

## Appendix J - Assessment Procedural Verification.

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**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

\_\_\_\_\_ Endorser introduces forms to be used in the Assessment Interview:

Appendix J - Assessment Procedural Verification

Appendix K - New York State School-Age Care Credential Competency Standards-at-a-Glance

Appendix L - Assessment Candidate Profile

Appendix N - Appeals Process

Appendix O - Renewal-at-a-Glance

Appendix P - Credential Endorser Checklist

**CANDIDATE DOCUMENTATION**\_\_\_\_\_ *Portfolio* includes autobiography, program description, and three entries for each skill area\_\_\_\_\_ *Portfolio* includes Family Questionnaires (25 or 10%), resume, and at least two letters of reference\_\_\_\_\_ *Resource File* is complete per Appendix F – *Resource File* Requirements

\_\_\_\_\_ Candidate Goals are complete

**ADVISOR DOCUMENTATION**

\_\_\_\_\_ Advisor Observation Instrument (Appendix G) 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

\_\_\_\_\_ Advisor Summary Form (Appendix H) and Votes available and complete

\_\_\_\_\_ Advisor Action Plan is complete. (Appendix I)

**ENDORSER DOCUMENTATION**

\_\_\_\_\_ Endorser Observation Instrument (Appendix G-Endorser) available

\_\_\_\_\_ Includes notes on observation and “Clean-Up Interview”

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

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

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

- \_\_\_\_\_ Candidate and Endorser completed evaluation of all 14 Skill Areas
- \_\_\_\_\_ There were no variations in procedure  
If there were variations in procedures, please make note here:

**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 themselves in a professional and ethical manner.”*

- \_\_\_\_\_ Final vote is recorded on the last page of Candidate Profile.
- \_\_\_\_\_ Endorser reviews Candidate Profile for completion
- \_\_\_\_\_ Endorser and Candidate discuss overall competence
- \_\_\_\_\_ Endorser and Candidate vote and record Endorser signature on Candidate Profile
- \_\_\_\_\_ Endorser reviews Candidate Profile
- \_\_\_\_\_ Endorser explains the Appeals Process (Appendix N) and Renewal-at-a-Glance (Appendix O)
- \_\_\_\_\_ Endorser verifies procedures by signing the appropriate statement below
- \_\_\_\_\_ Endorser reviews next steps, including that
- they will submit their information into the portal in three days
  - the candidate will receive an email with profile, updated goals, appeals and renewals process, and feedback form
  - the Network has 45 business days to email their certificate to them.
- \_\_\_\_\_ Endorser reviews Endorser Checklist (Appendix P)

**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:** \_\_\_\_\_