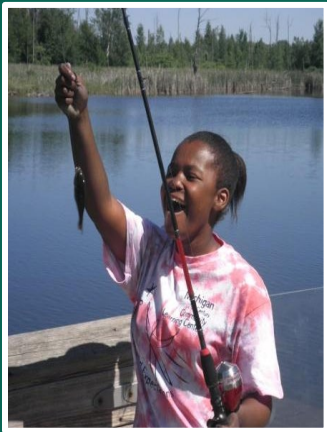


MI-YDA



Michigan Youth Development Associate Candidate Information Packet

Revised April 2026

Preface

Congratulations! You have taken the first step toward becoming a candidate for the Michigan Youth Development Associate (MI-YDA) Certificate and Credential. The choice to work with school-age children and youth is one of the most important career decisions that a person can make. A youth development professional is an extraordinary individual who helps to guide youth to master skills, develop relationships, grow in independence, and move to new levels of thinking and understanding about themselves and the world.

The MI-YDA supports quality programs for school-age children and youth by providing standards for training and evaluation. The MI-YDA is based on and replaces the *Michigan School-Age/Youth Development (MISAYD) Certificate and Credential*.

The MI-YDA Certificate and Credential are each valid for three years from the date of issuance. The date of issuance will appear on the Candidate's Certificate/Credential and within their online dashboard. It is expected that an individual with an additional three years of training and experience will move from the Certificate to an application for the MI-YDA Credential for further professional growth.

The MI-YDA is based on the Michigan Core Knowledge, Skills and Competencies (CKSC) Self-Assessment Tool, which aligns to the National AfterSchool Association Core Knowledge, Skills, and Competencies for Out-of-School Time (OST) Professionals. The CKSCs define what youth development professionals need to know and be able to do to provide quality youth programming. They serve as the foundation for decisions and practices carried out by professionals in all settings and programs. The CKSCs establish a set of standards that support the professionalism of the youth development field.

The CKSCs have ten content areas ensuring a comprehensive approach. Each content area describes the knowledge and skills professionals need in order to work with diverse groups of youth and their families. Professionals increase their knowledge and skills in the content areas through ongoing training and education.

Applying for the MI-YDA Certificate/Credential is a commitment to professionalism in the out-of-school time field. Working toward the MI-YDA can be a rewarding experience. It offers candidates opportunities to:

- Receive acknowledgement for education and experience working with students in OST programs.
- Improve the quality of youth development programs.
- Be prepared to work with school-age children and youth.
- Appropriately support youth in their development.
- Create a professional development work plan.
- Increase knowledge and skills through focused professional development.

Questions

If you have general questions or need additional information, please contact the Michigan Youth Development Associate Advisory Committee at MIYDA@miafterschool.org.

Acknowledgments

The MI-YDA represents the combined efforts of representatives from youth groups across Michigan to define competencies for youth development professionals in our state. The Michigan After-School Partnership (MASP) would like to thank the members of the Michigan School-Age Youth Development Advisory Council for their expertise and dedication to the development of the former *Michigan School-Age Youth Development Certificate and Credential*, Michigan 4C Association for implementing the original *Michigan School-Age Care Credential*, and all other entities and states who have shared their successes and challenges and provided guidance. In addition, MASP thanks the MASP Career Pathways Work Stream for their leadership and catalyst to revise this professional credentialing system and assume the tasks of the MI-YDA Advisory Committee.

Non-Discrimination Policy

No person shall be denied the opportunity to apply for the MI-YDA Certificate or Credential based on race, color, religion, national origin or ancestry, age, gender, sexual orientation, marital status, or disability.

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Eligibility Requirements for the CERTIFICATE

The applicant must meet all the following eligibility requirements:

- Must be age 18 or older with a high school diploma or equivalent, **OR**
- Must be enrolled as a junior or senior in a high school Career and Technical Education program in the Education & Training Career Cluster¹.
- Provide documentation of current First Aid and Adult/Child CPR certification and Bloodborne Pathogen training (a maximum of 8 hours in content area 8 only may be included in the 40 hours of required training).
- Three hours of program observation **must** be completed in an **OST** setting and documented. The three hours must be completed in one of the following ways:
 - A single setting for three continuous hours.
 - Two settings of one and a half hours each, either at the same program or at two different programs.
 - Three settings of one hour each, either at the same program or at up to three different programs.
- Complete and document **40 hours** of training within the **past three years**. You must have at least **two hours** of training in each of the **ten content areas**. You can have MORE than two hours of training for each content area, but not less.
 1. Child/Youth Growth and Development
 2. Learning Environments and Curriculum
 3. Child/Youth Observation and Assessment
 4. Relationships and Interactions with Children and Youth
 5. Youth Engagement, Voice, and Choice
 6. Equity and Inclusion
 7. Family, School, and Community Relationships
 8. Safety and Wellness
 9. Program Planning and Development
 10. Professional Development and Leadership

Note: A maximum of 6 hours of training during staff meetings may be used.

- Complete 240 hours of work/volunteer experience with youth in out-of-school time programs within the past **three** years. *Up to 120 hours of experience may be in classroom settings where you lead groups of school-age students in activities
- Provide documentation of Constant Contact membership in the Michigan After-School Partnership (MASP).

Successful completion of all required Certificate Dashboard Assignments

¹Career and Technical Education Administrator Manual, Michigan Department of Education, 2020. Section 4.

https://www.michigan.gov/documents/mde/CTE_Administrator_Manual_Section_4_707115_7.pdf

Eligibility Requirements for the CREDENTIAL

The applicant must meet all of the following eligibility requirements:

- Must be age 18 or older with a high school diploma or equivalent, OR
- Must be enrolled as a junior or senior in a high school Career and Technical Education program in the Education & Training Career Cluster².
- Provide documentation of current first aid and Adult/Child CPR certification and bloodborne pathogen training (may not be included in the 120 hours of training required below).
- Three hours of program observation **must** be completed and documented. The three hours must be completed in one of the following ways:
 - A single setting for three continuous hours.
 - Two settings of one and a half hours each, either at the same program or at two different programs.
 - Three settings of one hour each, either at the same program or at up to three different programs.
- Complete and document **120 hours** of training within the **past five years**. You must have at least **ten hours** of training in each of the **ten content areas**. You can have MORE than ten hours of training for each content area, but not less.
 1. Child/Youth Growth and Development
 2. Learning Environments and Curriculum
 3. Child/Youth Observation and Assessment
 4. Relationships and Interactions with Children and Youth
 5. Youth Engagement, Voice, and Choice
 6. Equity and Inclusion
 7. Family, School, and Community Relationships
 8. Safety and Wellness
 9. Program Planning and Development
 10. Professional Development and Leadership

Note: A maximum of 6 hours of training during staff meetings may be used.

- Complete 480 hours of work/volunteer experience with youth in out-of-school time programs within the past five years. **480 hours** minimum (within the past **five** years). *Up to 240 hours of experience may be in classroom settings where you lead groups of school-age students in activities
- Provide documentation of Constant Contact membership in the Michigan After-School Partnership (MASP).

