



# Missouri AfterSchool Network

## Youth Development Credential: Completion Pathway

The Missouri AfterSchool Network is with you all the way! We aim to ensure your success and empower you to further your career without the usual hurdles. The YDC Scholarship Project helps you through the YDC process, pays for your CypherWorx access and the associated assessment fees, and gives you \$200 for earning your YDC! Now that is a great deal! We are excited to offer this unique opportunity for you to enhance your knowledge and support the vital work you do!

*\*Please note that this timeline is merely a suggestion and an example of how the YDC can be completed in six months. We understand that due to time constraints, it may take some candidates 9-12 months to complete.*

### **Step 1: First 30 days - You completed the registration form and met all the eligibility requirements. Now it is time to officially enroll in the Missouri AfterSchool Network YDC Scholarship Project.**

1. Once you receive your application confirmation email, you will follow the instructions in the email to access your MASN YDC CypherWorx account.
2. Next, you will locate the “Candidates Start Here” learning path to complete the YDC Scholarship Project Agreement, watch the welcome video, and review the YDC Support Courses and/or the YDC Scholarship Project Handbook.
3. Upon completion of the YDC Scholarship Project Agreement, you will receive an email from the MASN YDC Support Specialist to set up a time to discuss the project with you, walk through the CypherWorx platform and get you started on your way to the YDC.



### **Step 2: Days 30 - 60 – You are ready for your Clock Hour Audit. Gather all your training certificates, training reports, and college transcripts with child-related classes. \*Note: Be sure to go back as far as you can. Only 50% of your training needs to have been within the last five years.**

1. You will email these documents to Cassie Hackett, YDC Support Specialist at [hackettc@missouri.edu](mailto:hackettc@missouri.edu).
2. You may need more training clock hours. The YDC Support Specialist will review all documents and your MOPD Training Report as far back as 2012 to determine and communicate with you how many clock hours you have and how many you may need.



**Step 3: Days 60 - 120 – Now it is time to get working on your training hours (if needed) and/or your Candidate Resource File.**

1. If you need training hours, you can access our complete MASN YDC course collection in the CypherWorx platform as part of your scholarship.
2. The YDC Support Specialist has open office hours via Zoom to provide weekly technical assistance as you create your resource file. The YDC Support Specialist is here to offer support and help you find resources through your YDC journey.



**Step 4: Days 120 - 150 – Time to complete your parent surveys, finish your portfolio, and schedule your observation.**

1. Communicate with the YDC Support Specialist to determine how many surveys you must have completed to meet this requirement.
2. Complete additional credential supporting documentation for your portfolio (i.e., competency statements, philosophy of education, and verification of work experience).
3. Work with the YDC Support Specialist to schedule your observation and determine who will complete the observation instrument.



**Step 5: Days 150 - 180 – You made it! Time to schedule your Youth Development Studies Review and Oral Interview. \*Note: The fees for the assessment portion of the process are covered by your scholarship.**

1. When you are ready to apply for your YDC, you will submit the YDC Application for Assessment. The YDC Support Specialist will confirm that all supporting documentation has been completed and uploaded to CypherWorx.
2. You will be assigned the Youth Development Studies Review learning path, which contains the written studies review and oral interview information. When you have completed the studies review, a MASN staff member will contact you to schedule a time for the oral interview.

**Contact:**

**Cassie Hackett**

*Youth Development Credential Support Specialist*

**Missouri AfterSchool Network**

**O: 573-884-1759 | E: [hackettc@missouri.edu](mailto:hackettc@missouri.edu)**