professional organization meeting related to schoolage children & youth	1	Certificate of attendance or letter from organization documenting your attendance	
	Attend a local, statewide, or regional afterschool or youth-related conference	1	NH Professional Registry Training History record or certificate from sponsoring agency if not in the Registry	
	Volunteer at a local, statewide, or regional afterschool, or youth-related conference	1	Letter from organization documenting your volunteer work	
	Create an individual Professional Development Plan based on the self-assessment of a minimum of 3 NAA Competencies	1	Copy of your Professional Development Plan (see template in Appendix)	
	Attend a national afterschool or youth-related conference	2	NH Professional Registry Training Transcript record or certificate from sponsoring agency if not in the Registry	

	Contribute written content to a relevant publication that is distributed locally or statewide	2	Letter of acceptance of your written content for the publication and/or link to the written content in the publication	
	Lead the planning team for your program's <i>Lights On!</i> Event	2	Letter from the program director (or peer if you are the director) documenting your leadership role	
	Lead the planning team for your program's Summer Learning Day event	2	Letter from the program director (or peer if you are the director) documenting your leadership role	
	Participate on a panel at a local, statewide, regional youth-related, or afterschool conference	2	Letter from organization documenting your participation or conference brochure indicating your participation	
	Lead the development of a staff orientation for your program, using the Afterschool Orientation Guidelines	3	Letter from the program director (or peer if you are the director) documenting your leadership role in the development of the orientation and copy of table of contents	
	Present a training at a local or statewide, or regional afterschool or youth-related conference	3	NH Professional Registry Training History record, certificate from sponsoring agency if not in the Registry, or letter of acceptance from the sponsoring agency	
	Participate on a panel at a national youth-related or afterschool conference	4	Letter from organization documenting your participation or conference brochure indicating your participation	
	Present a training at a national afterschool or youth-related conference	4	Certificate from sponsoring agency or letter of acceptance from the sponsoring agency	
	Publish in a professionally relevant publication or journal that is distributed nationally or is published in a professionally relevant book	4	Links to the publication, or copy of letter of acceptance of your written content for the publication	
	Edit, be a 'peer reviewer' or serve on an editorial board of a professionally relevant publication (book, journal) that is distributed nationally	4	Letter documenting your role from the publisher	

	Attend ACROSS NH Budgeting 101, including a final reflection	4	NH Professional Registry Training Transcript and a reflection signed by ACROSS NH Project Director	
	Serve as a validator for a quality assessment for another program	5	Documentation of your participation as a validator supplied by the organization overseeing the process	
	Actively participate on a national afterschool committee	5	Letter from organization documenting your committee participation and role	
	Actively participate on a New Hampshire Afterschool Network (NHAN) committee	5	Letter from organization documenting your committee participation and role	
	Participate on a national Peer Learning Community (PLC)	5	Letter from organization documenting your participation	
	Lead a committee for NHAN	6	Letter from organization documenting your committee participation	
	Complete the Level 1 Self-Assessment Tool for the Core Knowledge Areas and Competencies from the National Afterschool Association (NAA)	7	Action Plan from the Self-Assessment Tool, signed by director, coach, mentor	
	Complete the Level 2 Self-Assessment Tool for the Core Knowledge Areas and Competencies from the National Afterschool Association (NAA)	7	Action Plan from the Self-Assessment Tool, signed by director, coach, mentor	
	Complete the Level 3 Self-Assessment Tool for the Core Knowledge Areas and Competencies from the National Afterschool Association (NAA)	7	Action Plan from the Self-Assessment Tool, signed by director, coach, mentor	
	Complete the Level 4 Self-Assessment Tool for the Core Knowledge Areas and Competencies from the National Afterschool Association (NAA)	7	Action Plan from the Self-Assessment Tool, signed by director, coach, mentor	
	Complete the Level 5 Self-Assessment Tool for the Core Knowledge Areas and Competencies from the National Afterschool Association (NAA)	7	Action Plan from the Self-Assessment Tool, signed by director, coach, mentor	
	Be the primary writer of a grant for your program	8	Letter from your program documenting your role as the primary writer	