Successful completion of all required Credential Dashboard Assignments

²Career and Technical Education Administrator Manual, Michigan Department of Education, 2020. Section 4.

https://www.michigan.gov/documents/mde/CTE_Administrator_Manual_Section_4_707115_7.pdf

Become a Candidate

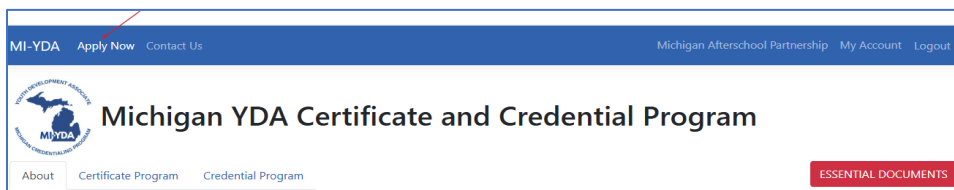
It is required that you become a member of the [Michigan After-School Partnership \(MASP\)](#) by signing up to receive [MASP e-News updates](#) when you first begin the MI-YDA process. This organization offers numerous opportunities for training and information about the out-of-school time and youth development field. If you do not already have an account in [MIRegistry](#), it is recommended that you create an account to access and document training.



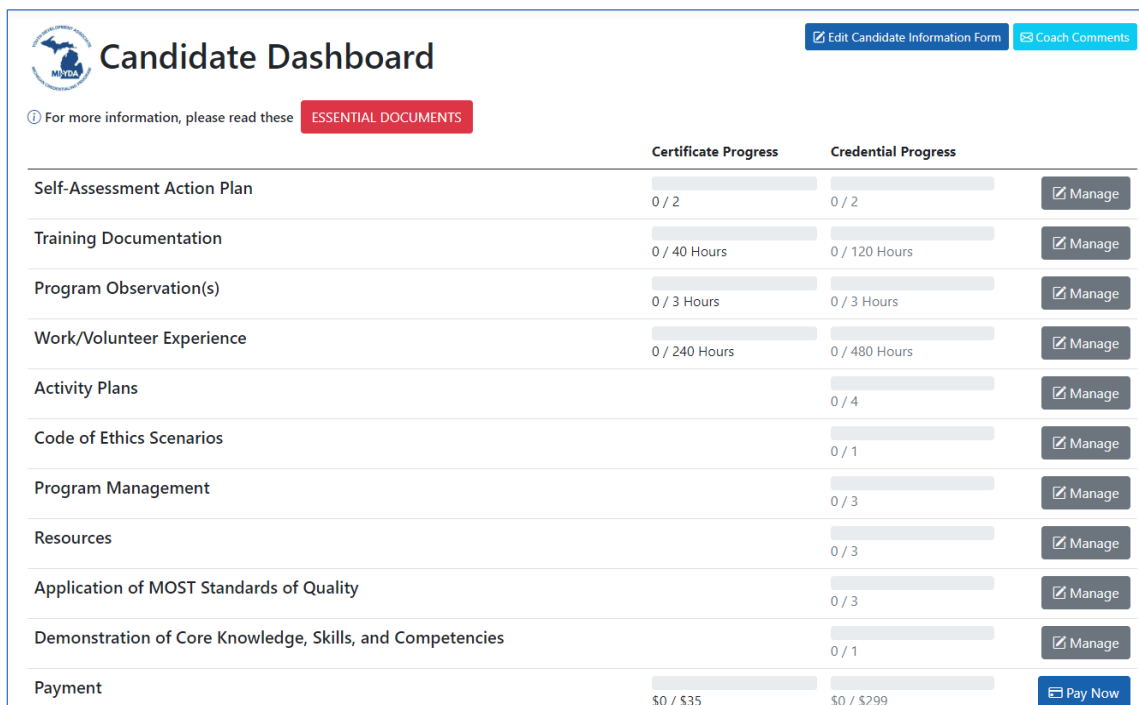
Now register to begin the MI-YDA. Visit [MI-YDA.org](#) and create a Password for your personal email account, which will become your Username.

***HINT:** Use a **personal**, not work or school email address to be sure to have access to this profile in the future.

Once you register, you will receive a confirmation message. Next, you must log in and select **Apply Now** to begin your application.



Fill in ALL fields on the Candidate Information screen. Be sure to change the date to today and enter your full name at the bottom to "sign". Once you save, your "Candidate Dashboard" will appear.



Email questions to: MIYDA@miafterschool.org

Revised April 2026

Essential Documents

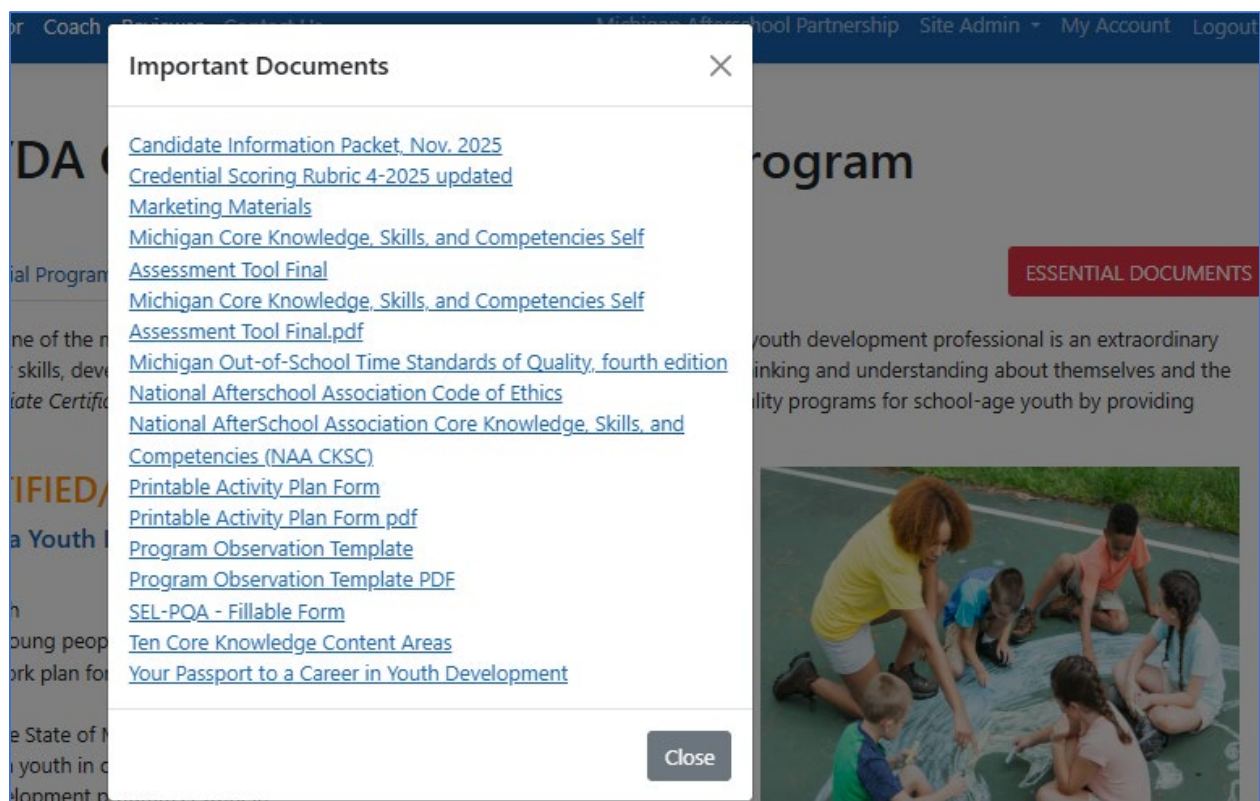
Click on the link to download ESSENTIAL DOCUMENTS. You will refer to these during the dashboard completion and application process.



