

Application for Connecticut Parenting Educator Credential

Charter Oak State College, 55 Paul J. Manafort Drive, New Britain, CT 06053-2142

Last Name		First		MI	Other Name	
No. & Street			City		State	Zip
Home Phone		Work Phone		E-mail		
Cell Phone:		Preferred Email:				
Current Employer			Current Supervisor's Name			
Employer's Address: No. & Street			City		State	Zip
Job Title				Date of Application		
<p>Application/Course Cost \$120.00: (Application Fee of \$120 is Valid for One Year) \$120.00 cost includes application fee (\$75.00) and required non-credit online course (\$45.00): <i>Fundamentals of Parenting Education</i> <i>(covering the National Extension Parenting Educators' Framework (NEPEF) as well as the CT PEN Parenting Educator's Code of Ethics)</i></p> <p>Please pay by Check to Charter Oak State College in the amount of \$120.00 Mail to: Carole Weisberg, Charter Oak State College, 55 Paul J. Manafort Drive, New Britain, CT 06053 Email: cweisberg@charteroak.edu Phone: 860-832-3933</p> <p>You will be billed for the Credentialing Fee when your credential has been approved. Credentialing Fees: Provisional Level \$50.00 All other Levels: \$100.00</p>						

See Next Pages for Requirements at Each Level of the Parenting Educator Credential

Indicate the level for which you are currently applying (check one):

Provisional Level One Level Two Level Three Level Four

Applicant attests that the information contained in this application is true, and agrees to complete the required online modules and adhere to the CT PEN Code of Ethics for Parenting Educators.

Signature of Applicant

Date

Applicant must be a current member of CT PEN

<http://ctpen.org/howtojoin/>

Office Use Only

JZ ID: # _____

Date Received:

Amount Paid:

Provisional Level – Non-Renewable

Expires in four years

- Official Transcripts Verifying Education: H.S. Diploma (or GED) or higher level of education.
- Completion of required non-credit online course - *Fundamentals of Parenting Education*
- Documentation of Completion: Research-based training in any one of the following curriculums depending on ages of children of families served:
 - Parents-As-Teachers (birth to 5) (Includes Home Visiting)
 - Building Family Futures (Birth to school-age)
 - Strengthening Families (school-age)
- Verification of Experience –
 - 1 year as a parenting educator (full-time or equivalent); and
 - Receiving direct individual supervision on a regular basis.
- Proof of Membership in CT PEN (verified by name on CT PEN membership list)

In order to move from Provisional Level to Level 1: Holders of the PROVISIONAL LEVEL Parenting Educator Credential MUST meet the additional requirement of 12 credits or equivalent (described in checklist – page 4) in order to receive a valid and renewable Level 1 Parenting Educator Credential on or before the expiration date of the provisional certificate.

Level 1 Parenting Educator – Requirements

Valid: 3 years

- Official Transcripts Verifying Education: H.S. Diploma (or GED) or higher level of education
- Completion of required non-credit online course - *Fundamentals of Parenting Education*
- Official Transcripts Verifying 12 credits or equivalent in the following subject areas:
 - Lifespan/Human Development (e.g., Infancy, Childhood, Adolescent, Adulthood)
 - Family Systems (e.g., Family Dynamics, Work and Family, Single, Divorced, and Blended Families)
 - Group Process and Dynamics (e.g. Interpersonal Communication, Family Communications, Theory of Group Management, Group Dynamics)
 - Adult Learning Theory and Methods (e.g. Learning Theory, Managing Learning Environments; Engaged Learning)
- Documentation of Research-based training in any one of the following curriculums depending on ages of children of families served:
 - Parents-As-Teachers (birth to 5) (Includes Home Visiting)
 - Building Family Futures (Birth to school-age)
 - Strengthening Families (school-age)
- Verification of Experience –
 - 1 year as a parenting educator (full-time 35 hrs/wk, or equivalent); and
 - Receiving direct individual supervision on a regular basis.
- Proof of Membership in CT PEN (verified by name on CT PEN membership list)

* **Limited Time - Pathway Available from Level 1 to Level 2:** Applicants must meet all requirements of the Level 1 Parenting Educator, and have at least 10 years documented parenting educator experience.

