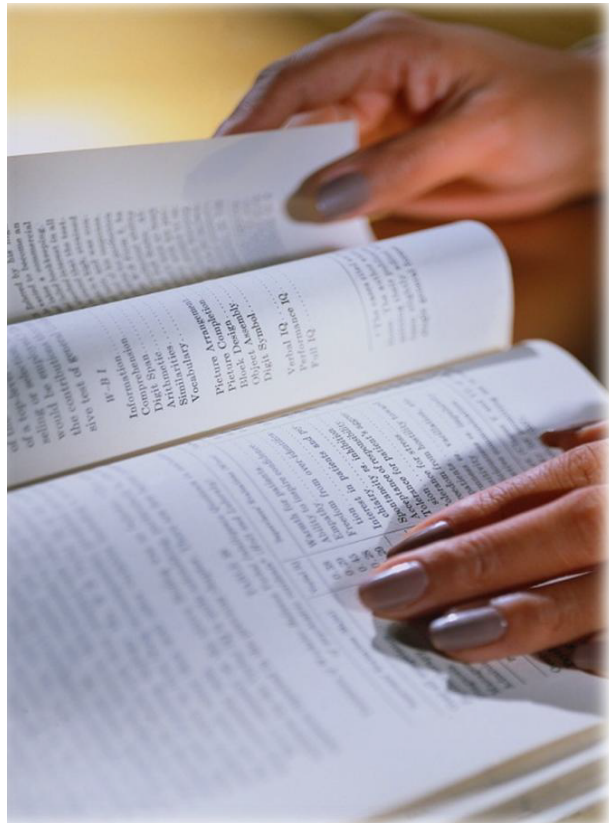# HS University

A Guide for Candidate Credential & License Program

Program Handbook and Plan of Study

Developed and Administered by

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Purpose of this Guide

The purpose of the Guide for Candidate Credential and License is to provide information about HS University's credentialing and licensing program to potential candidates. Prior to beginning the application process you should read this guide, along with the detailed application instructions which may be found on the last page.

Complimentary copies of this guide are available at www.hsuniversity.org in the credential section. Since information in this guide is updated periodically, it is the applicant's responsibility to ensure that the most current edition is used.

A Note from HS University

Thank you for your interest in the Credential and License Program (CLP).

HS University's Credential and License Program (CLP) is the gold standard in Head Start professional development. Individuals working in the Head Start community find that HS University's credential or license distinguishes them in this dynamic and evolving field.

In addition to attesting to an individual's specific knowledge, level of competency and experience, the Credential and License Program (CLP) promotes high professional standards and ethical practice. Credential and License Program (CLP) also provides Head Start employees with regulatory acumen necessary to practice in their content area.

The Credential and License Program (CLP) recognizes that the field of credentialing has a distinct focus on real life Head Start issues, emphasizing the role of Head Start leaders in meeting their compliance and quality goals.

History of HS University

HS University is a private non-profit university dedicated to the field of early childhood health and human services. Our mission is to advance the education and skills of professionals working with children between the ages of 0 to 5. By focusing our curriculum in the areas of early childhood education, mental health services, behavioral management, disabilities services, dental services, health services, social services and family development, we can assure your goals of improved program quality are met upon completion of our training.

CALL NOW
1-888-282-7817

We know how vital training and technical assistance services are to the success of your agency. And, when it comes to valuable, real-world solutions, HS University is your best choice. At HS University, we offer online and instructor-led training courses designed to answer the specific needs of Head Start. Just as important, our services are delivered in the most efficient and cost-effective way possible. We offer superior support that will empower your staff with the skills to deliver excellence in service. Our training curriculums are designed around meeting Head Start standards that guarantees federal, state and local compliance. HS University is a private non-profit university dedicated to the training and technical assistance of Head Start professionals. HS University provides national leadership events and services that respond to the needs of professionals in Head Start.

Release of Information Policy

Information submitted as part of the application, credential and license processes becomes the property of HS University and will not be released to outside parties unless authorized by the applicant or required by law. Individual exam results are released to the candidate, but are not released to any institution or employer. For research and statistical purposes only, data resulting from the credential or license process may be used in an anonymous and unidentifiable manner.

Credential/License Verification

HS University receives and responds to request for information about the credential or license status of those holding its credential or license.

HS University Code of Professional Conduct

Those involved in the leadership and management may face ethical dilemmas surrounding family rights, your interpretation of state, local and federal regulations and laws.

Each credential or license professional participating in the Credential and License Program (CLP) must abide by HS University's Code of Professional Conduct. In addition, the Credential or License professional must also adhere to any other professional code of conduct to which the credential or license is bound for guidance and support in evaluating and determining how to approach ethical conflicts.

Credential and License Program (CLP) professionals shall practice only within the boundaries of their competence, based on their education, training and

appropriate professional experience, and other professional credentials. They shall not misrepresent their role or competence to a client, agency or program.

Section 1: The Credential and License Program

HS University's Credential and License Program (CLP) is the next progression level in a Head Start employee's career. Beyond the educational degree, the CLP program is a sign of professional commitment and achievement on a national level. The program represents a "plus" factor of certifying knowledge and experience and is recognized as a program with a commitment of excellence in service.

A connection exists between values and the work one chooses to do. Managers and leaders give their time and talent to Head Start programs because of an intrinsic attraction and personal reward—because Head Start fits with what they believe is good and worthwhile. Anything good and worthwhile deserves the best management foundation. The CLP program establishes the foundation for reinforcing the management skills of Head Start professionals. The program is designed around three tier levels of knowledge and skill attainment.

