

UTAH AFTERSCHOOL SCHOOL-AGE Credential

DEMONSTRATED COMPETENCY REQUIREMENTS FOR 2025-2026

To meet the Credential requirements, candidates must complete 480 hours of work experience in a center-based or eligible licensed exempt school-age setting with K-12 youth. Additionally, they must have 120 hours of professional development within the NAA Core Knowledge Skills and Competencies (CKSCs) over the past five years. The process also includes an internal observation, completion of the UAN Credential Portfolio, and maintaining a current National Afterschool Association (NAA) membership.

Suggested Timeline

To use the Credential to fulfill your Level 6 Incentive requirement, we encourage you to follow the timeline below to meet the April deadline. This process takes time, so it's important to start early, organize your materials thoughtfully, and allow yourself time to reflect on and articulate your learning journey. Below is a suggested timeline for the Credential process.

November:

- Schedule your observation (allow 2-3 months for completion).
- Begin compiling your professional development hours, assigning CKSCs, and gathering certificates. (120 hours total).

December:

- Begin developing your portfolio.

January:

- Work on completing your observation and prepare for the feedback session.
- Continue refining your portfolio.

February:

- Upload certificates to your URPD profile. Be sure the title of the certificate is in the saved file name.

March:

- Finalize and submit your portfolio for review.

April:

- Submit your Credential application by the Incentive deadline.

Starting early ensures you complete each step with care and meet the Incentive requirements on time.



PORTFOLIO

All Credential applicants are required to complete a portfolio that demonstrates their growth and development. This portfolio is designed to align with the National Afterschool Association's 10 Core Knowledge Skills and Competencies (CKSCs).

Applicants must showcase competency in the following areas:

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

Each area includes a required assignment to demonstrate your understanding and abilities.



OBSERVATION

As part of the Credentialing process, all applicants must receive an observation from a supervisor or UAN-approved observer using a UAN-developed assessment tool and rubric.

The observation evaluates applicants on the implementation of best practices in afterschool and childcare programs. The tool was developed to align with the National Afterschool Association's Core Knowledge Skills and Competencies (CKSCs) as well as UAN's quality tool.

Following the observation, applicants must schedule a feedback session with their observer. A passing score is required to complete the Credential. If necessary, applicants will have the opportunity to repeat the observation at a later date.

More information about the updated observation process will be available Summer 2025.



PROFESIONAL DEVELOPMENT

Applicants must have 120 Hours of approved Professional Development over the last 5 years. All trainings must align with the National Afterschool Association's Core Knowledge Skills and Competencies (CKSC). All certificates must be uploaded to the URPD portal by the applicant with the course title as the file name.

Applicants must complete a minimum of 10 hours in each CKSC. The remaining 20 hours may be earned in any core content area. Up to 10 hours from a non-UAN conference can be used towards the training hours, under CKSC Professional Development & Leadership.

A comprehensive list of approved trainings can be found at utahafterschool.org/Credential.