HS University Professional Certificate

PROGRAM GUIDE

This HS University's Professional Certificate Program Guide describes HSU's Certified Professional (HSCP) program in detail. Our vision for Head Start Certified Professionals is that they are recognized as the best Professionals in their chosen area of concentration in Head Start. They maintain a high standard of preparedness. They have exceptional access to resources. They are skilled in several aspects of the component area chosen. The HSCP program focuses on helping Professionals achieve this vision.

HS University
Integrating the learning process... Anticipating the Future!

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Section 1: Definitions

HSU Certified Professionals (HSCPs) are qualified individuals and certified by HS University. These are individuals who have successfully completed HSCP competency standards and assessment and has been awarded the HSCP credential.

HS University courses refer to courseware developed by HS University for a variety of audiences. These include the following:

- HSU's Official Curriculum (HSOC) and HSU's courseware educates Head Start professionals who develop, support, and implement Head Start strategies, technologies, and solutions.

- HSU's Competency Standards (HSCS) courseware delivers competency goals and functional areas to develop and integrate solutions in a timely and efficient manner, using best practices contributed by HS University, Office of Head Start, and Head Start Act.

- HSU's Academic Learning Series (ALS) courseware is designed specifically for the Head Start community. Materials are divided into lessons appropriate to be delivered over several days.

- HSU's authorized education channels include HSU's Certified Education Centers (HSU's CEC), HSU's Certified Partners, and the HSU's IT Academy Program. As an HSCP, you will primarily help Head Start professionals within the Head Start regional channel; however, your HSCP credential will be highly valued by HSU's national channels.

- HSU's Certified Education Centers (HSU's CECs) are the premier training channel authorized to deliver HS University courses to Head Start professionals. These facilities are HSU's Certified Partners who meet special requirements that guarantee the proper hardware, Professional, and training environment for HS University courses.

- HSU's Universities includes accredited institutions that are authorized to deliver HS University courses (less than 12 hours per week) to students enrolled at that institution.

- HSU's Certified Partners are independent programs that encompass a broad range of expertise. These companies are authorized to hold HS University courses and may offer training as part of a larger Head Start solution or provide public training courses. They are not held to the same standard as HS University CECs.

- HSCP 2009 program year runs from October 1, 2008, until September 30, 2009. All program requirements must be met during this period.

Section 2: HSCP Program Benefits

- As an HSCP, you receive all the benefits of the HS University Certified Professional credential you have earned (see Section 3). In addition, you will enjoy a variety of special benefits:

- **Exclusive Internet access to Professional kits for all HSUOC Training courses**. Professional kits on current technologies will be available to download from the Internet through a courseware download center. This includes all languages for HSUOC Training courseware. Other content may be added throughout the year.

- **Ability to purchase Professional kits for all HSOC Training courses**. Professional kits are available to purchase for a low cost from your local fulfillment center.

- **Exam discounts**. Professionals receive a 10 percent discount on certification exams in cities where the exam cost is equivalent to US$185.

- **Courseware support**. Professionals can use a special instructional support alias to ask questions or report problems regarding their certified components. This support service can assist you with program problems, compliance issues, regulatory clarification, or other matters related to the Head Start. Coverage is national, although problems and resolutions are based on Federal regulations only.

- **Exclusive access to the private HSCP Web site and the monthly HSCP newsletter**. The private Web site and *HSCP* newsletter provide timely updates on HSCP program announcements, HSU certification and courseware information, events, and special promotions.

- **Special offers for the HSCP community**. Many forms and services are offered free of charge or at a discount for HSCPs. These special offers are kept up-to-date on the private HSCP Web site.

- **Private HSCP newsgroups on the Internet**. The newsgroups allow you to share tips and tricks and exchange information about Head Start Training and Certification and other HSCPs.

- **Invitations to regional and national HS University events**. These events include various Professional-readiness events, both regional and national. Attending these events will help you stay ahead with Head Start compliance.

