

6.2 Assessment Procedural Verification

Candidate Name: _____ **Date:** _____

Endorser Name: _____ **Program:** _____

Please check off each step to ensure that standard procedure is followed.

INTRODUCTION

- _____ “Needs more training” and “is competent” votes are defined
- _____ Credential Endorser introduces forms to be used in the Assessment Interview:
 - 6.2 Assessment Procedural Verification
 - 6.3 New York State School-Age Care Credential Competency Standards-at-a-Glance
 - 6.4 Assessment Candidate Profile
 - 6.5 Candidate Feedback Form
 - 6.6 Endorser Feedback Form
 - 6.7 Appeals Process
 - 6.8 Renewal-at-a-Glance
 - 6.9 Credential Endorser Checklist

CANDIDATE DOCUMENTATION

- _____ Portfolio is complete per 6.1 Observation Instrument
- _____ Portfolio includes Family Questionnaires and at least two letters of reference
- _____ Resource File is complete per 6.1 Observation Instrument

ADVISOR DOCUMENTATION

- _____ 5.1 Advisor Observation Instrument available and complete
- _____ Dated to indicate at least 3 visits, 3 weeks apart; to indicate final observation within six months of Assessment Visit Request; and indicates that same group of children were observed by Advisor and Endorser
- _____ 5.2 Advisor Summary Form and Votes available and complete

ENDORSER DOCUMENTATION

- _____ 6.1 Endorser Observation Instrument available
- _____ Includes notes on observation and “Clean-Up Interview”

EVALUATION OF 14 SKILL AREA S**(5 minutes per skill area)**

- _____ Credential Endorser follows process for evaluating each Skill Area.
(Read, Share, Discuss, Vote)
- _____ Credential Endorser records strengths and weaknesses, votes, and short and long term goals on 6.4 Candidate Profile

VERIFICATION OF PROCESS**(5 minutes per skill area)**

- _____ Candidate and Endorser completed evaluation of all 14 Skill Areas
- _____ Variations in standard procedures have been pre-approved by Credentialing Agency and discussed with: _____
Mark DNA (does not apply) or briefly describe in space below.

FINAL DECISION

- _____ Facilitator reads the following:

“The School-Age Credentialed Staff person is able to meet the specific needs of children and who, in partnership with families and other adults, works to nurture children’s physical, social, emotional and intellectual growth in a school-age setting, conducting himself or herself in a professional and ethical manner.”

- _____ Final vote is recorded on the last page of 6.4 Profile.
- _____ Credential Endorser reviews 6.4 Profile for completion
- _____ Credential Endorser and Candidate discuss overall competence
- _____ Credential Endorser and Candidate vote and record signatures on 6.4 Assessment Candidate Profile
- _____ Credential Endorser reviews 6.4 Candidate Profile and gives copy to Candidate
- _____ Credential Endorser gives Candidate copy of 6.7 Appeals Process and 6.8 Renewal-at-a- Glance
- _____ Credential Endorser verifies procedures by signing the appropriate statement below
- _____ Credential Endorser reviews 6.9 Endorser Checklist

SIGNATURE

As School-Age Care Credential Endorser, I verify that all procedures were properly completed as described in this document.

Procedures were not properly followed and the assessment visit could not be completed. A written description of the improper procedures is attached to this report.

Credential Endorser: _____ **Date:** _____