

Appendix O - Renewal Process-at-a-Glance

Why You Should Renew Your Credential

- To demonstrate your commitment to ongoing professional development
- May be regulatory requirement to remain eligible for position

When Your Credential Must Be Renewed

Once awarded, your Credential is valid for three (3) years. Keep your contact information up-to-date at the Credential office and you will receive Credential Renewal Materials several months before your renewal is due.

What You Need to Do to Renew Your Credential

Renewing your Credential is not as complicated or time-intensive as earning it the first time. But you will be asked to document that:

- You are still employed (or volunteer) in the school-age care, afterschool field
- You have maintained your professional membership with the Network for Youth Success
- You continue to receive ongoing professional development.
- You have updated a three-(3) year professional development plan that includes:
- You are regarded as competent with school-age children as indicated in a letter of recommendation from a

For detailed instructions, or to fill out the renewal application, go to:

<http://networkforyouthsuccess.org/credential/>

What are the Costs for Renewal?

- \$150
- Scholarship funding may be available through the Educational Incentive Program (EIP). For more information or to apply for a scholarship, please visit www.ecetp.pdp.albany.edu. You may also contact EIP at eip@albany.edu or 800-295-9616.

What Happens if You Do Not Renew Your Credential?

If you miss the renewal deadline, you will either:

- Lose your status as a School-Age Care Credentialed Professional which may negatively affect your qualifications for employment, **OR**
- You will be required to complete the entire Credential process again – *Portfolio* and *Resource File*, three observations by Advisor, and Assessment Visit with a Credential Endorser who will observe and conduct an Assessment Interview.