Applications will only be accepted within first 6 months of Credential roll-out. Complete Documentation must be received within a year of application.

Level 2 Parenting Educator – Requirements

Valid: 3 years

- Official Transcripts Verifying Education: Associate Degree
- Official Transcripts Verifying 12 credits or equivalent in the following subject areas:
 - Lifespan/Human Development (e.g., Infancy, Childhood, Adolescent, Adulthood)
 - Family Systems (e.g., Family Dynamics, Work and Family, Single, Divorced, and Blended Families)
 - Group Process and Dynamics (e.g. Interpersonal Communication, Family Communications, Theory of Group Management, Group Dynamics)
 - Adult Learning Theory and Methods (e.g. Learning Theory, Managing Learning Environments; Engaged Learning)
- Completion of required non-credit online course - *Fundamentals of Parenting Education*
- Documentation of Research-based training in any one of the following curriculums depending on ages of children of families served:
 - Parents-As-Teachers (birth to 5) (Includes Home Visiting)
 - Building Family Futures (Birth to school-age)
 - Strengthening Families (school-age)
- Verification of Experience –
 - 1 year (full-time 35 hrs/wk, or equivalent) as a parenting educator if AA/AS is in related field; 2 years as a parenting educator if in unrelated field; and
 - Receiving direct individual supervision on a regular basis
- Proof of Membership in CT PEN

* **Limited Time - Pathway Available from Level 2 to Level 3:** Applicants must meet all requirements of the Level 2 Parenting Educator, and have at least 10 years documented parenting educator experience.

Applications will only be accepted within first 6 months of Credential roll-out. Complete Documentation must be received within a year of application.

Level 3 Parenting Educator – Requirements

Valid: 3 years

- Official Transcripts Verifying Education: Bachelor's Degree
- Official Transcripts Verifying 12 credits or equivalent in the following subject areas:
 - Lifespan/Human Development (e.g., Infancy, Childhood, Adolescent, Adulthood)
 - Family Systems (e.g., Family Dynamics, Work and Family, Single, Divorced, and Blended Families)
 - Group Process and Dynamics (e.g. Interpersonal Communication, Family Communications, Theory of Group Management, Group Dynamics)
 - Adult Learning Theory and Methods (e.g. Learning Theory, Managing Learning Environments; Engaged Learning)
- Completion of required non-credit course - *Fundamentals of Parenting Education*
- Documentation of Research-based training in any one of the following curriculums depending on ages of children of families served:
 - Parents-As-Teachers (birth to 5) (Includes Home Visiting)
 - Building Family Futures (Birth to school-age)
 - Strengthening Families (school-age)
- Verification of Experience – 2 years (full-time, 35 hrs/wk, or equivalent) as a parenting educator if BA/BS is in related field; 4 years as a parenting educator if in unrelated field.
- Proof of Membership in CT PEN (verified by name on CT PEN membership list)

* **Limited Time - Pathway Available from Level 3 to Level 4:** Applicants must meet all requirements of the Level 3 Parenting Educator, and have at least 10 years documented experience as a parenting educator with five of the years in an administrative/supervisory capacity. ***Applications will only be accepted within first 6 months of Credential roll-out. Complete Documentation must be received within a year of application.***

Level 4 Parenting Educator – Requirements

Valid: 3 years

- Official Transcripts Verifying: Master’s Degree
 - Official Transcripts Verifying 12 credits or equivalent in the following subject areas:
 - Lifespan/Human Development (e.g., Infancy, Childhood, Adolescent, Adulthood)
 - Family Systems (e.g., Family Dynamics, Work and Family, Single, Divorced, and Blended Families)
 - Group Process and Dynamics (e.g. Interpersonal Communication, Family Communications, Theory of Group Management, Group Dynamics)
 - Adult Learning Theory and Methods (e.g. Learning Theory, Managing Learning Environments; Engaged Learning)
 - Completion of required non-credit course - *Fundamentals of Parenting Education*
 - Documentation of Research-based training in any one of the following curriculums depending on ages of children of families served, such as:
 - Parents-As-Teachers (birth to 5) (Includes Home Visiting)
 - Building Family Futures (Birth to school-age)
 - Strengthening Families (school-age)
 - Verification of Experience – 2 years (full-time: 35 hrs/wk, or equivalent) as a parenting educator if MA/MS is in related field; 4 years as a parenting educator if in unrelated field.
 - Proof of Membership in CT PEN (verified by name on CT PEN membership list)
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RENEWAL – Renewal cost is \$75 - Every three years from date of issue – ALL Levels (*except Provisional which is non-renewable*). Renewal requires 45 hours of documented professional development related to parenting education that has been completed within the three years between date of issue and renewal date.