Tier 1 - Administrative Credential
An administrative credential is an "Emerging Leaders Program."Basic Core competencies include flexibility, interpersonal skills, self-direction, technical credibility, project management, leveraging diversity. Technical competencies vary by content area. This level focuses on the dimensions of advancing into leadership roles in Head Start and participants recognize their role in the leadership process. Here, the concepts of shared values are linked with the process of a leadership approach to service delivery. Participants are provided with an opportunity to identify policies and procedural tools in achieving a program's mission as well as viewing themselves as emerging leaders to better understand how to work holistically within their community. Students enrolled in this level must meet the education requirement of 15 CECs (Continuing Education Credits) or 5 credit hours of training.

Tier 2 - Supervisor Credential
A supervisor credential is a "Supervisor Development Program." Core competencies include Basic Core competencies, plus resilience, conflict management, team building, influencing/negotiating, human resources management, service motivation and accountability. Participants at this level learn practical tips, techniques and solutions needed for supervisory success. This level focuses on the unique challenges you face every day as a manager or supervisor and offers solutions to help managers and supervisors build a solid foundation for approaching

challenges of how to work through staff conflict and difficult behaviors as well as confidentiality.

As supervisory professionals, you will be able to

- ***Methodology – Behavioral based skill acquisition***
  In this program, participants are shown practices of what to do, how to do it and when to do it. Practice, coaching and more practice in our 6 hour classroom modules are designed to facilitate behavioral-based skill acquisition. Participants document and then develop and practice on their own cases, solidifying the transition of learning to where it counts… at the program.

- ***Online component – Skills reinforcement***
  We are unique with how our 6 week online management learning was developed. The cognitive content of the classroom modules has been extracted and placed in our online program. The online reinforcement training helps move managers through the skills to reinforce and use the skills learned in a classroom setting. Using the online learning for the cognitive phase of learning allows Head Start programs who cannot have staff away for weeks of training to significantly reduce the time required in the classroom for the practice and discussion by using our blended learning program.

  The online supervisor program covers the same skills and draws from the same in-class examples, providing superb reinforcement, refresher training and ramp-up training. Here are some modules covered:

  o **Essential Skills of Leadership (ESL)** -- the first foundation module. Skills developed here are used in each subsequent module. Participants develop the skills needed to maintain a team member's self-esteem (even when there is bad news), maintain a focus on observable behavior (and staying away from perceived intent and attitudes), and more.

  o **Essential skills of Communicating (ESC) --** the second foundation module. Again, the specific skills developed in this module are critical to the success of subsequent modules. Among others, they include the skills needed to establish an atmosphere of open

communication, and some very specific active listening skills.

- o **Developing Performance Goals and Standards--** Participants develop the skills to jointly and collaboratively establish SMART goals and agree upon objective standards with their team members which focus upon both the needs of the organization and the needs of the people.

- o **Providing Performance Feedback --** Each of us needs feedback about how what we are doing is being received. Participants learn specific steps to ensure feedback is effective and leads to committed future performance.

- o **Improving Work Habits** -- Participants learn the skills needed to deal effectively with some of the toughest issues a leader must get involved with...hygiene, tardiness, sloppiness, etc, while maintaining the self-esteem and gaining the commitment of the team member.

Students enrolled in this level must meet the education requirement of 30 CECs (Continuing Education Credits) or 10 credit hours of training.

Tier 3 - Management License

Managers are the linking pin between strategy and execution, the number-one determinant of staff satisfaction. Yet, they are often unprepared for the demands of their role. *The Management License* equips managers with the ideas and skills that create success and high performance. Topics include performance planning, diagnosing performance issues, giving feedback, coaching, mentoring, appraising performance, interpersonal skills, managing conflict, and motivating employees.

A management license provides you with the ability to **perform credential training for your program staff**. License professionals can deliver HS University Official Curriculum to their program staff. All supervisory professionals must adhere to the trainer's professional code of ethics and sign a trainer's agreement form. All training work must utilize HS University's Official Curriculum (HSOC) as well as purchase HSOC courseware manuals. The management license focuses on the importance of management

quality and demonstrates how the achievement of quality management systems depends on shared Head Start values and an exemplary management team. Participants enrolled at this level will examine the characteristics of management systems, skills and techniques for personal effectiveness, stress management, creativity, problem solving, and program improvement that produce managers that contribute to the rigorous and relevant dimensions of planning, organizing, influencing and evaluating. Here are some modules covered:

- o **Coaching Job Skills --** Coaching job skills is a lot more involved than just talking to someone. Participants learn and practice a step-by-step approach...the skills necessary to provide outstanding results.

- o **Delegating -**When, to whom, why and how should a leader delegate for the process to be effective? Participants learn the answers and practice the skills.

- o **Effective Discipline --** If it's not positive, it's punishment, not discipline. Participants learn the skills needed to get the staff to acknowledge the situation, help provide answers for a solution and become committed enough to follow-through.

- o **Managing Complaints** -- Participants learn how to capitalize upon complaints, how to effectively deal with them, and to look forward to the opportunity to deal with the issues which often underlie the stated complaint.

- o **Supporting Change** -- Change is a constant, but people need to be involved and be supported as the changes occur. Participants learn the necessary skills to accomplish both.

- o **Resolving Conflict --** Conflicts between team members can adversely impact any organization. Participants learn the specific skills to diffuse the situation, reframe the discussion, and collaboratively establish a working relationship that at least does not interfere with productivity.

- o **Communicating Up** -- Our most popular module with senior leaders. Participants learn to understand that it is their responsibility to determine what their leaders want and how they want it. It is also their responsibility to not only identify problems to their leaders, but to bring well-organized and well-staffed solutions to them.

