

SECTION A

APPLICATION DIRECTIONS

FOR THE

CHILD AND PARENTING CERTIFICATE

OKLAHOMA FAMILY RESOURCE COALITION

Revised January 2005
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TO CHILD AND PARENTING CERTIFICATION APPLICANTS:

Thank you for your interest in the Oklahoma Family Resource Coalition's certification process. This is a voluntary certification for professionals with expertise in Child Development and Parent Education. There are three types of certification:

CHILD AND PARENTING ASSISTANT

CHILD AND PARENTING PRACTITIONER

CHILD AND PARENTING SPECIALIST

Please read **Section A, Standards and Criteria for the Child and Parenting Certificate** in order to understand the requirements that must be met for each type of certification. The classification **Provisional** can be used with each type of certification if the applicant is unable to meet the work experience hours required. A three year Provisional Certificate can be granted to candidates who have met all the requirements **except** work experience. Upon proof of completion of the required hours of work experience, full certification would be granted. The following example illustrates when a Provisional Certificate was appropriate:

Jane had just graduated with a Master's degree and met all the requirements for a Child and Parenting Specialist except for the required hours of work experience. She was granted a Child and Parenting Specialist Provisional Certificate. She was soon employed as a parent educator with a Family Services Agency and upon completion of the required hours of work, she was granted a standard certificate at no extra cost.

Lack of the required amount of work experience is the only basis on which a provisional certificate can be issued.

It is also possible for a person to change the certification they hold. If an individual has been certified as a Child and Parenting Assistant or Practitioner and (1) attains a higher academic degree, (2) pays the difference in the required fees, (3) demonstrates a passing score on that portion of the examination that tests the next academic level, and (4) meets the required time for work experience after the granting of the higher degree, the person would then be eligible to receive a different certification.

Please read the entire Application Packet before starting the application process. It is important to follow the instructions correctly in order to avoid delays in processing your application. You will be notified about your application status at least 30 days prior to a scheduled examination date.

APPLICATION REVIEW PROCESS

The Certification Director will do a preliminary review of the applications before directing them to the Certification Review Committee. If additional documentation, clarification of written descriptions, etc., is needed, the Certification Director will contact the applicant and request the necessary information. The applicant will have four weeks from the date of the request to provide the information. This will be added to the application and presented to the Certification Review Committee. The members of the Certification Review Committee will review the application and may request additional information before a decision is made. The Committee members must agree unanimously on the application status.

The Certification Review Committee will make one of the following decisions upon finishing the application review:

APPROVED---The application is fully approved based upon the materials submitted and the applicant will be provided information regarding scheduling of the examination.

CONDITIONALLY APPROVED---The application is strong but some of the course work requirements were not met. The committee approves the application on the condition that the missing requirements are fulfilled in the next year.

TABLED---The Committee has some questions about the information submitted by the applicant and request additional documentation before making a final decision. The applicant will be notified of the Committee's request and will be given a reasonable time to respond.

DENIED---The Committee believes the applicant needs additional education and/or a different type of work experience to become certified.

The Certification Director will inform the applicants of the Certification Review Committee's decision

APPEALS PROCESS.

Any applicant who has been denied certification by the Certification Review Committee may request reconsideration of the decision by writing to the President of the Oklahoma Family Resource Coalition. The letter must state the reason(s) why the applicant believes the decision is inappropriate and may include any additional information which the applicant believes may show his/her qualifications to be adequate. The request must be made within 30 days from the date of the denial letter.

APPEALS PROCESS (continued)

Requests for reconsideration will be assigned to the Appeals Committee. The applicant will be notified by the President in writing at least four weeks in advance of the Appeals Committee meeting.

Meetings of the Appeals Committee will, as a general rule, be closed meetings except when the applicant, whose case is being considered, requests in writing that the meeting be open.

All decisions of the Appeals Committee will be by majority vote and are final.

The applicant may challenge the specific composition of the Appeals Committee on grounds of conflict of interest in a specific case by writing to the President of the Oklahoma Family Resource Coalition.