Pathways to Meeting Educational Requirements:

Education requirements for the CT Parenting Educator Credential can be met through one or more of the following pathways:

- Approved credit-based course work offered by regionally accredited 2yr or 4yr colleges or universities, or institutions of higher education accredited by the Board of Governors of Higher Education.
- Approved standardized tests (e.g., CLEP, DSST/DANTES).
- Non-Collegiate programs recommended for credit by Charter Oak State College through the Connecticut Credit Assessment Program (CCAP). For example, approved CCAP courses are offered by The Children’s Trust Fund, All Our Kin, CT Charts-A-Course, and The Hartford Area Child Care Collaborative.
- Holders of the Family Development Credential (FDC) issued by The Children’s Trust Fund may meet requirements for six credits toward the CT Parenting Educator Credential by meeting education requirements for *Family Systems and Adult Learning*.

CONNECTICUT PARENTING EDUCATOR CREDENTIAL
Education and Experience Requirements
Applicant Documentation Checklist

Completion of Required Non-Credit Online Course: Fundamentals of Parenting Education taken online at Charter Oak State College (required for initial applicants).

Official Transcripts Please have transcripts sent directly to Charter Oak State College (attention: Carole Weisberg) in the sealed envelope issued by the college/university you have attended. **Xeroxed copies or opened envelopes will not be accepted.**

Proof of Education: Official transcripts verifying highest degree:

___ H.S. Diploma (or GED) ___ AS/AA ___ BS/BA ___ MS/MA Degree

Major/Concentration: AS/AA: _____ BS/BA _____ MS/MA _____

Proof of 12 Credits or the equivalent education [LEVELS 1-4 ONLY] 3 credits or equivalent in each of the following core areas of knowledge. Applicants will identify the courses they believe meet these core knowledge areas. (See page 3 for pathways to meet education requirements).

- o 3 credits: Lifespan/Human Development (or combination of courses e.g., Infancy, Childhood, Adolescent, Adulthood)

Course Title(s): _____

- o 3 credits: Family Systems (e.g., Family Dynamics, Work and Family, Single, Divorced, and Blended Families)

Course Title(s): _____

- o 3 credits: Group Process and Dynamics (e.g., Interpersonal Communication, Family Communications, Theory of Group Management, Group Dynamics).

Course Title(s): _____

- o 3 credits: Adult Learning Theory and Methods (e.g., Learning Theory, Managing Learning Environments; Engaged Learning).

Course Title(s): _____

Proof of Experience: Official letters verifying experience (and supervision where required): Please have letters sent from the person writing on your behalf directly to Charter Oak State College (attention: Carole Weisberg) with original signature, and signed across seal of envelope. Acceptable letters are from a current or former supervisor with first-hand knowledge of the applicant's job responsibilities, must be on official stationery, contain start and end dates of employment and describe or attach job description. **Xeroxed copies or opened envelopes will not be accepted.**

Proof of CT PEN Approved Training: Applicants trained in Connecticut will be verified by name on list provided by CT PEN approved trainers and organizations. If trained outside of Connecticut, verification from trainer must be sent directly to Charter Oak State College (attention: Carole Weisberg)

- o ___ Parents-As-Teachers (Birth to 5) (Includes Home Visiting)
- o ___ Building Family Futures (Birth to school-age)
- o ___ Strengthening Families (School-age)

Proof of Current Membership in CT PEN: Verified by name on CT PEN Membership List