- **HS University Certified Professional logo**. The HSCP logo and other materials allow you to identify yourself to HSU CECs, other programs and Head Start.

Section 3: How to Become an HSCP

This section outlines the steps involved in becoming an HSCP. If you are interested in becoming an HSCP, you should read this Certified Professional Program Guide and the HSCP agreement completely before beginning the application process. If you have questions about any of the procedures, refer to http://www.hsuniversity.org/certification.htm for information about how to contact a Regional Education Service Center for assistance in your region.

To become an HSCP, you must:
- Attend a HSU Training course(s); and
- Take appropriate exam(s), complete application and pay the appropriate fee; and
- Prove your knowledge skills by presenting your documentation

Attend a HS University course

You must attend a classroom presentation of a HSUOC or HSU Training course taught by an HSCP at a HSU CEC. (Note: A Professional readiness course delivered at an HSU Regional Center or conference is not acceptable.) This course must be at least two days in length, and you must attend this course within 12 months prior to your application to the HSCP program. You will submit the course completion certificate with your application. The course completion certificate must include the course name, the course number, the date you attended the course, and a signature by the Professional.

The purpose of this requirement is so that you acquire the competency goals and framework required for the area of certification. HSU CECs are certified to provide the proper federal, state and local education and compliance environment. Attending the course will allow you to obtain current regulatory information and instructor interactions, and listen to solutions, ask questions and receive answers.

We recommend that you locate a HSU CEC that employs an HSCP with two or more years of experience. You may choose any course, but we recommend that it is a course you plan to direct toward your certification path.

Take appropriate exam(s), complete the HSCP application and pay appropriate fees

To demonstrate that you possess knowledge and skills, you must indicate on your HSCP application that you have completed the following requirements.

1. Taken necessary course(s) needed for chosen component area.

    – **HS University Certified Professional** - Must pass two core exams and one elective exam

2. Pass needed exam(s)

Complete the HSCP application, which you can complete by using the HSCP Enrollment tool on the HSCP private site (http://www.hsuniversity.org/support/certification.htm). Your electronic signature validates your acceptance of the terms and conditions of the HSCP agreement.

Application fee is $385. Your application will not be considered complete unless it is accompanied by appropriate documentation, as described above, and any applicable fees. Incomplete applications will not be processed. Allow two weeks for processing. When your application has been approved, you will be notified by e-mail, you will receive a Welcome Kit, and you will be granted access to the private HSCP Web site.

Prove your knowledge and skills

Include the required supporting documentation along with your HSCP application, as outlined below. Choose one of the following methods:

– Provide evidence that you have passed HS University required exams. Include your exam completion certificate from the course you attended with your HSCP application. For information about approved exam requirements, visit the HSCP site at http://www.hsuniversity.org/f_trainings.html.

Section 4: Preparing to take exam

Once you completed the application HSCP, you should schedule to take needed exam(s) for chosen area of certification. The exam cost is $185 per exam. Exams may be taken online or at HS University CEC. This section discusses steps you should take for the certification path you have chosen. Certified Professional program requires that each applicant must pass two core exams and one elective exam. Core exams are based in the core field of certification. There are eight core fields, these include:

– Early Childhood Development

– Health and Safety

– Family and Community Development

– Program Design and Management

– Fiscal Management

– Special Education Management

– Human Resource Management

– Technology Management

Core exams are comprised of several courses. Each core field consists of 8 to 10 courses. Each course meets a specific need in the core field. Exams are taken from 3-6 core courses. Applicants can download certification grids in order to ensure core course requirements are met. Student must pass one elective exam. Elective exams may be chosen from any field. All exams must be completed within the program year of application. All exams must be current and may not be taken outside of HS University. In order to ensure that you select current core and elective exams, please contact certification department or visit us online at www.hsuniversity.org/support/certification.html, Use the HSCP 2009 program requirements below to ensure that you meet the current necessary requirements.