A management license is a "permission to practice." granted by the University to engage in an Head Start community's development through consulting, employee training, credentialing and development, and other professional outreach activities. Our graduates are nationally recognized for the research that they publish in premier scholarly journals. Students earn educational credits that are transferrable to advanced degrees.

As licensed professionals, you become an HS University Official Curriculum Trainer (HSOCTs). Our trainers are the premier technical and instructional experts in training and technical assistance services and Head Start regulations. Our trainers are able to administer HS University's Official Curriculum (HSOC) exams as well as work as field consultants. All licensed professionals must adhere to the trainer's professional code of ethics and sign a trainer's agreement form. All consulting work must utilize HS University's Official Curriculum as well as purchase HSOC courseware manuals. When you join this exclusive group of training and technical assistance professionals, you reap the benefits of training certification, including access to the complete library of official HSOC training outlines, agendas, forms; substantial discounts on training manuals, ready-to-use PowerPoint presentations; readiness resources and access to a members-only online community; and invitations to exclusive events and programs that will allow you to perform trainings for your program staff.

Our trainers gain access to the trainer's member site, which provides the latest news and resources, including trainer readiness resources, announcements about exams and HSOC training and credentials, and trainer's program logos. The member site also provides access to the following trainer's benefits:

- **Trainer Station.** Exclusive to trainers, the Trainer Station offers both technical readiness and trainer training materials to help trainers prepare for teaching courses, plus easy access to resources. In addition, the Trainer Station helps trainers stay up to date on the latest news.

- **Trainer prep kits.** Access online trainer preparation packs containing helpful downloadable content for teaching courseware, including videos and courseware content, in a helpful word format.

- **Download Center.** Receive comprehensive access to the entire library of training and certification materials.

- **Courseware Marketplace.** Access digital versions of available courses and student guides.

- **Trainer community.** Join exclusive private communities for peer support and networking, and communicate with the training and licensed team.

- **Courseware support.** Get direct support for questions on official training and credentials.

Students who are enrolled in a license program have an education requirement of 45 CECs (Continuing Education Credits) or 15 credit hours as well as a prior learning assessment and a student practicum.

Section 2: The CLP Practicum Calendar

The following table lists the upcoming practicum date deadlines:

Completion Window (Applicant must submit application no later than this date.)

Application deadline	Practicum Date
After April 16th	May 28th
After May 21st	July 9th
After June 18th	August 20th
After August 16th	October 1st

Section 3: Eligibility Requirements

In order to enroll into a credential or license program, a candidate must be someone who works in a federally supported program such as Head Start/Early Head Start, a tribal or migrant/seasonal program. In addition to the requirement listed above, the following eligibility requirements must be met as part of the credential or license program.

A) Personal
- Must be able to speak, read and write well enough to fulfill the responsibility of the chosen content area (i.e., ERSEA, Health, PFCE, Mental Health, etc.)

- Must be able to participate in quarterly advisor meetings (via online, phone or in person) as well as curriculum enhancement training events

- Must honor the University's code of ethics

B) Content Area
- Must identify a credential area of content (i.e., ERSEA, Health, PFCE, Mental Health, etc.)

- Must maintain up to 45 CECs (Continuing Education Credits) during the candidate's 3 years of certification

- Must complete 120 clock hours of classroom experiences, including fieldwork practicum and/or training experiences

- Must complete a practicum of content abilities (For license program only)

C) Education
- Must have a total of three formal or informal educational experiences

  o **Formal educational experiences** can include trainings or courses given by an accredited university, college or vocational school. Each course counts as one educational experience

  o **Informal educational experiences** can include workshops, seminars, conferences or in-service trainings. Each workshop or training counts as one educational experience. Each candidates educational experiences must be verified in order to determine successful completion. The candidate's portfolio should list all educational experiences with copies of training certificates submitted.

D) Experience
- Must have had, within the past 2 years at least 40 hours of work experience within content area.

- Work experience must be on a continuing basis within chosen content area

E) Bilingual Specialization

In addition to meeting requirements listed above the candidate seeking the bilingual specialization must meet the following requirements:

– Be able to speak, read and write well enough in both English and Spanish and be able to understand and be understood by students

– Be able to work with students in a bilingual program where parents are helped to identify and state their bilingual questions.

Section 4: Application Audits

HS University randomly audits 5% of credential and license applications. Application may be audited to verify employment/work hour information, and for state boards may be asked to verify current licensure.

In the event that your employment experience is audited for an eligibility review, each place of employment must complete an Employment Verification Form and an official signed job description which you must include with your application packet. If an official job description is not available, or it does not accurately reflect all of your duties, a detailed letter describing your specific job activities must be completed by your employer for submission.

Failure to provide requested documentation for an audit will result in the denial of the candidate's application.

Please note:
- Facsimiles or copies are not acceptable
- In addition to the standard 5% audit, other applications may be audited at the discretion of the University

Section 5: The Credential/License Examination

Exams are required for all credentialing and license programs. Students will take exams online. Students must request written examination at least 15 days prior to the training course. All exams are seventy-five (75) or more multiple choice or essay questions. Your registration confirmation lists your test selection, test site, test date and reporting time. You need to report to the test site no later than the scheduled reporting time. Test times are given course locations or online specifications.

Exam Length: 2 hours

Exam Method: Online

Exam Cost: $370.00 per person (2 exams at $185 each), $740 per person for License (4 exams)

Exam Prerequisites: *All Students must take at least one HSU <u>course</u> prior to exam!*

All exams will be administered via our online examination system. Upon completion of your core training course, students will be notified via their <u>Student Ecampus</u> account of the availability of the practice exam. Students will have up to six weeks to take practice exams. Practice exam scores will not appear on student grade card. Once a candidate is comfortable, they will notify their instructor to open examination period. Exam will be available anytime 24 hours a day. Once a student starts the exam, they will have 2 hours to complete exam. Student cannot stop the exam or leave the examination process. The following information explains the University's examination policies and procedures.