Candidate Information Packet

Read through it entirely to see the complete instructions for each dashboard assignment and the requirements to submit your application. If you have questions, need assistance, or would like to receive coaching support, please contact MIYDA@miafterschool.org.

This is the most important tool you will need to complete the MI-YDA Certificate and Credential, as it walks you through each step.



Michigan Core Knowledge, Skills, and Competencies Self-Assessment Tool

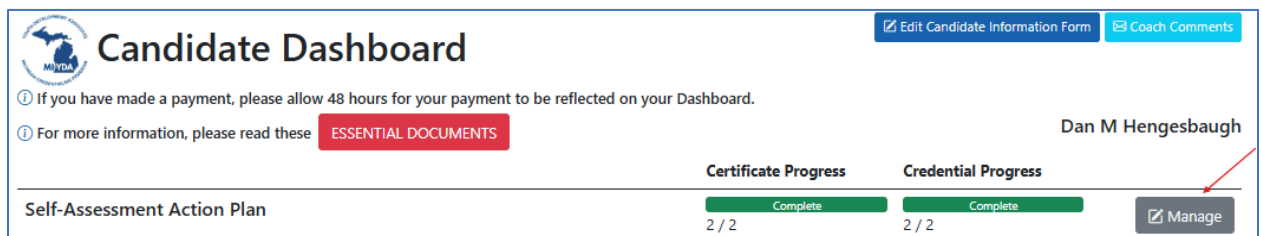
Professional development requires reflection on one's practices to identify strengths, recognize areas for future growth, and incorporate new learning experiences. Reflection heightens awareness of one's performance and leads to personal change and growth.

The *Self-Assessment Tool* is designed to empower you to assess your knowledge and skills. It allows you to:

- Assess your level of knowledge and skills in each of the ten content areas.
- **Identify two Competency Statements in two different Content Areas for your future professional development.**

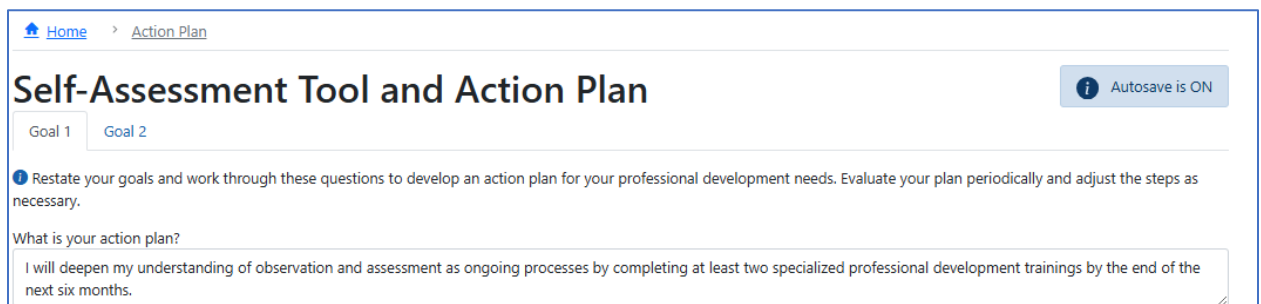
Begin the process:

- Download a copy of the *Michigan Core Knowledge, Skills, and Competencies Self-Assessment Tool* under the essential documents link on your Dashboard.
- Complete the Self-Assessment Tool for your personal use. You should seek additional training based on your personal Self-Assessment and Action Plan.
- The Action Plan Worksheet is required to be submitted as part of your application documentation. Enter your action plan by opening the Self-Assessment Action Plan page on your Dashboard by clicking on the Manage icon.



The screenshot shows the 'Candidate Dashboard' for Dan M Hengesbaugh. It features a navigation bar with 'Edit Candidate Information Form' and 'Coach Comments' buttons. Below the dashboard title, there are two informational messages: one about payment reflection and another with a red 'ESSENTIAL DOCUMENTS' button. The main content area displays 'Self-Assessment Action Plan' with progress bars for 'Certificate Progress' and 'Credential Progress', both marked as 'Complete' with '2 / 2' items. A 'Manage' button with a pencil icon is visible on the right, highlighted by a red arrow.

Example: This candidate chose Content Area 3, Competency Statement A.



The screenshot shows the 'Self-Assessment Tool and Action Plan' page. It includes a breadcrumb trail 'Home > Action Plan' and an 'Autosave is ON' indicator. The page has two tabs, 'Goal 1' and 'Goal 2'. A blue instruction icon states: 'Restate your goals and work through these questions to develop an action plan for your professional development needs. Evaluate your plan periodically and adjust the steps as necessary.' Below this is a text input field with the question 'What is your action plan?' and the response: 'I will deepen my understanding of observation and assessment as ongoing processes by completing at least two specialized professional development trainings by the end of the next six months.'

Training Documentation

As a MI-YDA Candidate, you must document appropriate training in the field of school-age youth development and out-of-school time programming related to the core knowledge and competencies. You will need to document training or coursework in each of the ten content areas. Refer to the chart below for the **minimum** training hours required for each content area.

Content Area	Certificate Minimum	Credential Minimum
1. Child/Youth Growth and Development	2 hours	10 hours
2. Learning Environments and Curriculum	2 hours	10 hours
3. Child/Youth Observation and Assessment	2 hours	10 hours
4. Relationships and Interactions with Children and Youth	2 hours	10 hours
5. Youth Engagement, Voice and Choice	2 hours	10 hours
6. Equity and Inclusion	2 hours	10 hours
7. Family, School, and Community Relationships	2 hours	10 hours
8. Safety and Wellness	2 hours	10 hours
9. Program Planning and Development	2 hours	10 hours
10. Professional Development and Leadership	2 hours	10 hours
Total Minimum Hours Required	40	120

HINT: You will have MORE than the minimum hours of training for some content areas.

Training hours may include hours from:

- Workshops, Seminars, Conferences.
- CTE coursework.
- College/university courses.
- Online courses or webinars.
- 6 hours of staff meeting training based on core competencies.


Documentation may include:

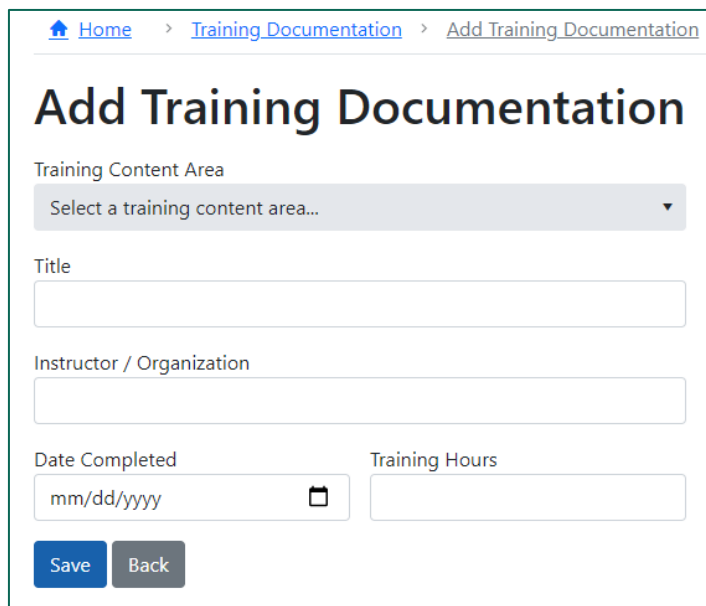
- MiRegistry Transcripts (this is the preferred training documentation).
- Certificate of Attendance/Completion, Digital Badges.
- State Continuing Education Clock Hours (SCECH) or CEU Transcript(s).
- Staff training agenda(s): topic, date, time, and signature of presenter.
- Conference program with sessions attended circled, and the receipt and/or name badge as proof of attendance.
- College/University Transcript(s).