Section 5: HSCP 2009 Program Requirements and Renewal Requirements

The HSCP program year runs from October 2008 through September 2009. Each year, Professionals will be asked to meet certain requirements to renew their status for the following year. (**Current HSCPs:** Please refer to Appendix 2 of this Program Guide to review the requirements for the HSCP 2008 program year.) There are important differences for the HSCP 2009 program year.

To **renew** your HSCP status in October 2009, you must meet the following requirements during the 2008 program year (October 1, 2008–September 30, 2009):

- Attend HS University training courses.
- Earn Component area continuing education credits.
- Earn instructional continuing education credits.

Attend at least two HSU training courses

To remain a part of the HSCP community, you must attend at least two training courses of 10 modules each or 20 modules delivered in any combination throughout the year. The following courseware is approved:

- HSOC Training, both classroom or blended solutions
- Custom courses made up of at least 50 percent HSOC Training modules
- ALS courses when delivered at HS University or a not-for-profit, accredited academic institution

Training can be delivered in any venue (HSU CTEC, HSU Certified Partner, HSU Technical, customer site, and so on), as long as it uses the HS University courseware listed above. To prove your attendance, you must fill out a Proof of Delivery form, which lists the course attended, the date of the course, and number of modules and which is signed by your employer. This form is available for download from the private HSCP Web site. You will need to submit this form, but you should keep this form on file for audit purposes.

Earn component area continuing education credits

HSCPs maintain their competency skills by participating in professional development activities throughout the year. You must earn 15 specific continuing education credits (CECs) throughout the course of the program year, between October 1, 2008, and September 30, 2009.

Technical CECs can be earned as follows:

- **Pass a HS University certification exam (5 credits)**. These credits are automatically applied when the exam provider sends exam results to HSU.

- *Audit requirements:* Exam information is stored automatically for you in your transcript, although you should always keep a copy of your score report. Credits are not granted for failed exams.

- **Attend a HSU course (1 credit per day)**. Attend any HSU course (HSOC Training, ALS).

- *Audit requirements:* Maintain a copy of your course completion certificate. It should include the course number and title, number of days, location, date, and signature of the instructor. Online courses will count for this requirement. You do not need an official HSU course completion certificate, but you need a course certificate that includes the same information.

- **Attend a HSU technical conference (1 credit per day)**. Attend a technical conference covering HSU technologies. A list of approved conferences will be maintained on the private HSCP Web site. The conference must be listed on the site in order to count for credit.

Audit requirements: Save your conference badge and receipt for payment. The combination of these documents should show the conference name, location, and dates.

- **Real-world application of skills (1 credit per 16 hours of billable time)**. Earn credits for applying your technical skills outside the classroom. Skills include education, family services, health, mental health, management systems, and program design, fiscal, facilities and transportation by using current Head Start experience in a Head Start world situation.

Audit requirements: For proof of completion, keep an invoice on file that shows the dates of the work completed, a description of the work, number of hours, and contact information of the employer. In addition, include a one- to three-page write-up of the work that describes the project objectives, challenges, Head Start used, and the solution.

Earn instructional continuing education credits

You must complete one of the following activities between October 1, 2008, and September 30, 2009 to develop your knowledge and skills (each activity is worth 5 credits):

- **Attend a HSU course**. Attend any HSU course (HSOC Training, HSF, HOF, HSU ALS).

Audit requirements: Maintain a copy of your course completion certificate. It should include the course number and title, number of days, location, date, and signature of the instructor. Online courses will count for this requirement. You do not need an official HSU course completion certificate, but you need a course certificate that includes the same information.

- **Attend an HSCP Professional readiness event**. Events will be listed on the private HSCP Web site. Examples include HSCP sessions at HSU technical conferences and other HSCP exclusive events sponsored by HS University. The event must be listed on the site in order to count for credit.

