



## **Training Guide: UAN School-Age Credential Observation Form**

### **Purpose of the Observation**

The Utah School-Age Credential Observation Form supports the professional development of afterschool educators by providing objective, standards-aligned feedback on their practices. It aligns with: - National Afterschool Association's (NAA) Core Knowledge, Skills, and Competencies (CKSC) - Utah Afterschool Network's (UAN) Quality Tool

This guide is designed to help observers conduct consistent, fair, and high-quality observations.

---

### **Before the Observation**

#### **1. Prepare and Schedule**

- Schedule a 45-minute minimum observation during a typical program session. Observation should not go over 2 hours. Make sure you observe a portion of structured activity time. Choose a time when class activity is in session, and avoid snack time or outdoor free play.
- Confirm the candidate will be engaging with youth. Observation should be scheduled with the School-Age Credential Candidate.
- Review the entire observation form to familiarize yourself with the indicators.

#### **2. Bring With You**

- Printed or digital observation form
- Pen or note-taking device
- Timer or watch

---

### **During the Observation**

#### **1. Remain Objective**

- Evaluate only what you observe, and use all your senses. Only score based on what is *directly* observed during the session, not what you assume or remember from the past. Score of what you *see today!*
- Avoid personal bias and prior knowledge. Your assessment should demonstrate a fair and unbiased judgment of the candidate's performance. If you feel like you are unable to be impartial, then contact UAN.
- Evaluate actions, not style or tone preferences. Use the form's guidance to stay grounded in standards.
- Use the guidance provided with each item on the form to stay aligned with clear, standardized expectations.



## *Training Guide: UAN School-Age Credential Observation Form*

- Treat all candidates equally—use the same criteria regardless of familiarity or background.

### **2. Scoring Key**

- **Yes:** Practice was directly observed.
- **No:** Practice was not observed, despite the opportunity.
- **N/A:** Not applicable or not observable during the session.

Tip: Choose “Yes” or “No” whenever possible to allow for more accurate scoring.

### **3. Provide Evidence**

- Use the comments sections to document specific examples that support your scoring decisions. Clear, concise notes help clarify why a particular item was marked “Yes,” “No,” or “N/A.” Whenever possible, include objective details such as what was said or done, how the youth responded, or any environmental factors that influenced your observation.
- This not only strengthens the validity of your assessment but also provides meaningful feedback that can support the candidate’s growth. Well-written comments demonstrate your professionalism and reinforce the fairness and transparency of the credentialing process.

---

## **Observation Categories**

The form is structured around the [NAA Core Knowledge & Skill Competencies \(CKSK\)](#).

- **Safety and Wellness:** Supervision, cleanliness, health protocols
- **Growth and Development:** Children/youth engagement, encouraging environment
- **Learning Environments & Curriculum:** Schedule adherence, activity support, positive and supportive.
- **Relationships & Interactions:** Respect, name usage, peer interactions
- **Engagement, Voice, and Choice:** Youth input, planning, leadership

---

## **Scoring and Certification**

1. Count the total “Yes” responses.
2. Count the total “No” responses.
3. Add them together to get the total scored items.



## *Training Guide: UAN School-Age Credential Observation Form*

4. Divide "Yes" by the total scored items.
5. Multiply by 100 to get the final percentage score.

### **Formula Example:**

Yes = 18, No = 3

$21 / (18) = 0.857$

$0.857 \times 100 = 86\%$

---

### **After the Observation**

- Submit the completed form to UAN at [professionallearning@utahafterschool.org](mailto:professionallearning@utahafterschool.org) within 5 business days of the observation date.
- Share feedback and results with the candidate if part of your process. UAN highly encourages you to provide feedback and results to the applicant.
- Store a copy securely if required.

---

### **Best Practices**

- **Be discreet and minimize disruption:** Observe quietly and remain as unobtrusive as possible to maintain the natural flow of the session.
- **Take brief, focused notes:** Record real-time observations, focusing on actions, interactions, and outcomes that align with the form criteria. These initial notes do not need to be submitted. However, observers are required to provide detailed comments and supporting evidence for each score recorded on the observation form.
- **Consider group dynamics and context:** Be mindful of age ranges, group sizes, transitions, and environmental factors that may influence your observations.
- **Highlight both strengths and growth areas:** A well-rounded observation acknowledges what the candidate is doing well while identifying areas for development.
- **Maintain confidentiality and professionalism:** Respect the privacy of both the candidate and the children/youth. Keep all documentation secure and use professional language in your notes and comments.



***Training Guide: UAN School-Age Credential Observation Form***