	Be a year-long mentor to an afterschool professional or program	8	Documentation of your work, including dates, from the program or the organization that contracted you to mentor	
	Complete ACROSS NH Leadership Institute 1, including a reflection	8	NH Professional Registry Training Transcript and a reflection signed by ACROSS NH Project Director	
	Complete ACROSS NH Leadership Institute 2, including a reflection	8	NH Professional Registry Training Transcript and a reflection signed by ACROSS NH Project Director	
	Hold the Chair position on a local or statewide afterschool or youth-related Board, including NHAN	8	Letter from organization documenting your committee participation	

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Glossary

ACROSS NH: a project of SERESC, contracted through the Bureau of Child Development and Head Start Collaboration to provide training and technical assistance to afterschool providers to improve quality, accessibility, and professionalism of afterschool in New Hampshire. www.acrossnh.org

Afterschool: term used to describe programs serving school age children, staff who work in these programs, and program activities outside of school time.

Afterschool Basics: a series of ten workshops that provide an overview of youth development and afterschool programming for youth from elementary to high school years, offered by ACROSS NH.

Afterschool Orientation: a three-hour overview of the philosophy of AS programs, CKAs, licensing rules, credentialing, and industry standards, offered by ACROSS NH; an appropriate substitute may be an afterschool program's own group orientation. See Appendix for guidelines.

Allied Professional: one who has completed training in a specialized field and wishes to contribute knowledge to the afterschool field.

Approved Concentration: specific degrees related to afterschool which are considered "terminal" or are accepted without further transcript review. These degrees for afterschool include but are not limited to degrees in Childhood Studies, Youth Development, Recreation, Family Sciences or Family Studies, Education (preschool through grade 12), and Educational Leadership/Administration.

Approved Coursework: credit-bearing courses consisting of afterschool content, offered through regionally accredited colleges (see "Approved Coursework" list).

Associate's Degree: college degree which represents a minimum of 60 credit hours or two years of full-time study.

Baccalaureate Degree: college degree which represents a minimum of 120 credit hours or four years of full-time study.

Child and Adult Care Food Program (CACFP): provides nutritious meals and snacks for eligible children and adults in care. <http://www.fns.usda.gov/cnd/care/>

Core Knowledge Areas (CKAs): the body of knowledge that defines the afterschool profession.

Credential: indicator of professional level of growth, a certificate/award that recognizes the recipient's qualifications and commitment to afterschool, or an Allied Professional.

Cultural Competencies: awareness and respect for family beliefs, traditions, values, and environmental factors that influence child and youth development.

Documentation: third-party evidence of qualifications in the form of official transcripts, copies of training certificates, copies of membership cards, letters signed by employers, and other evidence that demonstrates fulfillment of credential requirements.

Lattice: a framework of professional development criteria for credential levels/endorsements.

Leadership Development: any college course, workshop series, the ACROSS NH Leadership Institutes or web-based series focused on expanding the skills, qualities, and confidence of individuals to serve in leadership roles.

Glossary

Ongoing Professional Development: continuous face-to-face and/or web-based workshops, conferences, self-study, technical assistance, and coursework including evidence of content that focuses on the Core Knowledge Areas.

Professional Activity (PA): an activity in which one engages to give back to the afterschool community, which broadens one's own development.

Program Mentor: one who provides technical assistance to an afterschool program or individual, for the purpose of quality improvement.

Regionally Accredited Colleges and Universities: public and private degree-granting, two and four-year institutions which meet standards, undergo peer review, and maintain accreditation through periodic ongoing review.

Related Field: a specialized area of study, which has influence on or is influenced by children, youth, and/or families. A degree in a related field must include a minimum number of credits focused on content in one or more Core Knowledge Areas.

Self-Study: learning engaged by oneself, with no direct supervision or attendance in training or class, for one's own knowledge. (See "Self-Study" Appendix)

Technical Assistance (TA): specialized consultation provided to afterschool programs to address specific challenges and improve overall program quality.

Work Experience: documented experience working with or on behalf of children and families.

Youth Development: the process of social and emotional development and learning of school-age children and youth, which involves family and community.

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Please note: All forms are fillable online. You may fill them out online before printing.

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Work Verification Letter

Program Name:

Street Address:

Mailing Address:

Date:

Re: Work/volunteer verification for _____

Dear Credentialing Specialist:

This letter serves as verification of employment or volunteer hours, working with children, for _____, who was employed (or volunteered) at _____ from _____ to _____.