Maintain a complete file of the above types of documentation for all training submitted on the Training Documentation page. You may enter training individually as you complete it. You will identify the content area. Enter the title, instructor/organization, date completed (mm/dd/yyyy), and number of hours (1, 1.25, 1.5, etc.). Once completed, the form will automatically add to your training hours.



The screenshot shows the top of a web page titled "Training Documentation". In the top right corner, there is a green button with a white plus sign and the text "+ Add". Below the title is a table with five columns: "Content Area", "Title", "Instructor/Organization", "Date", and "Training Hours". A horizontal line is drawn below the column headers. In the bottom left corner of the table area, there is a grey button with the text "Back".

Click Add to enter training.  You may revisit this page as many times as necessary. All training and observations submitted must be completed within three years (for the Certificate) and five years (for the Credential) before completing your MI-YDA Application.



The screenshot shows a form titled "Add Training Documentation". At the top, there is a breadcrumb trail: "Home > Training Documentation > Add Training Documentation". The form contains the following fields: a dropdown menu for "Training Content Area" with the placeholder text "Select a training content area..."; a text input field for "Title"; a text input field for "Instructor / Organization"; a date input field for "Date Completed" with a calendar icon and the placeholder "mm/dd/yyyy"; and a text input field for "Training Hours". At the bottom of the form, there are two buttons: a blue "Save" button and a grey "Back" button.

HINT: Create a free MiRegistry account at miregistry.org where all training documentation may be recorded, and a transcript of your training will accumulate as you complete the required training. And/or create a binder or online folders with ten content area tabs to store training certificates. This will make sharing your documentation when requested much easier.

Program Observation(s)

Observing a variety of **out-of-school time programs** is an important part of a candidate's training and experience. Taking a step back and learning how others conduct programs is a valuable tool for any professional.

Three hours of program observations must be completed. Complete the Program Observation on your Dashboard. *During **interactions**, describe what you see and hear.

Program Observation(s) + Add			
Organization	Name of Activity	Date	Total Time

You may complete this requirement in one of three ways:

- A single setting for three continuous hours.
- Two settings of one and a half hours (1.5) each, either at the same program or at two different programs.
- Three settings of one hour each, either at the same program or at up to three different programs.

The program(s) observed may not be those where the applicant works or volunteers.

Add Program Observation

i Instructions: Complete this form when observing a program(s). Three hours of program observation **must** be completed for the MI-YDA Candidate.

Organization Information

Name of organization being observed

Date of Observation Begin Time End Time

Name of activity being observed Total time spent observing (min. 1 hour)

Activity Leader Being Observed

Name


Position/Title

Email Phone Number

Number of staff participants Number of youth participants

Observation Questions

What does the environment/space look like?



Work/Volunteer Experience *

Acquire and maintain documentation of your paid and/or volunteer work experience in a school-age or youth program during out-of-school time, spent interacting with students in a group setting.

Certificate: 240 hours minimum (within the past **three** years). *Up to 120 OST hours of experience may be in classroom settings where you lead groups of school-age students in activities (Certificate only).

Credential: 480 hours minimum (within the past **five** years). *Up to 240 OST hours of experience may be in classroom settings where you lead groups of school-age students in activities (Credential only).

Work/Volunteer Experience								+ Add
Organization	Address	Start	End	Supervisor	Hours per Week	Weeks	Total Hours	

HINT: As you are receiving training in the ten content areas, you will be working or volunteering in Out-of-School Time (OST) programs. The work you are already doing may apply to other sections of your Candidate Dashboard. You may complete these as you build your experience and training. The sections DO NOT need to be completed in any specific order. You will be surprised at how quickly you will see your Dashboard “fill up”.

[Home](#) > [Work Experience](#) > [Add Work Experience](#)

Add Work Experience

Organization

Address

Address 2
Apartment/Unit

City

State Zip

Supervisor Name

Supervisor Phone
() - -

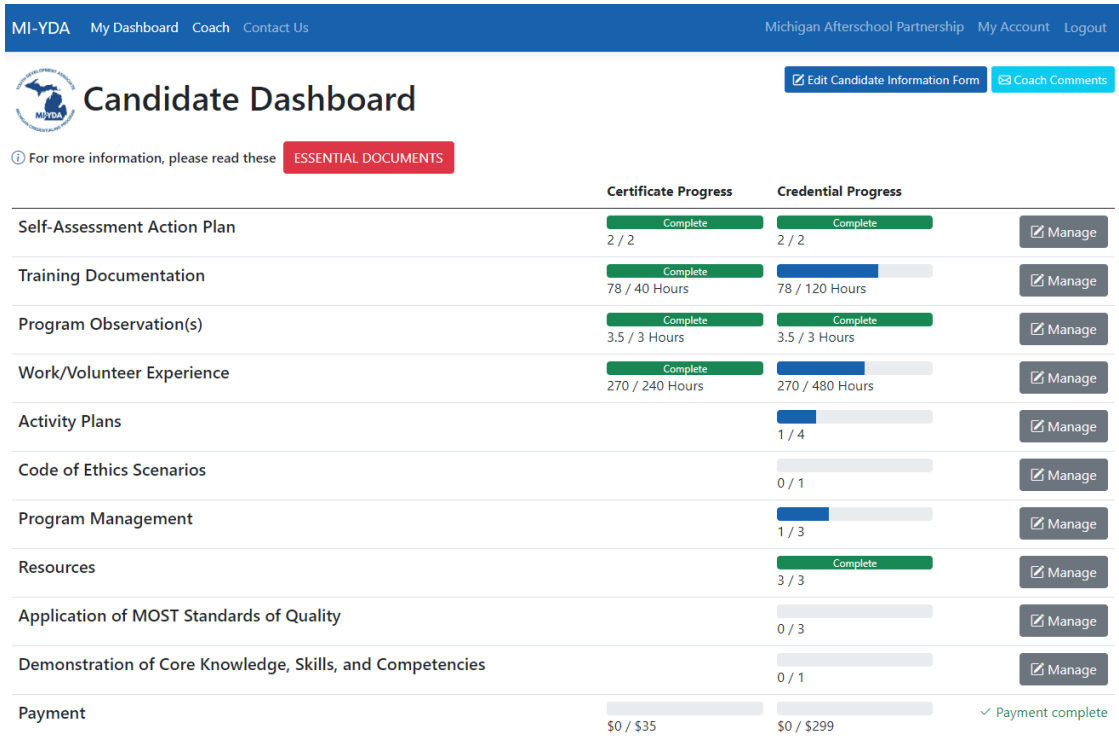
Employment Start Employment End

mm/dd/yyyy

Average Hours Per Week Number of Weeks Total Hours

Time to Decide

You have been entering your work and marking it complete in the MI-YDA portal. Your Candidate Dashboard has been tracking your progress. You will notice blue will show progress, and green shows completion of a requirement. You'll see that you may have completed items beyond your original goal of earning a certificate. You may now decide.