Academic Integrity: HS University policy on cheating and plagiarism can be found below on under statement about cheating. You are responsible for reading and agreeing to this policy before you take your online exam. In addition, there is a link to this policy within the first question on your exam. When you take the exam, you signal that you have read and agreed to this policy.

Statement about Cheating - You are on your honor **_not_** to cheat during your exam. Cheating means:
1. Looking up any answer or part of an answer in a textbook or on the Internet, or using any other source to find the answer.

2. Copying and pasting or in any way copying responses or parts of responses from any other source into your online test. This includes but is not limited to copying and pasting from other documents or spreadsheets, whether written by yourself or anyone else.

3. Asking anyone else to assist you by whatever means available while you take the exam.

4. Copying any part of the exam to share with other students.

5. Telling HS University that you need another attempt at the exam because your connection to the Internet was interrupted when that is not true.

If there is evidence that you have cheated in your exam, the exam will be declared invalid, and you will fail the exam.

Privacy Policy: Because of laws protecting confidentiality and privacy, only you can register yourself for a test or make inquiries regarding registration status or test scores. Your private information will not be made available to anyone but you.

Online Testing: Online testing is completed at your computer. Students who wish to complete online testing must register and pay registration fees before taking any online exams. Online registration payment must be completed prior to exam. Students with unpaid fees will not be allowed to complete online exams. You will be allowed approximately 2 hour to complete online test. You will not be able to go backward on any question.

What Happens on Test Day? - When you registered and paid fees, you will receive a URL link and username and password. Your password will open the exam. This exam can be accessed only once during your allotted time, so be sure you are prepared to complete the test and work on it for the 1 hour you have. Although your exam has a 1-hour time limit, HSU asks that you allow an additional 30 minutes for instructions at the beginning and for a brief survey to be completed after the examination. As with all exams, you may not need the full 2 hours to complete your exam, but you'll want to make sure that time is available to you if you should need it.

Test Timing - At the start of your exam, a message will appear in the top of your window. This provides you with a running tally of how much time has elapsed while you are testing. When there is 1 minute remaining, a warning window will pop up. You must click "OK" in this window in order to finish your exam. Keep in mind that the test will shut down when your time runs out. HS University holds all students to the honor system and we feel confident that you will complete your test honestly. Be advised, however, that we have the ability to verify the time spent on each test. If you print any question during the exam, the exam will give you a failing score no matter your end results. If someone attempts to login under your passcode again, it will deactivate your score.

Official Examinee Score Reports: Your official score will be sent to you by email on the score report date published in "Test Dates." Your score report will be sent to the email address that you provided during the registration process. If you wish to have your score report sent to a different address, you may complete a Registration Information Correction Form at the test site on the day of the test.

Your score report provides information about your passing status and other performance information. If you have not received your score report two week after the score report date, call (901) 748-0293. Under no circumstances will your official score report information be released in person or by telephone, or fax.

Re-Take Exam

Candidates who do not achieve a passing score of 75 or above on the exam are allowed to re-take the exam once during the next subsequent testing window. Candidates will be required to notify the University of their intention to take the test again and will also be required to remit a $200 re-take fee. Candidates who do not achieve a passing score on their second attempt and who wish to continue the pursue credential and license will be required to submit a new application and full exam fee of $370 in order to continue their pursuit of the Credential or License. Such reapplications will be subject to all criteria in effect at the time of reapplication.

Section 6: Sample Examination Questions

HS University encourages applicants to prepare by utilizing their current training course manual. The following questions are provided to give you an idea of what examination questions look like:

Family is defined as living in the same household and supported by the parent and related _____.

a. To the child by blood, marriage and adoption
b. To the parent(s)/guardian by blood, marriage and adoption

The term "enrolled" means a child or pregnant woman who has met the eligibility criteria and has completed the enrollment process.

a. True
b. False

"Relevant time period" is defined as the 12 months preceding the month in which application is submitted or during the calendar year preceding the calendar year in which the application is submitted.

a. True

b. False

Section 7: Use of HSU's Credential or License

Use of HS University's credential or license is strictly limited to those individuals who:

1. Have met all the criteria of the CLP and have taken part in the certification examination, by achieving a passing score
2. Have been officially notified by HS University through the receipt of an examination profile showing a passing score
3. Have subsequently maintained their certification status as required under the credential or license program

Individuals using the HS University's credential and license or otherwise represent themselves are being credentialed or licensed without first having fulfilled these requirements, will be deemed to be in violation of HS University's Code of Professional Conduct and may be denied the right of a credential or license. Such individuals may also be subject to legal action.

Section 8: Denial of Eligibility

HS University has the responsibility to clarify existing criteria and make periodic recommendations regarding revisions and additions. The goal of such recommendations is to ensure that the standards used are appropriate when viewed in the context of the role expectation of the Head Start compliance requirements.

The applications reviewed by HS University will include investigation of any entries that raise questions regarding he acceptability of the candidate's academic degrees, employment experiences, eligibility documentation, etc.

Applicants who have been denied eligibility to take the credential or license exam will receive an explanation of the University's decision. Included in this notice will be instructions on the applicant's right to appeal and information related to the process, procedure, and timeline. All correspondence between the University and the applicant regarding the decision and right to appeal must be conducted via electronic and certified mail. If applicant does not request an appeal within the specified time, the right to appeal is nullified.

