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 AREAS  
(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: _____________