- *Audit requirements:* Save your event badge, receipt for payment, and agenda. The combination of these documents should show the event name, location, dates, and content.

- **Attend a training skills course**. Attend a currently approved training skills course for your region, a Professional skills course hosted by your HSU CTEC, or a course at an accredited academic institution that directly applies to presentation skills.

Audit requirements: Keep your signed and dated course certificate or official transcript on file for proof.

New HSCP continuing education credits

The number of CECs is prorated for new HSCPs, depending on when you join the program, as follows:

- **October–January**. New HSCPs receive 5 technical credits upon HSCP certification.
- **February–May**. New HSCPs receive 10 technical credits and 5 instructional credits upon HSCP certification.
- **June–September**. New HSCPs receive 15 technical credits and 5 instructional credits upon HSCP certification.

IMPORTANT CONTINUING EDUCATION CREDIT NOTES

Course Attendance

We know that attending a HS University (HSOC Training) course can prepare you both technically and instructionally. Therefore, you can earn both technical and instructional credits by attending a course. It is your choice whether to apply course attendance to your technical credits or your instructional credits. However, you may not count the same class toward both credits.

Your Transcript

HSCP technical exam CECs will appear on your transcript. Honor system CECs will not appear on your transcript, but you may print a copy of your honor system CECs by using the HSCP Enrollment tool at any time during the program year. This printout reflects the credits that you entered during program renewal or reinstatement.

Additional Activities

HS University reserves the right to allow additional activities and events to count as credit toward your CECs. Such additions may be announced in the *HSCP Flash* newsletter or posted on the private HSU Web site.

Section 6: The Honor System

HSCPs are considered to be professionals in their field for Head Start compliance and knowledge. We recognize you as top performers who exemplify the best Professionals in the Head Start. Therefore, reporting of most HSCP program requirements is based on the honor system. When you renew each year by using the online application form, you will confirm that you met your delivery day requirement and enter the CECs that you earned during the year.

Although you will be asked to mail or fax proof of delivery days or CECs, we expect you to keep your own records proving your claims. Additionally, HSU will audit HSCPs each year.

Be Prepared for an Audit

In case you are audited, prepare and keep a file with records that indicate completion of the delivery days and CECs you attested to during your renewal. These proofs of compliance should match the items you listed in your renewal application.

If the audit determines that you have intentionally falsified your credentials, or you cannot produce evidence of compliance, you will be decertified. Depending on the severity of noncompliance, you may be permanently decertified. In this case, you will also permanently lose your HSCP certifications. This strict

application of certification requirements is intended to protect the majority of Professionals who abide by the honor system.

Losing your certification

HSCPs may be permanently dropped from the program for the following reasons:

- Attending a HSU course without using student course materials in original form (for example, using photocopied student or Professional materials)
- Cheating on HSCP program requirements
- Cheating on an HSCP exam or helping another candidate cheat on an HSCP exam
- Using the HSCP logo in a manner that violates the terms and agreement you signed in the HSCP application
- Not representing HS University or the HSU CTEC, HSU IT Academy, or HSU Certified Partner professionally and ethically

If you are decertified as an HSCP for any of the above disciplinary reasons, you will also be decertified as an HSCP.

Section 7: Certification States

The HSCP program is an annual program for individuals. We have included options to allow you to take a year off and to reinstate your certification if you are at some time decertified. This section lists the rules for renewing, reinstating, or choosing inactive status and provides several scenarios to help you determine your status and the consequences of your choices.

Changing certification states

Certification state	During the year (not including renewal period)	During renewal period
Certified	May not choose inactive status.	May choose to renew or go inactive.
Inactive	May choose to reinstate.	Must renew.
Decertified	May reinstate during the current program year in which you were decertified.	You must reapply as a new HSCP if you did not reinstate.

Examples of certification states

Scenario 1: You have met all program requirements for HSCP program year 2007, and you choose to renew for HSCP program year 2008. We applaud you.