The screenshot shows the MI-YDA Candidate Dashboard with a navigation bar at the top containing 'MI-YDA', 'My Dashboard', 'Coach', 'Contact Us', 'Michigan Afterschool Partnership', 'My Account', and 'Logout'. Below the navigation bar is the 'Candidate Dashboard' title and two buttons: 'Edit Candidate Information Form' and 'Coach Comments'. A red box labeled 'ESSENTIAL DOCUMENTS' is visible. The main content area is a table with two columns: 'Certificate Progress' and 'Credential Progress'. Each row represents a requirement with a progress bar and a 'Manage' button. The 'Payment' row shows '\$0 / \$35' for the Certificate and '\$0 / \$299' for the Credential, with a green checkmark and 'Payment complete' text next to the Credential amount.

	Certificate Progress	Credential Progress	
Self-Assessment Action Plan	Complete 2 / 2	Complete 2 / 2	Manage
Training Documentation	Complete 78 / 40 Hours	78 / 120 Hours	Manage
Program Observation(s)	Complete 3.5 / 3 Hours	Complete 3.5 / 3 Hours	Manage
Work/Volunteer Experience	Complete 270 / 240 Hours	270 / 480 Hours	Manage
Activity Plans		1 / 4	Manage
Code of Ethics Scenarios		0 / 1	Manage
Program Management		1 / 3	Manage
Resources		Complete 3 / 3	Manage
Application of MOST Standards of Quality		0 / 3	Manage
Demonstration of Core Knowledge, Skills, and Competencies		0 / 1	Manage
Payment	\$0 / \$35	\$0 / \$299 ✓ Payment complete	

Apply for the CERTIFICATE. Pay \$35 now. Please allow for up to 48 hours for this transaction to be recorded. The MI-YDA Advisory Committee will review your application and documentation and recommend approval of your MI-YDA Certificate. You will receive your Certificate within 15 days after the Advisory Committee has certified approval. The MI-YDA Certificate is valid for three years from the date of issuance. **It is expected that an individual with an additional three years of training and experience will move to an application for the MI-YDA Credential for further professional growth.** Continue to maintain your professional training and move on to earn the MI-YDA Credential.

OR... Continue to the Credential **NOW** and pay the \$299 later when you have completed the entire Dashboard.

BONUS: You can do both! If you choose Certificate now, your \$35 will be credited toward your Credential. Keep working and tracking your progress, and in a short time, you can then choose to pay the remainder of the \$299 to earn the Credential!

Activity Plans

Children and youth benefit from high-quality experiences and environments in immeasurable ways. In order to provide high-quality programming, it is necessary to develop well-designed **OST* activities** that are intentional and targeted to the age levels, needs, and diverse learning styles of all students.

You will develop four (4) activities by completing a **detailed** MI-YDA Activity Plan for each activity. Someone else should be able to present this after reading. **You must choose a different activity type** for each plan from the following categories:

- Creative/Performing Arts
- Field Trip
- Food/Nutrition/Physical Activity
- Literature
- Science, Technology, Engineering, Math (STEM)
- Service Learning

See the example that was started below.

MI-YDA My Dashboard Coach Contact Us

Home > Action Plans > Edit Activity Plan

Edit Activity Plan

Instructions: Develop four (4) detailed activity plans by completing a Mi-YDA creative/performing arts; field trip; food/nutrition; literature; science, technology

Name of activity
Bouncy Balls

Activity type
Food / Nutrition

Number of students: 16 Age level of students: 7-10 Length of this activity: 0.5

Number of staff required to conduct this activity
2

Objective (What will the students gain from this activity?)
Objective: After creating your bouncy ball, you will determine the energy transformations in two different kinds of bouncing balls by

HINT: You may find the Activity Plan template a good way to plan all activities for the program where you work or volunteer.

If you would like a printable version of this document, check out the Essential Documents button on your Dashboard.

When entering times and costs use **decimals** (ex: .30, 1.5, 2.0, etc.)


Code of Ethics Scenarios


The National AfterSchool Association (NAA) Code of Ethics, 2016³ raises awareness of our professional commitment to ethical conduct as we carry out our professional responsibilities. Real-life ethical dilemmas are rarely easy. Often, the best ethical course of action to take is not obvious. One important value may contradict another. It is our professional responsibility to work with those involved to find the most ethical action to take.



You will read and reference the NAA Code of Ethics provided in your Essential Documents. You may download a copy of this document at <https://naaweb.org/resources/code-of-ethics>. You will be asked to cite the relevant portions of the NAA Code of Ethics on four different out-of-school time scenarios.

When answering, only enter 3 choices (ex, 1.2, 2.7, 4.11).

MI-YDA My Dashboard Coach Contact Us Michigan Afterschool Partnership My Account Logout

 **Candidate Dashboard** [Edit Candidate Information Form](#) [Coach Comments](#)

 For more information, please read these **ESSENTIAL DOCUMENTS**

	Certificate Progress	Credential Progress	
Self-Assessment Action Plan	<div style="width: 100%;"><div style="width: 100%; background-color: green;">Complete</div></div> 2 / 2	<div style="width: 100%;"><div style="width: 100%; background-color: green;">Complete</div></div> 2 / 2	Manage
Training Documentation	<div style="width: 100%;"><div style="width: 100%; background-color: green;">Complete</div></div> 78 / 40 Hours	<div style="width: 100%;"><div style="width: 65%; background-color: blue;"></div></div> 78 / 120 Hours	Manage
Program Observation(s)	<div style="width: 100%;"><div style="width: 100%; background-color: green;">Complete</div></div> 3.5 / 3 Hours	<div style="width: 100%;"><div style="width: 100%; background-color: green;">Complete</div></div> 3.5 / 3 Hours	Manage
Work/Volunteer Experience	<div style="width: 100%;"><div style="width: 100%; background-color: green;">Complete</div></div> 270 / 240 Hours	<div style="width: 100%;"><div style="width: 56%; background-color: blue;"></div></div> 270 / 480 Hours	Manage
Activity Plans		<div style="width: 100%;"><div style="width: 25%; background-color: blue;"></div></div> 1 / 4	Manage
Code of Ethics Scenarios 		<div style="width: 100%;"><div style="width: 0%; background-color: blue;"></div></div> 0 / 1	Manage 
Program Management		<div style="width: 100%;"><div style="width: 33%; background-color: blue;"></div></div> 1 / 3	Manage
Resources		<div style="width: 100%;"><div style="width: 100%; background-color: green;">Complete</div></div> 3 / 3	Manage
Application of MOST Standards of Quality		<div style="width: 100%;"><div style="width: 0%; background-color: blue;"></div></div> 0 / 3	Manage
Demonstration of Core Knowledge, Skills, and Competencies		<div style="width: 100%;"><div style="width: 0%; background-color: blue;"></div></div> 0 / 1	Manage
Payment	<div style="width: 100%;"><div style="width: 0%; background-color: blue;"></div></div> \$0 / \$35	<div style="width: 100%;"><div style="width: 0%; background-color: blue;"></div></div> \$0 / \$299	Payment complete

³ National Afterschool Association (2016) <https://naaweb.org/resources/code-of-ethics>.

Program Management

Good program management provides the foundation for quality programming by including students, families, and staff in the development and implementation of policies and activities.

HINT: You **MUST** click on each tab to complete the Program Management

Program Management

Autosave is ON

Sample Policies Student Engagement Family Engagement

Good program management provides the foundation for quality programming by including students, families, and staff in the development and implementation of policies and activities.