A denial by the University will absolutely preclude a candidate from taking the next scheduled exam.

Applicants who choose to exercise their right to appeal will have their complete file presented to the Appeals Committee during the next examination cycle. No member of the Appeals Committee will have taken part in HS University's decision making process, thus ensuring an independent, objective review of each applicant's case.

The Appeals Committee will consider only the material reviewed by the University's Executive Team.

Appeals Committee

HS University appeals process is available to any denied candidate who feels that eligibility criteria for a credential or license has been inaccurately, inconsistently or unfairly applied by the Executive Team. As previously stated, only those facts presented to the Executive Team will not consider additional information that may be submitted by the applicant subsequent to the disputed eligibility review, unless specifically requested by the Executive Team.

The appeals process is designed to provide:

- Due process
- A complete review of the facts as they were presented to the Executive Team
- A second, independent evaluation of the material presented to the Executive Team
- Fair and consistent application of eligibility criteria
- A method to appeal certain aspects of the examination process

The appeals process does not provide:

- Time to acquire additional education, employment experience or supervision required for the credential or license
- Additional time to submit the documentation for certification

Request for an appeal will only be considered once. All decisions rendered by the Appeals Committee are final. Applicants will be notified of the Appeals Committee decision via electronic and certified mail.

Section 9: Credential/License Revocation

The following shall constitute grounds for immediate revocation of an individual's credential or license:

- Falsification of information or providing misleading or inaccurate information on the application
- Failure to maintain eligibility once credential or license
- Failure to pay required fees
- Misrepresentation of CLP status
- Cheating on the credential or license exam
- Violations of the University's Code of Professional Conduct

Furthermore, if an individual's CLP credential or license is revoked or suspended, notice of this action may be provided to other appropriate agencies.

Section 10: Recertification

Initial credential or license is valid for 3 years. The University believes that all CLP credentials should continue to expand their skills in order to enhance the quality of the services that they provide. Recertification may be achieved by acquiring up to 45 credit units.

Those individuals who do not recertify are officially notified that they may no longer use the CLP credential or license nor represent themselves to the profession or the public as being credential or license. Likewise, they may not exercise any rights and privileges ascribed to a credential or license holder. A letter to that individual's last known address shall constitute sufficient notification. A certification renewal reminder will be emailed and mailed to the individual's last known address 5-6 months prior to the expiration date of the current certification.

The University requires all credential or license holders to keep the office advised in writing, either through the mail or the University's website, of any changes in their name or address to ensure prompt receipt of such mailings. The University will make every reasonable effort to send recertification reminders to credential or license holders. However, it is the individual's responsibility to recertify at the appropriate time.

Section 11: Fees

All Fees Are Nonrefundable and Subject to Change.

Program Fees: How much will it cost?**...**

Courses Only:	
Individual Course	$595 per person

Online Individual Course $990 per person

Program Cost: (Administrative Credential)

Program Application Fee: (This fee is non-refundable.) $485

Course Fee (1 course) $595

Exam Fee & Practice Exams $185 (*Discounted)

Courseware Books and Handbook $195 (*Discounted)

Credential Package $35

Total: $1495 per person

*Technology fees ($195), Courseware Books Discounted ($55), Practice Fee ($250)

Program Cost: (Supervisor Credential)

Program Application Fee: (This fee is non-refundable.) $485

Course Fee (2 courses) $1190

Exam Fee: $370

Courseware Books and Handbook $300

Credential Package $35

Technology Fee $215

Total: $2595 per person

Program Cost: (Management License)

Program Application Fee: (This fee is non-refundable.)	$485
Online Course Fee (3 courses plus a student practicum)	$1785
Exam Fee:	$500
Technology Fee	$125
Courseware Books and Manuals	$300
	Total: $3195 per person

Online Program Cost:	
All programs can be taken online For online courses, please add...	$600

Section 12: Transferring your Credential to HS University

Do you have a credential already? Having a credential is an important step for Head Start employees and is a costly aspect for a program. HS University understands that many programs would like to utilize the commitment previously made. That is why the University will allow individuals who already have a credential from another program transfer that credential to HS University. Because HS University's credential and license is a "collegiate diploma," candidates will have to complete steps to ensure that credential meets the academic standards the university has established. The credential/license program is a post-secondary academic process of establishing the qualifications of professionals in Early Childhood programs. Our program is designed to meet the Department of Education's post-secondary requirement thereby requiring each graduate to meet a set of education clock hours and examination standards. To complete the upgrade process, candidates will be assessed for specific skill level and knowledge of regulations as well as a review of a candidate's education background and experience.

To upgrade your credential to HS University's credential, you must complete the following five (5) steps:

1. Complete an upgrade enrollment form and pay upgrade fee – Each candidate must complete an Upgrade Enrollment Form and pay upgrade fee. Upgrade fees are non-refundable.

2. Attend a 2 day training event provided by the University in credential content area. License candidates must participate in a 5 week online train the trainer course. License candidates will be able to deliver the course and administer exams to their program staff as well as deliver official University training events.

3. Complete a prior learning assessment (PLA) form. The PLA form allows you to apply relevant learning, and work and life experiences toward credential or license requirements through the Prior Learning Assessment (PLA) process

4. Prepare a written "self-appraisal" – The written "self-appraisal" must include an updated autobiographical statement and a description of the renewal candidate's professional development activities, i.e., trainings, seminars or webinars that can be applied toward renewal CECs. All candidates must provide copies of training certificates for each event completed outside HS University.

5. Contact student representative or advisor – Each upgrade candidate must contact their student representative or advisor to discuss submittal of documentation meeting upgrade requirements. Required documents should be submitted within three (3) months of attending a training.