Scenario 2: You choose to be inactive in program year 2008. You may renew in program year 2009 as long as you maintain an appropriate HSCP credential.

Scenario 3: You have met all program requirements in program year 2007, but you know you will not attend in program year 2008 because of other project. You choose inactive status, rather than renew your certification. You can then renew in 2008.

Scenario 4: You have not earned all your CECs in program year 2008. You are decertified. You earn the remaining CECs needed during program year 2009 and reinstate at that time. You maintain your certification start date. You are still responsible for earning the full CEC requirements for 2009, in order to renew in October 2009. CECs cannot count twice for two different program years.

Scenario 5: You have not earned all your CECs in program year 2008. You are decertified. You plan to make up the CECs during program year 2009 to reinstate, but you have not done so by the time the 2009 renewal period has started. You are dropped from the program and must reapply as a new HSCP to rejoin the program.

Section 8: Choosing Inactive Status

The HSCP program allows you to take a year of inactivity. The purpose of this status is to allow you a year in which you do not need to earn CECs, but may still enjoy some benefits of the program and also be able to rejoin the program the following year.

You may choose inactive status only during the program renewal period in October 2008. To choose this status, you must be an HSCP in good standing, which means you have completed the previous year's requirements. If you choose inactive status during program renewal and then decide to reinstate, you may do so. However, you are liable for the entire reinstatement fee, and you will not receive a refund on the inactive fee you paid during renewal.

You may decide to choose inactive status to take a long project, maternity leave, or a sabbatical from work. At the end of your inactive year, you must renew as an HSCP or be decertified. You cannot choose to remain inactive for two years in a row.

During this inactive year, you are not certified to teach courses, nor will you have access to Professional kits. However, you will have access to the following benefits:

- **Exam discounts**. Professionals receive a 45 percent discount on certification exams in countries where the exam cost is equivalent to US$185.

- **Access to the private HSCP Web site and the monthly HSCP newsletter**. The Web site and *HSCP* provide late-breaking HSCP program information and information from HSU on courses and exams.

- **Special offers for the HSCP community**. Many products and services are offered free of charge or at a discount for HSCPs. These special offers are kept up-to-date on the private HSCP Web site.

- **Private HSCP newsgroups on the Internet**. The newsgroups allow you to exchange information with Head Start programs and other HSCPs.

- **Invitations to regional and national HSU events**. These events include various Professional readiness events, both regional and international. Attending these events will help you stay ahead with Head Start regulations.

Section 9: Reinstating Your Certification

If you cannot renew your HSCP status in October 2009 because you did not meet program requirements or you missed the renewal period, you will be decertified. However, you may reinstate any time between

December 1, 2009, and August 31, 2010. There will be an online reinstatement form available from the MCP Secure Web site at http://www.hsuniversity.org/support/, starting December 1, 2009. When you reinstate, you maintain your certification start date.

Late renewal

If you lost your certification status because you missed the renewal deadline, submit the reinstatement form with the reinstatement fee.

Maintaining appropriate HSCP credentials

If you lost your HSCP status because you did not maintain appropriate HSCP credentials, then you must pass the appropriate exam(s) to acquire the credential. Refer to http://www.hsuniversity.org/support/   for requirements for specific credentials. When you have accomplished this, submit your reinstatement form and fee. Note that these exams may also count toward your technical CECs for HSCP 2009.

Completing continuing education credits

If you were unable to renew your HSCP status because you did not complete your continuing education credits in 2009, then you may make up the missing requirements, choosing any of the options available. Once completed, you may submit a reinstatement application. Please note that these activities will count only for the previous program year and not for the current program year. You are still responsible for completing the full set of activities for 2010.

Important note: When you reinstate, the enrollment tool will automatically assign up to 15 exam credits toward your technical CECs. For example, if your transcript shows 10 exam credits in program year 2008, and then you pass an exam in November 2009 (program year 2008), that exam will be counted toward your 2009 technical credits. You may not use honor system credits in its place.

