



Vermont Afterschool Foundations Certificate (VAFC) Application

Overview

The Vermont Afterschool Foundations Certificate (VAFC) is designed to support and recognize the accomplishments and professional development of Vermont's afterschool professionals, especially during their first two years of employment.

Who can apply?

Any Afterschool professional may apply for the VAFC at any point in their career. Because the VAFC is a way to support the basic learning that is required to work successfully in the afterschool field, professionals who are in their first two years of entry-level employment are especially encouraged to apply for this opportunity.

Requirements

Afterschool professionals are awarded the VAFC when they complete the following steps:

1. Complete the training requirements as indicated below.
2. Complete an *Individualized Professional Development Plan* (IPDP) using the included form. This complete document can be emailed to ben@vermontafterschool.org along with the application form.
3. Compile documentation showing successful completion of trainings and email or enter into BFIS account.
4. Complete and send in the application form with the IPDP and training documentation.

Note: A copy of an official transcript, and certificates from in-service trainings, conferences, on-line learning, college classes, national trainings, and community-based trainings are appropriate forms of documentation. ALL documentation MUST include dates, hours or college credit, your name and the signature of the sponsor or the instructor. *(If training documentation has already been recorded and verified in the BFIS system, please indicate this on your application. No additional paperwork is required. Your BFIS record will be accessed, and the training confirmed.)*

For further information about the Vermont Afterschool Foundations Certificate, contact Tricia Pawlik at tricia@vermonafterschool.org or Ben Ardel at ben@vermontafterschool.org. Applications and detailed current information about this and other professional development opportunities is also posted on the following websites: www.northernlightscdc.org and www.vermontafterschool.org

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Section I. Contact Information

Last Name/First Name/MI	
Address	
Town/State/Zip	
Home Phone/ Work Phone	
Email	
BFIS number (if applicable)	

Section II. Current Work

Please document your **afterschool work experience** below by providing the following information for each place of employment (attach additional pages if needed):

Place of Employment	
Title	
Beginning date	
End date (if applicable)	
Total hours worked	
Address	
City, State, Zip	
Supervisor's Name	
Supervisor's Email	
Supervisor's Phone Number	

Section III. Completion of Required VAFC Training

Provide documentation for *each training* you have completed in each competency area. Training must be current (within the last 3 years) and based on best practices and skill development in each area. (**Note:** *if training documentation has already been recorded and verified in the BFIS system, please indicate this on your application. No additional paperwork is required. Your BFIS record will be accessed, and the training confirmed.*)

Core Competency Area	Hours	Title of Workshop
Child/Youth Growth and Development	2 hours	
Learning Environments and Curriculum	2 hours	
Relationships and Interactions with Children and Youth	2 hours	

Equity and Inclusion	2 hours	
Family, School, and Community Relationships	2 hours	
Safety and Wellness (First aid and CPR do not count)	2 hours	
Professional Development and Leadership	2 hours	
<u>CHOOSE ONE</u> : Child/Youth Observation and Assessment, Youth Engagement, Voice and Choice, or Program Planning and Development	2 hours	
TOTAL	16 hours, minimum	

The Child Development Division Online Orientation does not count toward PD hours for the VAFC.

Note: Documentation of training can include transcript [issued by the college with college name, your name, dates, and credit hours](#); in-service training certificates, and/or certificates of participation. Aside from transcripts, *documentation will only be accepted and verified if it includes: title of training, dates, hours (or credit), a description of the training, signature of the instructor or sponsor, and your [name](#).* Documentation without this information will not be accepted.

Section IV. Individual Professional Development Plan (IPDP)

Complete an *Individualized Professional Development Plan (IPDP)* using the included form. IPDPs must be current (within the last year) and the complete document should be included with your application.

I attest that the information provided on this application and in supporting documents is true:

Signature of Applicant: _____

Date: _____

Send your completed application and all supporting documentation to:

Vermont Afterschool
 Ben Ardel
 Program Support Specialist
 150 Kennedy Drive
 So. Burlington, VT. 05403

Or Email
ben@vermontafterschool.org

Individual Professional Development Plan - IPDP

Section 1: Self-Assessment

Reflect on what you've learned over the past year and how you've improved your practice. Think about which areas and topics you would like to explore as you plan your professional development in the coming year. Make sure your reflections reference two or more core knowledge areas.

NAA Core Knowledge, Skills, and Competencies

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

Some of the things I learned or skills I developed in the past year include:

Some ways I put my professional learning into practice in the past year include:

In the coming year, I am interested in learning more about:

Section 2: Developing your Plan

Based on your reflections above, select three specific professional learning goals for the next year. Each goal should relate to a core knowledge area. Try to be as specific as possible. For sample goals and tips for completing your IPDP, visit the Northern Lights website: <https://northernlightscv.org/>

Start each goal and strategy with "I will" followed by an action word such as: implement, use, collect, assess, identify, research, design, analyze, create, facilitate, develop, earn, complete.



OVER FOR GOALS

Goal #1: _____

Core Knowledge Area: _____

Steps I plan to take or activities that will help me achieve this goal:

1. _____

2. _____

3. _____

Support or resources I need from others to help me achieve this goal:

Timeline (when I expect to complete this goal):

Goal #2: _____

Core Knowledge Area: _____

Steps I plan to take or activities that will help me achieve this goal:

1. _____

2. _____

3. _____

Support or resources I need from others to help me achieve this goal:

Timeline (when I expect to complete this goal):

Goal #3: _____

Core Knowledge Area: _____

Steps I plan to take or activities that will help me achieve this goal:

1. _____

2. _____

3. _____

Support or resources I need from others to help me achieve this goal:

Timeline (when I expect to complete this goal):