Submit **two** sample policies for each topic listed below:

- enrollment (including admission and withdrawal)
- attendance (including sign-in/sign-out procedures)
- health and safety
- administration and handling of medications
- emergency contingency plans (i.e. natural disaster, crisis management, or accident/injury)
- behavior management (i.e. conflict resolution, discipline and guidance)

Program Management

Autosave is ON

Sample Policies Student Engagement Family Engagement

High quality programs provide youth multiple opportunities to be involved in decision-making, planning, management, evaluation, implementation, and improvement of the program.

Describe strategies for involving youth/students in the planning, implementation, and evaluation of the program. Provide a written example for one of these strategies.

Program Management

Autosave is ON

Sample Policies Student Engagement Family Engagement

High quality programs provide families multiple opportunities to be involved in decision-making, planning, management, evaluation, implementation, and improvement of the program.

Describe three (3) strategies for communicating with and engaging families in your program. Provide a written example for one family communication regarding one of these strategies.

HINT: You want to write and edit the required items in a separate document and copy/paste them to this section. It is okay to **use real examples** from your work plan environment and or neighboring programs (Program Handbook). **They must apply to OST programs!**

Resources

There are extensive resources available to support your work with students and families. As a professional, it is important to be aware of and know how to locate relevant resources.

You will compile lists of three categories of resources that you may use throughout your career. The resource categories required for this section are:

- Bibliography of literature **for school-age youth**
- Community (local) resources **for families**
- Other resources **for you** working with school-age youth

HINT: You **MUST** click on each tab to complete the Resources section.

Resources

Autosave is ON
Bibliography Community Other

• Literature is a useful tool in your work with students. You can use literature to support the development of students' self-concept and self-esteem, and to help students deal with life events.

List the title, author, and publisher of at least **four** articles or books in each of the following three categories:

- cultural, linguistic, and/or gender identity
- understanding disabilities or special needs
- life experiences (i.e. adoption, birth, blended families, death, divorce, economic hardship, homelessness, military deployment, separation)

Identify the subject that the article/book covers and the age level it addresses.

Resources

Autosave is ON
Bibliography Community Other

• There are resources in all communities that support and assist families in many areas. Being aware of the available resources and services in your community is essential.

List the names and contact information for two local agencies/organizations that provide information and/or services in each of the following areas:

- child care referrals
- counseling (student, family)
- food
- housing
- legal
- medical/dental
- special needs and/or developmental concerns

Resources

Autosave is ON
Bibliography Community Other

• There are extensive resources available to support your work with students and families as a professional it is important to be aware of and know how to locate relevant resources.

List two articles, books, or websites that will be useful to you in your work with students, families, and staff for each of the topics below:

- challenging behaviors
- child/youth development
- diversity
- funding/sustainability
- program management
- quality programming

Application of MOST Standards of Quality

The Michigan Out-of-School Time Standards of Quality, 4th edition (found in the ESSENTIAL DOCUMENTS section) are divided into seven critical components for comprehensive programs: Health and Physical Safety; Positive Climate and Emotional Safety; Program Staffing; Program Environment; Program and Activities; Administration; and Single Purpose Programs.

In this section, you will identify the standard and show how you will apply these standards in your work with children/youth, families, and staff. The application of the standards will be examined in these three tabs:

- Implementing the Critical Components
- Managing Staff
- Continuous Improvement

Application of MOST Standards of Quality

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Implementing the Critical Components Managing Staff Continuous Improvement

i The Michigan Out-of-School Time Standards of Quality (found in the ESSENTIAL DOCUMENTS section) are divided into seven critical components for comprehensive programs: Health and Physical Safety; Positive Climate and Emotional Safety; Program Staffing; Program Environment; Program and Activities; Administration; and Single Purpose Programs.

In the spaces below you will give a personal example of how you would promote quality practice in your program in five of the seven Critical Component (CC) areas. Choose a standard and indicator from each CC listed and give a specific example of how you would implement that standard and quality indicator in a high quality program.

Application of MOST Standards of Quality

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Implementing the Critical Components **Managing Staff** Continuous Improvement

i The Michigan Out-of-School Time Standards of Quality, fourth edition (found in the ESSENTIAL DOCUMENTS section) Critical Component VI. Administration, Standard G describes a plan for staff qualifications, orientation, professional development, and staff evaluation. You should refer to these sections when answering this question.

Describe the procedures you would take as a program director to recruit, hire, orient, and evaluate staff to provide high quality programming. Explain how you will develop a job description, advertise the position, interview candidates, provide orientation/training and evaluate the person you hire.

Application of MOST Standards of Quality

Autosave is ON

Implementing the Critical Components Managing Staff **Continuous Improvement**

i The Michigan Out-of-School Time Standards of Quality, fourth edition (found in the ESSENTIAL DOCUMENTS section) Critical Component VI. Administration, Standards A and B describe a continuous program quality improvement. You should refer to these sections when answering this question.

There are several research-based program evaluation tools available to assess program quality. Choose one and describe the process of program evaluation you will use and how you would plan to implement changes based on the results.

HINT: You **MUST** click on each tab to complete this section.

You may want to also review *The Forum for Youth Investment, David P. Weikart Center for Program Quality* continuous improvement resources and workshops [here](#).

Demonstration of Core Knowledge, Skills, and Competencies

The National AfterSchool Association (NAA) Core Knowledge, Skills, and Competencies (CKSC) outline what professionals who work with and on behalf of youth need to know, show, and grow to positively impact young people and the field. The NAA/CKSCs are organized into ten content areas. The Michigan Core Knowledge, Skills, and Competencies Self-Assessment Tool (found in the ESSENTIAL DOCUMENTS section) uses the IDENTIFY category of the NAA/CKSCs as the foundation for the MI-YDA Credential. Refer to this Self-Assessment Tool and choose one item from each content area. You will list the item and write a detailed example of how you will demonstrate this in your work with children and youth.

For example, you may choose "B" for Content Area 1. *I recognize that all children and youth have individual needs, temperaments, characteristics, abilities, and develop at an individual rate. When I design my lesson plans, I take this knowledge into account as I plan for the individual children in my group. Johnny may need more time, Suzy may need the activity to be more challenging, and Jamal may need an alternative activity he can do on his own.*

Demonstration of Core Knowledge Skills and Competencies

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The National AfterSchool Association (NAA) Core Knowledge, Skills, and Competencies (CKSC) outline what professionals who work with and on behalf of youth need to know, show, and grow to positively impact young people and the field. The NAA/CKSCs are organized into ten content areas. The Michigan Self-Assessment Checklist (found in the ESSENTIAL DOCUMENTS section) uses the IDENTIFY category of the NAA/CKSCs as the foundation for the MI-YDA Credential. Refer to the MI Self-Assessment Checklist and choose one item from each content area. You will list the item and write a detailed example of how you will demonstrate this in your work with children and youth.

For example, you may choose Content Area 1. B. I recognize that all children and youth have individual needs, temperaments, characteristics, abilities and develop at an individual rate. When I design my lesson plans, I take this knowledge into account as I plan for the individual children in my group. Johnny may need more time, Suzy my need the activity to be more challenging, and Jamal may need an alternative activity he can do on his own.