_____ worked with school-age children ranging in age from _____ to _____.

The position held was _____.

The average number of hours worked (or volunteered) in a week was _____. The average number of weeks a year was _____.

Exceptions to these hours are indicated below and may contain school and summer vacation periods where more hours are typically worked in a week. Please note that all hours counted are those working with children.

Signature:

Print Name:

Title:

Afterschool Orientation Guidelines

For the Direct Service credential, Level 1, one of the requirements is completing the NH Afterschool Orientation or an appropriate substitute. An appropriate substitute is an orientation provided by the program that includes the following content:

- Agency structure, including key personnel and organization chart
- School age program quality, including the 10 Core Knowledge Areas of the NH Afterschool Professional Development System
- Description of the program's curriculum
- Review of staff scheduling and where resources and materials are located
- Review of the program policies/handbook (staff and family)*
- Overview of the requirement to complete mandatory Licensing Orientation and Health and Safety trainings.*
- Review of professional development requirements based on number of hours worked and license status.

*May be part of Human Resources orientation in some organizations

Professional Activity Documentation

Program Name: _____

Street Address: _____

Mailing Address: _____

Date : _____

Re: Professional Activity Documentation for: _____

Dear Credentialing Specialist:

This letter serves as verification that _____ has completed the professional activity (as listed in the PA Matrix) _____ in the core knowledge area (as listed in PA matrix) _____. This activity was completed on _____.

If you have any further questions, please feel free to contact me.

Sincerely,

Signature: _____

Print Name: _____

Title: _____

Email: _____

Phone Number: _____

Program Professional Development Plan

Program Name:

Program Address:

Program E-mail:

Program Phone #:

Goals: (list 4-5 goals that you'd like your program to reach this year)

Topics: (list 4-5 topics that you can use to work towards your program goals)

How to Implement: (how will you reach your goals by using the above listed topics)

Individual Professional Development Plan

*Intent: The purpose of this plan is to establish your ongoing professional development goals.
Keep a copy of this signed plan for your own use.*

Name: _____

Title/Position: _____

<u>NAA Core Knowledge Area</u>	<u>Goal</u> <i>What do you want to learn more about, do better, and/or achieve?</i>	<u>Activity</u> <i>What activity will you engage in to achieve your goal (for example: enroll in a class, complete a workshop, review literature, plan a specific event or activity, etc.)?</i>	<u>Goal Date for Activity Completion</u>	<u>Date Completed</u>	<u>Documentation of Accomplishment</u>

Created by: _____ Date: _____

Reviewed by: _____ Date: _____

Self-Study Template

1 hour

Professional development is an on-going process. All afterschool professionals, no matter how qualified or experienced, must continue to incorporate new skills and knowledge into their work with youth and their families. One way you can fulfill the requirements for professional development is through self-study activities.

Self-study activities must be:

- a. Based on current research in youth development
- b. Demonstrate developmentally appropriate practice
- c. Support the knowledge and skills needed to care for youth
- d. Include a self-reflection component

Self-study Examples:

- Read an article in a recognized, professional journal, document topic and provide reflection
- Develop a professional portfolio
- Watch a documentary related to issues surrounding youth and provide reflection
- Read a book related to issues surrounding youth and provide reflection

Your Name: _____ **Date of Completion:** _____

Resource Name: _____ **Date of Publication:** _____

Reflection:

You can use this form to request paper transcripts from your college or university or submit online requests directly from the college or university. If your college or university has an electronic transcript request process, please have the transcripts emailed to nh.professionalregistry@dhhs.nh.gov.

TRANSCRIPT REQUEST FORM (Mail to college, not to Credentialing Specialist)

To (Name of College/University): _____

Date: _____

This is a formal request that a signed and sealed official transcript for the below student, whether former or current, be forwarded to the address at the bottom of the page.

Student Current Full Legal Name: _____

Other name(s) under which transcript might be found:

Student Current Address:

Social Security Number: _____

Dates attended: _____

Student Signature: _____ Date: _____

Attention Registrar's Office: Please mail official transcripts and a copy of this form to:

**DHHS/DEHS/Bureau of Child Development and Head Start Collaboration
ATTN: Credentialing Specialist
129 Pleasant Street
Concord, NH 03301**