



**Supervisor Acknowledgment Form
Basic Child and Youth Care Course**

Employee Name: _____ Agency: _____

Supervisor Name: _____ Supervisor Title: _____

Your employee has shown interest in attending the Basic Child and Youth Care Course at Summer Institute at the University of Pittsburgh. In order to attend, your employee must include this signed form as a part of their scholarship application packet.

The Basic Course has 7 main topics/modules (see below). The course is 54 hours long and will take place over four weeks beginning in May. **Each day will run from 9am-3pm** (lunch will be on their own). The 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

Check out this website for additional information on the Basic Course: <http://youthworkacademy.org/CYC.html>

Please sign and return this form to Jennifer Engel indicating your support of your staff person's participation. Acceptance in to and completion of the course requires that participants are able to make 48 of the 54 hours of course time.

If you have any questions, please contact Jennifer Engel (contact information below).

I support my employee's participation in the Basic Child and Youth Care Course at the Summer Institute sponsored by the School of Education at the University of Pittsburgh. I understand that my employee will not be available to be at work during the above dates and times. I further understand that it is up to me, my employee, and our organization to provide coverage and paid time off (if necessary) for the employee.

Supervisor's Signature

Date

Please return to: 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