

# HFW YSP Advanced Training & Credential Renewal Tracking Sheet

County:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Program:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_ Start Date of ATCR:\_\_\_\_\_\_\_\_\_\_\_\_

 **Contact information:**

 Workforce: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Coach/Supervisor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## **Advanced Training (8hrs)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Activity** | **Topic** | **Hour/s** |  **Requirement** | **Reviewed By** | **Date Completed** |
| Advanced Training |  |  | Pre-training approval from coach |  |  |
| Post training reflection with coach |  |  |
| **Activity** | **Topic** | **Hour/s** |  **Requirement** | **Reviewed By** | **Date Completed** |
| Advanced Training |  |  | Pre-training approval from coach |  |  |
| Post training reflection with coach |  |  |
| **Activity** | **Topic** | **Hour/s** |  **Requirement** | **Reviewed By** | **Date Completed** |
| Advanced Training |  |  | Pre-training approval from coach |  |  |
| Post training reflection with coach |  |  |

## **Credential Renewal Requirements**

## **(24 Items)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Skill Demonstration Tools** | **Reviewed By** | **Date reviewed w/coach** | **PDP Date (if skills are not met to 80%)** | **Date completed** |
| Engaging Youth | Observation |  |  |  |  |
| Critical Points for Engagement (1-4) | Observation | 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| Gathering Information | Observation |  |  |  |  |
| Critical Points for Gathering Information (5-8) | Observation | 5. |  |  |  |
| 6. |  |  |  |
| 7. |  |  |  |
| 8. |  |  |  |
| Planning Meetings | Observation |  |  |  |  |
| Critical Points for Planning Meetings (9-12) | Observation | 9. |  |  |  |
| 10. |  |  |  |
| 11 |  |  |  |
| 12. |  |  |  |
| Implementation (13-16) | Observation | 13. |  |  |  |
| 14. |  |  |  |
| 15. |  |  |  |
| 16. |  |  |  |
| Contact Notes | Document Review |  |  |  |  |
| Transition Critical Point (17-20) | Observation | 17. |  |  |  |
| 18. |  |  |  |
| 19. |  |  |  |
| 20. |  |  |  |