

Checklist

Here is a checklist to ensure you have all the documentation and necessary steps completed for applying for the Credential.

- ☐ Filled Out the Intent to Complete Form
- ☐ Signed the Authenticity Statement and Attached it to My Portfolio
- ☐ Wrote My Philosophy Statement and Attached it to My Portfolio
- ☐ Completed CKSC 1 Demonstrated Competency Required + Chosen Option Document
- ☐ Completed CKSC 2 Demonstrated Competency Required + Chosen Option Document
- ☐ Completed CKSC 3 Demonstrated Competency Required Document
- ☐ Completed CKSC 4 Demonstrated Competency Required + Chosen Option Document
- ☐ Completed CKSC 5 Demonstrated Competency Required + Chosen Option Document
- ☐ Completed CKSC 7 Demonstrated Competency Required + Chosen Option Document
- ☐ Completed CKSC 8 Demonstrated Competency Required + Chosen Option Document
- ☐ Completed CKSC 9 Demonstrated Competency Required + Chosen Option Document
- ☐ Completed CKSC 10 Demonstrated Competency Required Document
- ☐ Saved ALL My Demonstrated Competencies into ONE PDF with My Name and the Year as the Title
- ☐ Submitted My Completed Portfolio by **11:59 PM on March 19th** if using for the Level 6 Incentive
- ☐ Had My Current Employer Fill Out the Conflict of Interest Form for My Observation
- ☐ Scheduled My Observation
- ☐ Completed My Observation
- ☐ Reviewed My Observation
- ☐ Attached My Observation Results
- ☐ Completed the School-Age Credential Application including the Work History and Training Log
- ☐ Ensured I have 120 Qualified Training Hours, With at Least 10 Hours in Each of the required 9 CKSCs
- ☐ Assigned ALL My Trainings to the Appropriate CKSC Using the [Approved Training List](#)
- ☐ Collected ALL My Training Certificates
- ☐ Named ALL My Training Certificates with the Title of The Course
- ☐ Uploaded ALL My Training Certificates to my URPD File
- ☐ Have a Current Membership with The National Afterschool Association
- ☐ Submitted all of my documents by **11:59 on April 10th** if using for the Level 6 Incentive