Once you have completed the steps above, a team assessment will be completed. The team assessment will consist of a team formation that meets to evaluate a collection of candidate information which includes self-appraisal, renewal form, and PLA form. When planning your upgrade status, you should allow the University enough time to process upgrade documentation. The process is conducted quarterly. In order to schedule team meetings for the quarter, all documentation must be submitted by deadlines below. The following schedule can be used to project dates of the upgrade process:

Deadline Date	Team Assessments to occur
December 1	January, February, March
March 1	April, May, June
June 1	July, August, September
September 1	October, November, December

All upgrade applications received after deadline dates, will be processed on the next deadline date. Candidates that do not submit upgrade application and pay upgrade fee or do not meet the requirements will be denied. Upgrade periods are 3 months after training events.

Example: Student completes exam on 2/23/14. Student submits portfolio on 3/10/14. Award is given on 3/25/14. Student's expiration date will be 3/25/17. Renewal period is 12/25/16 – 3/25/17. Student submits renewal package on February 15, 2017. Team Assessment will be held in May 2017.

Section 13: Plan of Study

This academic plan of study (POS) provides you and your advisor with a roadmap to help you arrive at your destination – graduation – in a timely manner and with few detours. A Plan of Study serves as a contract between you the student and the university. Credential or license education at HSU is highly personalized, and your POS is the blueprint for successful completion of your credential or license requirements.

- **Week 1**
  During the first week the following documents need to be completed and submitted to the University.
    - Eligibility Assessment Form
    - Program Application Form

- **Week 2-6 Core Course #1**
  Students are required to take one Core Course in content area. The following courses are available to meet this requirement.
    - **Core Course #1**

- **Week 7-12 Core Course #2 (For Supervisor Credential Only)**
  Students are required to take one Core Course in content area. The following courses are available to meet this requirement.
   - **Core Course #2**

- **Week 13-19 Core Course #3 (For Management License Only)**
  Students are required to take one Core Course in content area. The following courses are available to meet this requirement.
    - **Core Course #3: Train the Trainer**

- **Week 20-23 Portfolio Packet**
  Students will complete the Work Experience and Education Portfolio Packet. This includes detail information about your work experience, education and training and other information to help the University create your student transcript. During this time students are being evaluated using the Prior Learning Assessment tool. The PLA will help students to acquire CECs (Continuing Education Credits) to meet the educational mandates going forward.

- **Week 24-28 Student Practicum**
  Students are required to meet this requirement.
  - Up to 120 clock hours in field
  - Self-Appraisal packet
  - State Board License Review

- **Week 29-36 Assessment and License Review and License Awarded**
  During these weeks you will be given an Assessment Date. This is a formal assessment review in which the Dean and your team members will meet to determine completion of the program and all documents are submitted. The student representative will monitor a candidate's requirement process. The student representative and Curriculum Advisor will meet regularly to discuss progress and requirement mandates. A student transcript is developed as the candidate works through the credential process. Based on these meetings the Curriculum Advisor makes the recommendation about the areas where the candidate will need further development and/or information. The Advisor collects information and once requirements are met, forwards that information to the Dean.

  Finally the Dean meets with advisor and student representative about the candidate's portfolio and reviews information collected and makes a recommendation about awarding the credential. The student representative opens the meeting explaining procedures to be used and verifies in writing that all requirements and procedures have been observed. During the meeting, the team will present information, discussing and developing a complete transcript for the credential award.
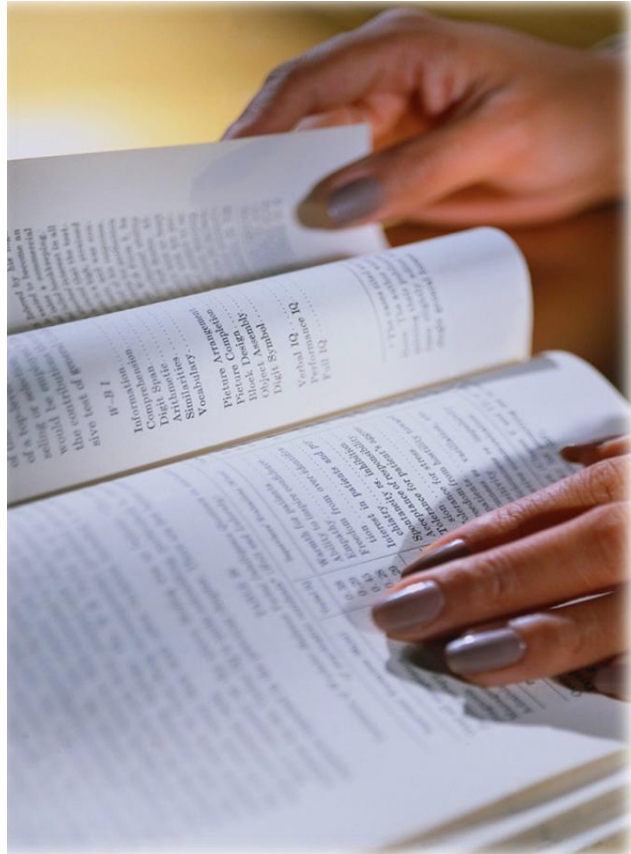
Application Forms

Eligibility Assessment Form

This form must be completed during the initial program enrollment. All candidates seeking a credential or license must meet the eligibility requirement listed in this handbook. You may fax this information along with your candidate application to (901) 748-0297.

Date: _____

Student ID: _____

Student Name: _____

 Email: _____

Credential: _____

Employment History:

Agency	Job Title	Date	Verified
1.			
2.			

