



Application Instructions for Acceptance/Scholarship
Basic Child and Youth Care Course

Thank you for your interest in the Basic Child and Youth Course. **This form should be used for individuals who are interested in taking the course** (whether or not they desire a scholarship for the course). We have the ability to cover tuition for interested and qualified individuals. Final selection for acceptance into the course and scholarship will be based on certain criteria, which are listed below.

If you have any questions, **please go to the blog** on www.afterschoolpgh.org titled "Summer Institute Basic Course in Child and Youth Care Application Process Questions and Comments". Any questions that are individual specific can be directed to Jennifer Engel (contact information on the back of this page).

Applications are due March 2, 2012, but admission and scholarships will be considered on a rolling basis. Interested and qualified individuals should use the application on the other side of this form to apply for the course.

Course Schedule

All days of the course are tentatively scheduled from 9 am-3:00 pm. Most classes will take place at the University of Pittsburgh's School of Educations, 5604 Posvar Hall (in the Dean's Colloquium Room).

Tentative dates of the course are:

Date	Topic
Tuesday, May 22, 2012	Kickoff and Professional Practice
Wednesday, May 23, 2012	Activities
Tuesday, May 29, 2012	Relationships
Thursday, May 31, 2012	Communication
Tuesday, June 5, 2012	Documentation
Thursday, June 7, 2012	Guidance I
Friday, June 8, 2012	Guidance II
Tuesday, June 12, 2012	Developmental Practice I
Thursday, June 14, 2012	Developmental Practice II and Graduation

Criteria

In order to qualify for the scholarship, you must meet the following criteria:

1. Be employed in an afterschool or out of school time program in Allegheny county as either:
 - a. FT staff (either front line or director level) for at least 6 months
 - b. PT Staff (front line and working directly with the children and youth) for at least 2 years
2. Submit resume, essay (see description below in Checklist), supervisor authorization (separate form).
3. Answer questions on the application (reverse side).

Additional information

This training qualifies for Act 48 and PQAS hours. Instead of the scholarship, if you are interested in obtaining college credit for the course, please contact Cindy Popovich at cjpop@pitt.edu.



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Name: _____ Organization: _____

Current Position: _____ Work Phone: _____

Current Supervisor: _____ Phone number (personal): _____

Number of years at current employer (including all positions): _____

By signing below, I agree if I am offered the scholarship for attending the Basic CYC Course to attend all of the sessions and complete all assignments and related requests (evaluations, etc.).

Signature

Date

Checklist of items to forward to Jennifer Engel, Co-Chair, APOST Professional Development Subcommittee

- Completed application (this document)
- Current resume
- Short essay (250-500 words) on your future career path, specifically in afterschool and OST programs (we are looking more at intent and passion than grammar)
- Signed Supervisor Acknowledgement Form - This form allows your supervisor to acknowledge that they are aware that the course is 54 hours long. If you cannot attend at least 8 of the 9 sessions, please do not apply at this time.
- Answered the following questions:
 1. Are you also applying for the scholarship for the course? Yes No
 2. Are you able to attend at least 8 of the 9 dates listed above? Yes No
 3. Are you willing to participate in additional evaluation following the course?
Yes No
 4. Have you attended the APOST Quality Campaign Orientation? Yes No
 5. Other than you, has anyone from your organization attended the APOST Quality Campaign Orientation? Yes No
 6. Have you attended any of the APOST Symposiums? Yes No
 7. Other than you, has anyone from your organization attended any of the APOST Symposiums? Yes No

Forward all of the information requested, including this form, to (E-mail, fax, or hardcopy):

Jennifer Engel, Sarah Heinz House – CYC Course

One Heinz Street, Pittsburgh, PA 15212

Phone: 412-231-2377, Fax 412-231-2428, E-mail: engel@sarahheinzhouse.com