Credential Renewal Procedure

Doing For, Doing with and Cheering on…

Doing For: initially workforce are credentialed by their coaches or YFTI coach

Doing with: workforce will score their work along with coach to establish IRR. PDP’s will be written to address any partially or unmet skill sets (less than 80% criteria).

Cheer on: Cheer workforce on in their deeper understanding of skills as they are able to self-score, identify own need area and create PDP to support meeting those needs.

# CREDENTIAL RENEWAL:

Credential Renewal cycle is an 18month cycle. Workforce will work on establishing IRR with their Coaches (if Coach is not credentialed agency coach and workforce member will establish with YFTI coach). Coaches will in turn demonstrate ongoing IRR with YFTI.

By the end of the 18 month renewal cycle workforce members and coaches will submit a packet for YFTI review. That packet will include:

* + A scoring tool for each workforce role skill set (scored by Workforce and Coach).
	+ Two video demonstrations and two document demonstrations of workforce/coach choosing to show ongoing skill demonstrations (same procedure used for IRR in credentialing packet submission).
	+ PDP and follow up scoring for any identified need areas (based on scoring tools that do not meet at least 80% criteria).
	+ Documentation of Coaching Circuit requested by YFTI based on the Dashboard review. If one is not requested by YFTI, Coach and workforce member will choose focus of circuit to enhance skill demonstration.

Workforce Credential Renewal:

* Workforce members will self-score each of their skill sets and review scoring with Coach (even non-credentialed coaches) and develop PDP’s for any identified need areas with their Coach.
* Submit two video demonstrations and two document demonstrations (from self-scored items) of workforce/coach choosing to show ongoing skill demonstrations.

Coach Credential Renewal:

* Submit documentation of a Coaching Circuit for each credentialed workforce member.
	+ YFTI will review specific skill sets based on Dashboard review. YFTI may request a PDP and coaching circuit completed based on any identified areas of concern specific to a workforce member.
	+ If one is not identified by YFTI, Coach and workforce member will choose focus of circuit to enhance skill demonstration.
* Video and document demonstrations will be spot checked by YFTI (same procedure as credentialing packet submission) for IRR as a credential renewal requirement for Credentialed coaches.

Any packet submission w/o IRR will have a follow up PDP developed by YFTI, Agency Coach and workforce members to establish a plan to meet the 80% proficiency. There will be a 6 month period for YFTI, Workforce member and/or Coach to resubmit any additional items. Workforce member and/or Coach will be on a “probation” status until credential renewal requirements are met.