Completing delivery day requirement

If you were unable to renew your HSCP status because you did not deliver enough HSU training in 2005, then you may not deliver training at a HSU CTEC. There are other venues under which you may deliver qualified HSU courses, such as a HSU CTEC private offering. You may reinstate as an HSCP when you have delivered a HSU course at least three days in length.

When you have completed your delivery, you may complete a reinstatement application, starting on December 1, 2009.

Reversing inactive status

If you chose inactive status during the renewal period, but decide later that you want to teach, you may reinstate your certification. However, you must pay the full reinstatement fee, and you may not receive a refund of your inactive fee.

Note: When the official renewal period has begun in 2007, you may not reinstate. You must reinstate your certification no later than August 31, 2008. If you fail to reinstate by August 31, 2008, you will be dropped from the program, and you must reapply as a new HSCP.

Section 10: Role of HSU Certified Education Centers

The primary responsibilities of HSU's CTECs include:

- Ensuring that only HSCPs who are certified in good standing deliver public HSU courses.
- Ensuring that the Professional is prepared before offering a HSU course.
- Ensuring HSCPs use original HSU course materials. Photocopying of materials constitutes courseware piracy and is not allowed. You are authorized to supplement the course materials with custom or additional materials to meet unique customer needs.
- Ordering and purchasing HSU student course materials.
- Ensuring that training facilities meet software and hardware equipment requirements for the HSU courses offered, as published in the setup guides or as specified in the course syllabus.
- Scheduling, administering, and marketing HSU courses to HSU customers.

Section 11: A Word Regarding Piracy

We have been thrilled, and so have our Professionals, to be able to access HSOC Training materials by using the Internet. We hope to expand the Professional resources available through this site. Please review this reminder of your responsibilities to safeguard HSU's intellectual property.

HSCPs are licensed to access Professional kits for their use and may also print copies for or share copies with other HSCPs.

When you apply for HSCP status, and when you first access the HSU Download Center, you will sign an End User License Agreement that prohibits unauthorized use of Professional materials. If HSU Professional kits are used for purposes other than Professional preparation and delivery, HSU will prosecute the practice as piracy to the full extent of the law.

If you are aware of illegal use or copying of HSOC Training courseware, please contact HSU at tctips@hsuniversity.org with specific details so that HSU can further investigate. Although this alias is monitored daily, you may not receive a response. However, your information will be very helpful in reducing piracy, which will help protect your program benefits.

HSU reserves the right to discontinue the electronic availability of Professional kits if it deems that courseware sales are adversely affected.

Appendix 1: Key Contacts

Program Information and Web Site Resources
HSU Web sites will be your primary source of program information. The following is a list of Web sites relevant to the HSU HSCP program. Please note that there may be sites localized to your country or region.
Private HSU Certified Professional site: http://www.hsuniversity.org/support/certification.htm
HSU Training and Certification: http://www.hsuniversity.org/HSU_index.htm
HSU CTEC Program: http://www.hsuniversity.org/f_trainings.html
HSU Certified Partner: http://www.hsuniversity.org/index-2.html

HSU Certified Professional Exams

HS University Enterprises (HSUE)   http://www.hsuniversity.org/locations1.htm

Appendix 2: Renewing Your Certification in 2010

This appendix provides a reminder of the HSCP requirements for the HSCP 2010 program year. The HSCP 2009 program year runs from October 1, 2009 through September 30, 2010.

To renew your HSCP status in October 2009, you must meet the following requirements during the 2010 program year (October 1, 2009-September 30, 2010):
- Maintain a premier certification (HSCP).
- Attend at least 10 days of HSU training.
- Earn continuing education credits (CEC).

Maintain a premier certification

Be aware of changes in the certification program that may cause you to lose a premier certification status. Such changes may include exams that are retiring, additional exam requirements, or requirements for staying certified on current requirements. Consult the HSU Certification web site for up-to-date information on the HSU Certified Professional program. Also, the *HSCP* newsletter, the *HSCP* newsletter, and the private HSCP web site will provide details on any changes to the certification program.