Education History:

Degree	Date	Field
1.		
2.		
3.		

Course/Training

Agency	Job Title	Date
1.		
2.		
3.		

1. Have you worked in a Head Start program for 2 or more years? If no, what did you do prior to working in Head Start?

2. How long have you worked in the content area?

3. How do you rate your verbal skills?
   1 – Excellent   2 - Good   3 - Bad

4. How do you rate your written communication skills?

   1 – Excellent   2 - Good   3 - Bad

5. Do you plan to seek a higher position in your content area? At work? Nationally?

6. Write a brief description of your current job duties.

7. What would you like to do with your credential or license when completed?

For Office Use Only: Requirements

Employment: _____ met _____ not met Training: _____ met _____ not met
Comment:

1. STUDENT DETAILS

Title: □ Mr. □ Miss □ Mrs. □ Other: _____

First Name: _____

Middle Name: _____

Last Name: _____

Student ID : _____ (9 digit number for ID)

2. CONTACT DETAILS

Email Address: _____
Home Phone: _____ Work Phone: _____
Cell: _____ Other: _____

3. SPONSERING AGENCY DETAILS

Agency Name: _____

Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Contact Name: _____
Website:_____

4. STUDENT MAILING DETAILS

My mailing address:
Street: _____

City: _____ State: _____ Zip: _____

5. CREDENTIAL DETAILS

Select a program:

□ ERSEA (__) Administrative (__) Supervisor (__) License

□ Family Engagement (__) Administrative (__) Supervisor (__) License

□ Education (__) Administrative (__) Supervisor (__) License

□ Health Services (__) Administrative (__) Supervisor (__) License

□ Management (__) Administrative (__) Supervisor (__) License

□ Facilities Management (__) Administrative (__) Supervisor (__) License

Level Types:

Level I – Administrative Credential (__)

Level II – Supervisor Credential (__)

Level III – Management License & Trainer

Select a method of completion

□ **Method**

(__) Online

(__) Campus or Workshop Location: Please identify location below

Location: _____

6. EDUCATION AND TRAINING

*All credential students must maintain 45 credits of training in the next 3 years. HS University gives credit for previous work and education completed. Please submit the following documentation with your application, the enrollment process is not complete without required documents. If student has none, please state N/A.

□ **Copy** of your academic records from your previous institutions	
Date(s) Attended	**Institution Name (s)**
□ **Copy** of your training certificates from other institutions (Please attach copies)	
□ **Copy** of certification and/or credentials from other institutions (Please attach copies)	

Credential Application Fee: $485.00 (non-refundable – is included in Credential or License Fee)

This form is only an application to attend HS University. The enrollment process will not be complete until all the enrollment requirements have been fulfilled, including the submission of the application form.

7. STUDENT DECLARATION

I hereby certify that no information relevant to my admission has been withheld. I agree to the terms of this application and to the policies of HS University as set forth in the student handbook (may be viewed at www.hsuniversity.org). I understand that all new students are on probation for one year. I further understand that students must have a C/Satisfactory average or better in academic, conduct and work habits grades (if applicable), as well as satisfactory attendance records, to enroll the following year.

Signature /Date

HS University admits students of any race, color, and national or ethnic origin.

NONDISCRIMINATORY ADMISSION POLICY

FOR OFFICE USE ONLY

Date of Application Received _____

Application Fee Paid: □ Yes □ No

□ Copy of academic records received □ Copy of training certificates received

□ Copy of credential records received

Remark:

_____

I HAVE CONSIDERED THIS APPLICATION AND I RECOMMEND THAT THE APPLICATION BE:

   □ **APPROVED**
   □ **REJECTED**

Officer to sign: _____

Date: _____
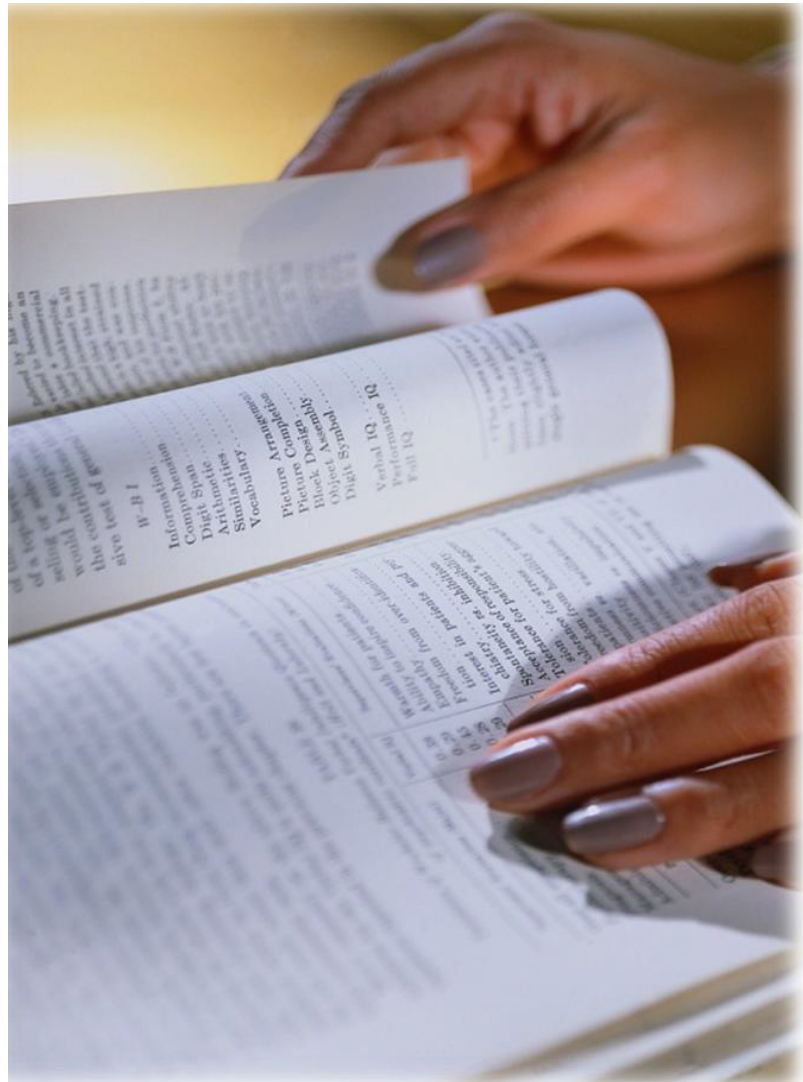
Practicum Requirement Forms

Prior Learning Assessment Form

You may be able to fulfill some of your requirements through the PLA process. In order to be eligible for PLA credits you must be an enrolled student who has been accepted into the Leadership Development and Management program. In addition, you must submit copies of your college transcripts to the University. Professional training, such as seminars and courses provided by the Head Start program may be eligible for PLA assessment. Licenses and certificates may also be eligible.

Course Number	Course Title	Content Area	College/University/Other	Credits

Self-Appraisal Form

This form is designed to help you summarize your teaching and other professional activities and accomplishments during the eligibility assessment. You should utilize this form to present, on your own behalf, all pertinent information regarding your effectiveness and/or accomplishments within the framework of conducting training events. Wherever possible, you are encouraged to submit any supportive evidence (documents, illustrative materials, etc.) which will augment your evaluation. The form is in two sections. Section one deals with your teaching and classroom related activities, Section two deals with your professional activities.

Section 1: Teaching Activities

Course Numbers & Title: When Taught:

1.
2.

A. Course Objective: Indicate the objectives of the courses taught. Briefly explain any special considerations, which were influential in the choices of these objectives.

Course 1

Course 2

B. Presentation of Subject Matter: Briefly summarize the main subject matter, which the course emphasized. You should attach course syllabus, agenda, etc. to indicate topics.

Course 1

Course 2

C. Motivation and Communication: What approach and/or techniques did you use to arouse or broaden the student's interest in the subject? How did this approach address some of the unique learning differences among the students?

Course 1

Course 2

D. Instructional Media, Materials and Assignments: Briefly summarize the role, that instructional media, materials and assignments played in enhancing your presentation.

Course 1

Course 2

E. Evaluation Technique: What method of evaluation did you use in the course? Submit exams, assigned materials and review practices which indicate your evaluation process.

Course 1

Course 2

F. Other Evidence of Teaching Effectiveness (Optional): You may wish to submit other materials and information not covered above if you feel that such materials are pertinent to your evaluation.

G. Student Evaluation: Please react to the student evaluation of your teaching and classroom activities. Your response may, if you wish, deal with point by point reactions to the categories contained on the questionnaires.

Course 1

Course 2

Section Two: Non-Teaching Professional Activities

Please summarize in this section, all pertinent non-teaching activities in which you were conducting non-teaching professional administrative activities...

1. For all Staff

    a. General – Please comment on your performances on any staff tasks related to your teaching. Your comments may deal with the following area: assessment, forms development, policy development, etc.

2. Supervisory role – Were you a director, program coordinator or other supervisory role? If so, please comment on your performance in this position. Your summary may include comments on such areas as: professional development, training budgets, course and curricular changes, etc.

3. Course and Curricular Development: What were your contributions to course and curricular development in the past 2 years? Your response may include participation in any curricular development workshops, seminars, etc.

# Experiential Learning Essay Form

Certain types of experience may also be eligible through writing and experiential learning essay. Experiential Learning Essays is an option by which students may petition to receive credit for college level learning gained through education experiences which have occurred outside of the formal classroom. The 3-12 page essay demonstrates acquired theoretical knowledge and its practical application as measured against a parallel college course. Essays are assessed at HS University by content-area, expert evaluators, who also are instructors for the parallel course. Students must provide letters of validation for their experience and demonstrate in essay form the learning acquired in keeping with the Kolb Model for Experiential Learning.

Outline of the Essay:
Writing a learning essay involves effectively and concisely expressing the four learning stages to demonstrate LDM program requirement. HS University has established a learning essay format that will lead you logically through the writing process.

I. **TOPIC PARAGRAPH** – Each essay will begin with a topic paragraph, which introduces the reader to your experience and learning. The topic paragraph is an important organizing tool and should identify your general learning experience, the area in which you acquired the experience, your position or role, and the general outcomes. Use it to tell what you will be discussing in the body of the essay.

II. **ESSAY BODY** – The body of the essay should be comprised of as many subtopics as needed to demonstrate equivalent knowledge. Each subtopic analyzes the learning experience in terms of Kolb's four learning stages.
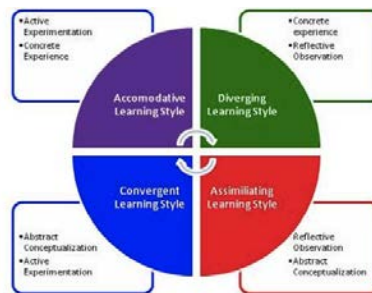
III.   **CONCLUSION** – The conclusion should be a summary of the key principles and learning outcomes covered in the essay body and statement on the applicability and relevancy of the learning experience.

Reference List:

You are required to list a minimum of four sources you have researched and cited to support the theories and principles identified in Stage C of Kolb's model in the essay. References should be recent and reflect current theory in the subject area.