1. Child/Youth Growth and Development

Write the competency statement and your detailed implementation example here

Item letter

HINT: Be sure to address all ten competency areas you may want to address competencies that you originally marked as "Opportunity" when you completed your Self-Assessment. Pick one item for each content area, select the letter of the statement you are addressing and enter it in the "Item Letter" box. You may want to type these in a separate document and copy/paste them in the boxes provided. Remember you can go back and edit any of your entries so proofread your submissions.

Time to Complete the CREDENTIAL

You will submit an electronic payment of \$299.00 (or the balance - \$264.00, if you have previously earned the MI-YDA certificate) to the Michigan Afterschool Partnership by logging on to www.MI-YDA.org and selecting the Pay Now button in your Candidate Dashboard. **Please allow for up to 48 hours for this transaction to be recorded.** If the Pay Now button is not working or the Assessment does not open for you after 48 hours, please reach out to the MIYDA@afterschool.org email.

The screenshot shows a candidate dashboard with a 'Payment' section at the top right containing a 'Pay Now' button. Below this is an 'Assessment, 1 (Multiple-choice and T/F)' section with a warning icon and a note: 'If you do not pass this assessment, you may retake it **once** at no charge. If you are unsuccessful a second time, you may take it one more time for a fee of \$30.' Underneath are three yellow boxes, each with a warning icon and a '+ Add' button: 'Driver's License or State ID', 'Bloodborne Pathogen Training', and 'CPR / First Aid Training Documentation'. At the bottom, there is a green 'Submit Application' button and a note: 'After submitting your application for review, changes may no longer be made.'

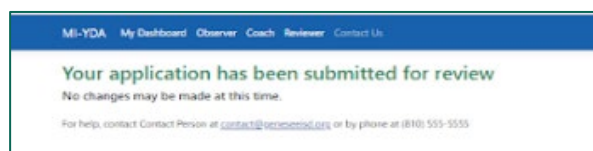
You will now be able to take the Assessment. The Assessment is a multiple-choice and True/False quiz that is open-book and untimed. You may want to refer to the Michigan Out-of-School Time Standards of Quality, the NAA Core Knowledge, Skills, and Competencies, and Program Quality Assessments. These documents are located in the essential documents link on your Candidate Dashboard.

Upload and Submit

Upload copies of your Driver's License, Bloodborne Pathogens training documentation, and current CPR and First Aid certificate. Now you are ready to SUBMIT your Credential Application.

HINT: Be sure to **update** your Candidate Information page prior to submission so that we have the correct information to contact you.

You should receive confirmation that your application has been submitted for review. An External Assessor will contact you to conduct an on-site observation of you working with youth in an out-of-school time setting.



HINT: Email MIYDA@miafterschool.org if you have not heard from an External Assessor within two weeks.

External Assessment

The External Observational Assessment portion of the credential determines the candidate's ability to implement the knowledge, skills, and dispositions needed by the youth development professional to provide high-quality programming.

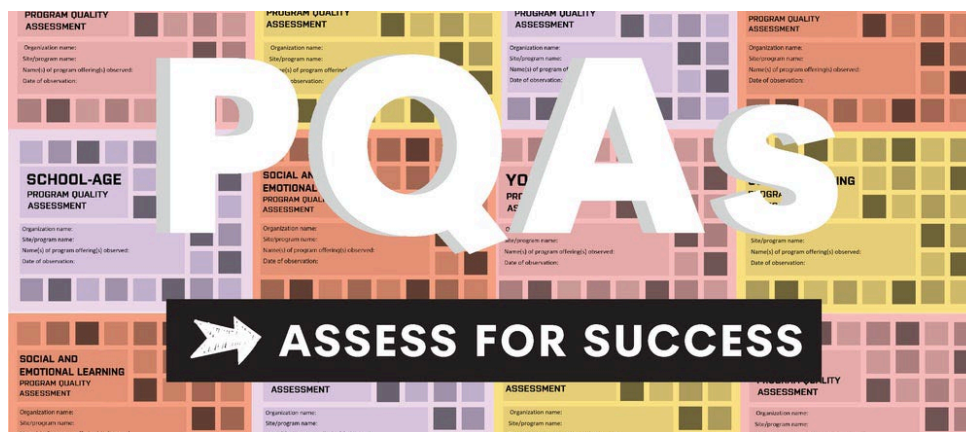
After you have submitted all of the components of the MI-YDA Credential Application, you will be scheduled for an observational assessment with a certified External Assessor (EA). The EA will contact you, and you will jointly determine the date/time for the observation and interview. The EA will spend a minimum of forty-five minutes observing while you are leading typical activities during regularly scheduled program hours. The EA will then meet with you to review your training documentation. Allow for an additional 10-15 minutes for this.

The Forum for Youth Investment, David P. Weikart Center for Youth Program Quality (CYPQ) developed the Social and Emotional Learning (SEL) Program Quality Assessment (PQA) that will be used for your assessment. "The SEL PQA is designed to evaluate the quality of programs and identify staff training needs. It consists of a set of scoreable standards for best practices in afterschool programs, community organizations, schools, summer programs, and other places where young people have fun, work, and learn with adults."⁴.

You may download a copy of the SEL-PQA by clicking [here](#). There is no additional cost to the candidate for the External Assessment.

You must have the following items available for the assessor:

- Driver's License or State ID.
- Training documentation (see pages 9-10).



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⁴ The Forum for Youth Investment
David P. Weikart Center for Youth Program Quality
www.forumfyi.org

What Happens Next?

Review Panel

The purpose of the MI-YDA Credential Review Panel is to review all of your entries and documentation to determine if you meet the criteria to receive the MI-YDA Credential.

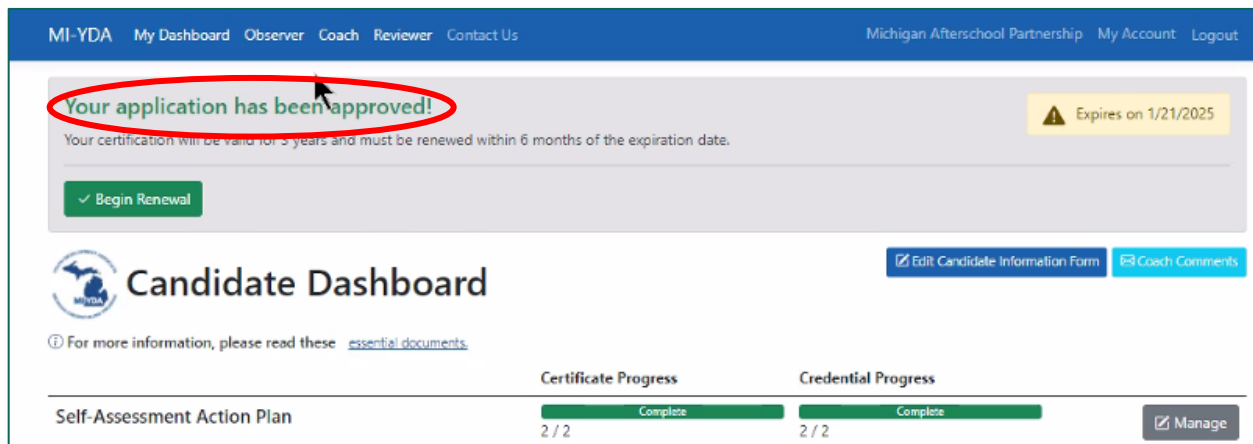
A review panel consisting of two to three qualified people from the school-age/youth development field will review all assessments, forms, observations, and documentation. A status decision will be made based on the materials submitted.