Attend at least 10 days of HSU training

To remain a part of the HSCP community, you must deliver at least 10 days of HSOC Training during the program year. These days are counted as follows:
- Each HSOC Training course will be counted according to the number of days of training specified in the course syllabus.
- Online training courses will be counted according to the number of days of training specified in the course syllabus.
- Any custom course, made up of HSOC Training modules, will be counted according to the number of full days taught.
- ALS courses, when delivered at a HSU IT Academy or a not-for-profit accredited academic institution.

Training can be delivered in any venue, as long as it uses materials listed above. This includes HSU CTECs, HSU Certified Partners, HSU IT Academies, or onsite training courses. To prove your training days, you must fill out a Proof of Delivery form, which lists the course taught, the date of the course, number of days, and which is signed by your employer. This form will be available for download from the private HSCP website when the program launches. You will not need to submit this form, but you should keep this form on file for audit purposes.

Earn continuing education credits

HSCPs maintain their technical and instructional skills by participating in professional development activities throughout the year. HSCPs are required to earn 15 continuing education credits (CEC) in activities that improve their technical skills and 5 credits in activities that develop their instructional skills. Note that some activities may benefit both your technical and instructional skills. In these cases, you may choose whether to apply the credits as technical credits or instructional credits.

Technical continuing education credits

You must earn 15 technical CECs throughout the course of the program year, between October 1, 2009 and September 30, 2010.

Technical CECs can be earned as follows:

- *Passing a HSU certification exam (5 credits).* These credits are automatically applied when the exam provider sends exam results to HSU.

What counts

- HSU certification exams
- If you achieved HSCP certification on the regulations track by June 30, 2009, then you will be awarded 15 credits.
- For the HSCP 2008 program year, exam credits will count from July 1, 2007 until September 30, 2008.

- *Audit requirements:* You do not need to maintain any proof of achievement for passing exams, as this information is stored with your profile. Credits are not granted for failed exams.

- *Attending a HSU course to learn the technology (1 credit per course day).* Course attendance counts one credit per day, based on the number of days in the course syllabus. For example, if a five day course is delivered at an AATP over an eight week period, it still counts for five credits.

What counts

- Any HSOC Training course or TPrep class delivered at a HSU CTEC, AATP, or Certified Partner site.
- Any customized HSOC training course. The majority of the content must be HSOC Training modules.
- Any HSOC Training eLearning offering. These count the equivalent of the classroom-based course days.

- *Audit requirements:* Maintain a copy of your course completion certificate. It should include the course number and title, number of days, location, date, and signature of the instructor. You do not need an official HSU course completion certificate, but you need a course certificate that includes the same information.

- *Attending a HSU technical conference (1 credit per day).* Conferences must take place between October 1, 2005 and September 30, 2006. There are two exceptions: Professional Readiness Event scheduled for September 29 and 30 associated with MEC 2006, and the HSU Training Tour seminars which start in July 2006.

What counts

A technical conference must meet the following criteria. It does not need to be sponsored by HSU:

- Must be at least one day in length
- Majority of sessions must address technical aspects of HSU technologies
- Must maintain a registration list and provide attendees with proof of attendance (conference badge, receipt)
- Must be open to HSCPs
- **Note:** Approved conferences for each year will be listed on the private HSCP web site and updated on a monthly basis. However, a conference does not need official approval in order to count, as long as it meets the above criteria.
- *Audit requirements:* Save your conference badge, receipt for payment, and agenda. The combination of these documents should show the conference name, location, dates, and content.

- *Real-world application of skills (1 credit per 16 hours of billable time)* This option allows you to earn credits for applying your technical skills outside the classroom. You will earn 1 credit for every 16 hours of billable time.

