

# Pennsylvania School-Age Professional Credential Renewal Criteria & Application

## Introduction

This document describes the requirements for individuals that have a current *Pennsylvania School-Age Professional Credential* (SAPC) and are interested in renewal. The purpose of the renewal process is to continue to build on the skills developed in the 13 SAPC Functional Areas through the initial 120 hours of coursework, Portfolio and Resource File development. These requirements encourage leadership development through a workforce that maintains current knowledge and skills in their work with school-age children and youth.

## Pennsylvania School-Age Professional Credential Renewal Criteria

Individuals interested in applying for renewal of the Pennsylvania School-Age Professional Credential (SAPC) must have a current SAPC. Individuals renewing for the first time must renew the credential within three years of the initial award. Subsequent renewals are every five years.

## Criteria

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1. Completed application form with all other required documentation listed below and an application fee of \$50.
2. Documented proof of a current *Pennsylvania School-Age Professional Credential* (Attach a copy).
3. Documented proof of current pediatric first aid certification (Attach a copy).
4. Documented proof of 45 hrs. of professional development hours related to school-age child care<sup>1</sup> (Attach copy of transcripts, certificate of completion, Act 48 documentation, etc.)
  - The 45 hrs. may be acquired as 4.5 Continuing Education Units (C.E.U.s), a 3 credit-hour college course or Act 48 eligible professional development. The 3 credit-hour college course may be in early childhood education, elementary education or related field as defined by the *Pennsylvania Early Learning Career Pathway*. Hours must be acquired within the past three years for the initial renewal and with in the past five years for subsequent renewals. These hours must be in addition to the original 120 clock hours when obtaining the SAPC.
  - Continuing education activities planned for renewal are expected to be beyond the level of the initial 120 clock hours.
5. Documented proof of minimum of 80 hours of recent (within in past year) work experience with school-age children (5 -12 yrs. old). This may be accomplished through a letter from your employer verifying employment.

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<sup>1</sup> When identifying content to meet the 45-hr. professional development requirement, individuals should refer to the SAPC Competency Goals, the individual Growth Strategies identified in the initial SAPC Assessment and growth areas identified in the PA Early Learning Keys to Professional Development Professional Development Record.

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6. A letter of recommendation from a School-Age Care Professional with whom you have a professional relationship and who can attest to your competence with school-age children. The individual writing the letter of recommendation must have observed the SAPC Candidate in a school-age care setting and must meet the requirements of the SAPC Advisor. Comments about the Candidate's competencies as observed should be addressed in the Letter of Recommendation.
7. Documented proof of membership and participation (within current year) in a national or local professional organization relevant to school-age care. *"Participation" is defined as evidence of activity. Examples may include committee participation, published article, advocacy activity, etc.*
8. Documented proof of goals for ongoing professional development relevant to school-age care. Completed renewal application and all supporting documentation submitted with the application fee to:

**Pennsylvania Key  
PA School-Age Professional Credential  
200 North Third Street, 2<sup>nd</sup> Floor  
Harrisburg, PA 17101**

# Pennsylvania School-Age Professional Credential Renewal Criteria & Application

## Renewal Application

<b>Dates</b>	<b>Date SAPC Expires:</b>		<b>Date of Application:</b>	
<b>Applicant information: Home Address and contact Information</b>	<b>First Name:</b>	<b>M.I.</b>	<b>Last Name:</b>	<b>SSN:</b> xxx - x -
	<b>Street:</b>			
	<b>City/Town:</b>		<b>State:</b>	<b>Zip Code:</b>
	<b>Telephone:</b> ( ) - -		<b>Email:</b>	
<b>Work Address and contact information</b>	<b>Program Name:</b>			
	<b>Street:</b>			
	<b>City/Town</b>		<b>State:</b>	<b>Zip Code:</b>
	<b>Telephone:</b> ( ) - -		<b>Email:</b>	
	<b>What is your current position/title?</b>			
<b>Professional Development: List below professional development being applied to the 45 hours required for renewal</b>				
<b>Course Title</b>	<b>Professional Development Organization (e.g. college)</b>	<b>Date</b>	<b># hrs.</b>	<b>Type of credit</b>
				<input type="checkbox"/> Act 48 <input type="checkbox"/> C.E.U. <input type="checkbox"/> College Credit
				<input type="checkbox"/> Act 48 <input type="checkbox"/> C.E.U. <input type="checkbox"/> College Credit
				<input type="checkbox"/> Act 48 <input type="checkbox"/> C.E.U. <input type="checkbox"/> College Credit
				<input type="checkbox"/> Act 48 <input type="checkbox"/> C.E.U. <input type="checkbox"/> College Credit
				<input type="checkbox"/> Act 48 <input type="checkbox"/> C.E.U. <input type="checkbox"/> College Credit



# Pennsylvania School-Age Professional Credential Renewal Criteria & Application

## Renewal Application

- \$50 non-refundable application fee (payable to PA Key)
  - Copy of current Pennsylvania School-Age Professional Credential
  - Copy of current pediatric first aid certification.
  - Documented proof of 45 hrs. of professional development hours related to school-age child care (Attach copy of transcripts, credential of completion, Act 48 documentation, etc.).
  - Documented proof of recent work experience with school-age children (5 -12 yrs. old) with in the past year (minimum of 80 hours).
  - A letter of recommendation from a School-Age Care Professional with whom you have a professional relationship and who can attest to your competence with school-age children.
  - Documented proof of membership and participation (within current year) in a national or local professional organization relevant to school-age care.
  - Documented proof of goals for ongoing professional development.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**Submit this application with \$50 payment to:  
Pennsylvania Key  
200 North Third Street, 2<sup>nd</sup> Floor  
Harrisburg, PA 17101**