The review panel will meet as needed within 90 days of your observation.

Decision

You will be notified of the Review Panel's decision via the email provided in your Candidate Information page of the application. Once all of the criteria are met, you will receive your official MI-YDA Credential.

The Michigan Youth Development Associate Credential is valid for three years from the date of issuance. The Credential must be renewed within 60 days of the initial expiration date, and every three years thereafter. The date of issuance is printed on the Credential.



The screenshot displays the MI-YDA Candidate Dashboard. At the top, navigation links include MI-YDA, My Dashboard, Observer, Coach, Reviewer, Contact Us, Michigan Afterschool Partnership, My Account, and Logout. A prominent notification banner states "Your application has been approved!" in green text, which is circled in red. Below this, a yellow warning box indicates the certification expires on 1/21/2025. A green "Begin Renewal" button is visible. The main heading is "Candidate Dashboard" with a Michigan logo. Below the heading, there are links for "Edit Candidate Information Form" and "Coach Comments". A note mentions "essential documents". At the bottom, progress bars for "Certificate Progress" and "Credential Progress" both show "2 / 2" and "Complete". A "Manage" button is located at the bottom right.

Appeal Process

The Michigan Afterschool Partnership (MASP) has established an appeal process for candidates denied the MI-YDA Credential. All candidates have the right to appeal. Appeals will **only** be considered related to the perceived violation of specific policies or procedures during the application, assessment, candidate observation, or other aspects of the credential process. The appeal process is not to review additional work or reassess a candidate's competence.

Only the candidate can initiate an appeal and must submit the appeal, in writing, within 30 days from the date of the MI-YDA Credential denial letter. The written appeal addressed to the MI-YDA Credential Advisory Committee must contain a clear statement of the procedural or policy violation(s) upon which the appeal is based, along with a factual account of the circumstances. This means that only specific, documented facts should be stated.

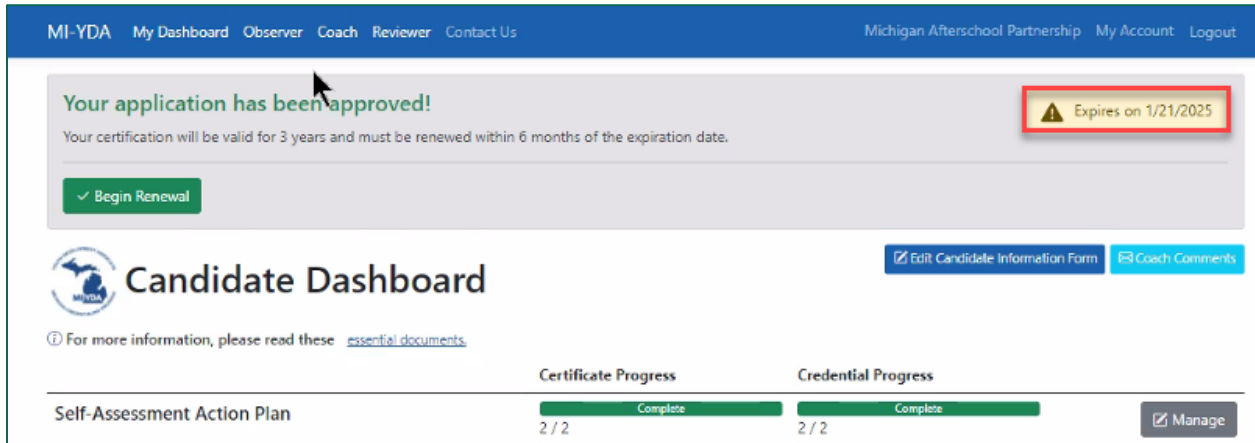
Email the appeal letter as an attachment to: MIYDA@miafterschool.org.

The committee conducts an in-depth investigation based on the appeal. It will involve fact-finding activities such as a review of the application sections and the external assessment. The committee will consider all pertinent information and decide on the appeal. The committee will notify the candidate of the decision in writing. If the committee grants the appeal, this action will result in a MI-YDA Credential award.

If the committee does not reverse the initial decision, the candidate may reapply for the MI-YDA Credential by submitting a new application fulfilling all sections of the credential process and requirements. All fees must be paid again.

Renewal

The Michigan Youth Development Associate Credential is valid for three years from the date of issuance. The MI-YDA Credential must be renewed within 60 days of the expiration date and every three years thereafter. The date of expiration shows at the top of your Candidate Dashboard.



The screenshot shows the MI-YDA Candidate Dashboard. At the top, there is a navigation bar with links for MI-YDA, My Dashboard, Observer, Coach, Reviewer, Contact Us, Michigan Afterschool Partnership, My Account, and Logout. A green banner at the top left states "Your application has been approved!" with a mouse cursor pointing to it. Below this, a text box says "Your certification will be valid for 3 years and must be renewed within 6 months of the expiration date." A red-bordered box on the right contains a warning icon and the text "Expires on 1/21/2025". A green button labeled "Begin Renewal" is visible. Below the banner, the "Candidate Dashboard" title is shown with a Michigan YDA logo. To the right are buttons for "Edit Candidate Information Form" and "Coach Comments". A link for "essential documents" is provided. At the bottom, there are progress bars for "Certificate Progress" and "Credential Progress", both showing "2 / 2" and "Complete". A "Manage" button is also present.

All required documentation for the MI-YDA Credential Renewal is completed online at miyda@miafterschool.org using the candidate's email name and password. The required documentation includes:

- Updated Candidate Information Form.
- A new Self-Assessment Action Plan.
- Training Documentation with **45 hours** within the last three years; all training must be relevant to school-age youth development programming in three or more of the ten core competency content areas.
- Work/Volunteer Experience documenting a minimum of **80 hours** of work/volunteer experience with students in out-of-school time programs within the past three years.
- Upload current Driver's License, Bloodborne Pathogen Training, and CPR/First Aid Documentation.

HINT: Begin the Renewal before your MI-YDA Credential expiration date. Pay the \$50.00 renewal fee and submit the above before your Credential expires.

Glossary of Terms

The following terms are commonly used in the field. These terms may be used in this document and other documents referenced in the credential process.

Activity	A planned interaction led by the staff.
Cognitive/cognition	Both the knowledge possessed and the youth's ability to think, reason, learn, and understand. Younger school-age children typically think in concrete ways. Older school-age children (adolescents) begin to use more complex ways of thinking.
Curriculum	The program content and how it is delivered.
Out-of-School Time	Before school, after-school, times and days when there is no school due to teacher training, snow days, vacations, summer, etc., which ideally includes both extended learning opportunities to support the school day and school-age childcare.
Mandated Reporter	The Michigan Child Protection Law requires certain people to report their suspicions of child abuse or neglect to Child Protective Services at the Department of Human Services. These people are mandated reporters and have established relationships with children based on their profession.
School-Age	Eligible to be enrolled in kindergarten, as defined by the revised school code, through 18 years of age, or high school graduation.
Staff	The person or persons facilitating an activity. Staff may include paid workers, volunteers, or peer leaders.
Training	Professional development is provided through workshops, seminars, conferences, college/university courses, online courses, and webinars.
Youth	Children and adolescents who are school-age.
Youth Development	The support of the natural unfolding of the potential inherent in children and youth in relation to the challenges of their physical and social environment. Activities, relationships, and interactions should be provided that support youth in all developmental domains. Youth development encourages individuals to actively shape their own development through their choices and perceptions.