What counts: Architecting, designing, implementing, developing, configuring, troubleshooting using current HSU technology in a real world situation.

- *Audit requirements:* For proof of completion, keep an invoice on file that shows the dates of the work completed, a description of the work, number of hours, and contact information of the employer. In

addition, include a 1-3 page write-up of the work that describes the project objectives, challenges, HSU technologies used, and the solution.

Instructional continuing education credits

You must earn 5 instructional continuing education credits throughout the course of the program year, between October 1, 2008 and September 30, 2009.

Instructional CECs can be earned as follows:

o *Attending a HSU course to learn delivery techniques (1 credit per course day).* Course attendance counts one credit per day, based on the number of days in the course syllabus. For example, if a five day course is delivered at an AATP over an eight week period, it still counts for five credits. Please note that these courses must be delivered by an HSCP to count for instructional credits.

What counts?...
   o   Any HSOC Training course or TPrep class delivered at a HSU CTEC, AATP, or Certified Partner site.
   o   Any customized HSOC training course. Content must be at least 1/2 HSOC Training modules.
   o   Any HSOC Training eLearning offering. These count the equivalent of the classroom-based course days.

Audit requirements: Maintain a copy of your course completion certificate. It should include the course number and title, number of days, location, date, and signature of the instructor. You do need an official HSU course completion certificate, but you need a paper that includes the same information.

- *Attending a training skills course (5 credits per 2 or more days).* Course attendance counts five credits for any presentation skills course of 2 or more days.

What counts: Currently approved training skills courses for your region.

- *Audit requirements:* Keep your signed and dated course completion certificate on file for proof. Include a notation regarding the number of days.

Attending a HSU training skills conference (1 credit per day). Conferences must take place between October 1, 2008 and September 30, 2009.

What counts

A technical conference must meet the following criteria. It does not need to be sponsored by HSU:
   o   Must be at least one day in length
   o   Majority of sessions must address technical aspects of HSU technologies
   o   Must maintain a registration list and provide attendees with proof of attendance (conference badge, receipt)
   o   Must be open to HSCPs

Note: Approved conferences for each year will be listed on the private HSCP web site and updated on a monthly basis. However, a conference does not need official approval in order to count, as long as it meets the above criteria.
- *Audit requirements:* Save your conference badge, receipt for payment, and agenda. The combination of these documents should show the conference name, location, dates, and content.

Deliver a HSU eLearning course (1 credit per day). You earn 1 credit per day of training covered. Number of days is equivalent to the classroom-based course.

What Counts: Any delivery of a HSU eLearning title.

- *Audit Requirements:* Fill out a Delivery Days form. These deliveries may also count toward your Delivery Day requirement.

New HSCP continuing education credits

The number of CECs is prorated for new HSCPs, depending on when you join the program, as follows:

- **October–January.** New HSCPs receive 5 technical credits upon HSCP certification.
- **February–May.** New HSCPs receive 10 technical credits and 5 instructional credits upon HSCP certification.
- **June–September.** New HSCPs receive 15 technical credits and 5 instructional credits upon HSCP certification.

Continuing Education Credits Notes

Your Transcript

CECs will not appear on your transcript during the program year. This includes exam credits. When you renew your certification the following year (October 2007) you will enter your credits in the renewal application. Once you are renewed into the program, your transcript will display the credits you earned for the 2006 program year. These will appear on a separate page and show how you earned the credits (for example, exam credits, conference credits, course attendance, and so on).

Course Attendance

We know that attending a HSU (HSOC Training) course can prepare you both technically and instructionally. Therefore, both Technical and Instructional credits can be earned by attending a course. It is your choice whether to apply course attendance to your technical credits or your instructional credits. However, you may not count the same class toward both credits.

- *Last updated: April 2, 2009*

Subject to change: From time to time, the HSU Certified Professional requirements may change to reflect changes in the HSU Certified Education Center program specifications and HSU product specifications.