RECERTIFICATION

As a professional it is important to keep learning new information and continuing education will be expected to retain your certification. Each year the individual must fulfill the following requirements:

- Accrual of 20 Continuing Education Credits (CEU). These CEUs must be related to one or more of the six (6) Substance Areas as described in Section B, Page 1.*
- Payment of the required recertification fee of \$30.00.
- Pay the annual membership in the Oklahoma Family Resource Coalition.
- Provide proof of membership in a professional organization that is relevant to this certification.

There is a one year grace period after your certification annual fee and CEU's are due. At any time during this period you can renew your certification. Forty-five days before the end of the grace period you will be notified your certification is expiring. After the one year grace period you will need to write a letter to the Administrative Director asking to be able to reinstate your certification. [See separate policy on the website: www.ofrc.org.]

*There are other ways to earn CEU's besides workshops or trainings. Look on the webpage for "Alternatives to Workshops or Conferences To Earn Continuing Education Units (CEU'S)".

APPLICATION FEES

The following application fees are **NON-REFUNDABLE**.

CHILD AND PARENTING ASSISTANT	\$ 50.00
CHILD AND PARENTING PRACTITIONER	\$100.00
CHILD AND PARENTING SPECIALIST	\$150.00

The application fee for a **Provisional Certificate** is the same as for a Standard Certificate.

This is not a membership payment. Pursuant to the Revenue Act of 1987, we are required to advise you that the application fee is not deductible as a charitable contribution for federal income tax purposes.

STEPS FOR APPLICATION

1. Read the packet thoroughly and choose the appropriate certification type.
2. Review college transcripts and identify which courses best fit into each Substance Area. Refer to Section B, page 1, entitled "Substance Areas."
3. Complete Section C and make 3 photocopies.
4. Obtain two references using the enclosed forms.
5. Obtain an official transcript and make 3 photocopies or make 3 copies of CDA certificate.
6. Read and sign the OFRC Certification Ethics Statement.
7. Obtain cashier's check or money order for the amount required for your certification. (Include money for OFRC membership if joining at this time.) **Please do not send personal checks. Make your cashier's check payable to: OKLAHOMA FAMILY RESOURCE COALITION.**
8. Send the completed materials and application fee to:

Brenda Butchee, Administrative Director, OFRC
6520 E. 24th St
Tulsa, OK 74129

An acknowledgment card will be mailed within one week of receipt of your completed application packet. After the Certification Committee has reviewed your application, you will receive a letter informing and the examination can be scheduled at a mutually convenient time. If the Committee needs further information, you will be notified.

OFRC APPLICATION CHECKLIST
(For your records. Do not return)

Please check to see if the following things have been done before mailing the application.

- _____ 1. Page 1 of Section C completed correctly.
- _____ 2. Original and 3 photocopies of Section C included.
- _____ 3. One official and 3 photocopies of transcripts; 3 photocopies of CDA certificate or proof of renewal of CDA certificate.
- _____ 4. Reference forms completed and in sealed envelopes with signatures written across the envelope flap. ***The envelopes will be returned if they are not handled in this manner.***
- _____ 5. Supervisor's signature to verify work experience.
- _____ 6. Proof of current membership in an appropriate professional organization.
- _____ 7. Proof of current membership in OFRC.
- _____ 8. An asterisk is placed before each graduate course number.
- _____ 9. Description of any course where the title does not clearly indicate the course content. This is very important in order not to delay your application review.
- _____ 10. Description of work experience on separate piece of paper.
- _____ 11. Application signature page signed and dated.
- _____ 12. Ethics signature page signed and dated.
- _____ 13. Permission to publish opt out page (return only if opting out)
- _____ 14. Cashier's check or money order included. **(Personal checks will not be accepted.)**

NOTE: Please make a copy of Section C for your records in case the committee has any questions regarding your application. Keep all the other sections of the application packet for future reference.