

Professional Activities Matrix

CORE KNOWLEDGE AREA	ACTIVITY	UNITS	DOCUMENTATION	For Office Use Only
<i>Place a check mark in this column for the activities you have selected</i>			<i>For letters required to verify completion, please use Professional Activity Documentation in the Appendix</i>	
Child/Youth Growth and Development	<i>Knows the typical benchmarks for growth and development and uses this knowledge to provide a program that meets the multiple needs of children and youth</i>			
	Attend Afterschool Basics workshop on Child/Youth Growth and Development and complete the Afterschool Basics activity	1	NH Professional Registry Training Transcript	
	Personally receive observational feedback from a supervisor or mentor regarding an age appropriate activity demonstrated in the program	1	Letter from program director documenting this activity has been completed	
	Present a training (minimum of 2 hours) on Child/Youth Growth and Development	3	NH Professional Registry Training History record or certificate from sponsoring agency if not in the Registry	
	Design a series of activities that incorporate appropriate youth development for the ages served	3	Letter from program director documenting this activity has been completed	
	Other:			
Learning Environments and Curriculum	<i>Creates a high-quality learning environment and implements age-appropriate curricula and program activities</i>			
	Attend Afterschool Basics on Learning Environments & Curriculum and complete the Afterschool Basics activity	1	NH Professional Registry Training Transcript	

	Make learning visible, using technology. Examples: Display board, a video, a slideshow of children and youth in action	2	Letter from program director documenting this activity has been completed	
	Present a training (minimum of 2 hours) on Learning Environments & Curriculum	3	NH Professional Registry Training History record or certificate from sponsoring agency if not in the Registry	
	Complete a self-assessment of the School-Age Care Environment Rating Scale (SACERS)	3	Copy of the SACERS results page	
	Develop an Afterschool Program STEAM curriculum that is age and developmentally appropriate and is incorporated in the program	5	Letter from program director documenting this activity has been completed	
	Create a school-year long series of 6-8 week long clubs that are age and developmentally appropriate	6	Letter with highlights about the clubs signed by program director or peer (if program director)	
	Other:			
Child/Youth Observation and Assessment	<i>Understands and applies observation and assessment techniques and tools to meet individual needs</i>			
	Attend Afterschool Basics on Child/Youth Observation & Assessment and complete the Afterschool Basics activity	1	NH Professional Registry Training Transcript	
	Attend a child's IEP or 504 meeting with school personnel	1	Copy of letter from school personnel documenting attendance at IEP or 504 meeting	
	Observe a child and create an activity that meets the child's individual needs	2	Letter from program director documenting this work has been completed	
	Create a behavior plan that addresses a child's challenging behavior	3	Letter from program director documenting this work has been completed	

	Present a training on Child/Youth Observation & Assessment (minimum of 2 hours)	3	NH Professional Registry Training History record or certificate from sponsoring agency if not in the Registry	
	Other:			
Interactions with Children and Youth/Youth Engagement	<i>Recognizes the importance of relationships and communication in the practice of quality child and youth care and implements guidance techniques and strategies to support children and youth individually and in group experiences to develop self-regulation, self-concept, coping mechanisms, and positive interactions with their peers and adults. Acts in partnership with children and youth to foster appropriate child and youth leadership and voice</i>			
	Attend Afterschool Basics on Interactions with Children & Youth and complete the Afterschool Basics activity	1	NH Professional Registry Training Transcript	
	Attend Afterschool Basics on Youth Engagement and complete the Afterschool Basics activity	1	NH Professional Registry Training Transcript	
	Create a child and youth survey regarding your program environment and curriculum, asking for input on curriculum and clubs	2	Letter with highlights about the survey results	
	Present a training on Interaction with Children and Youth/Youth Engagement (minimum of 2 hours)	3	NH Professional Registry Training History record or certificate from sponsoring agency if not in the Registry	
	Support child and youth-led activities (ex, newsletter, operating a student store) for a minimum of 4 months	3	Letter with highlights about the activities signed by program director or peer (if program director)	
	Facilitate an ongoing leadership group with youth in the program for a minimum of 4 months	3	Letter from program director documenting this activity has been completed	
	Other:			

Cultural Competency and Responsiveness	<i>Actively promotes respect for cultural diversity and creates an inclusive, welcoming, and respectful environment that embraces diversity</i>			
	Attend Afterschool Basics on Cultural Competency & Responsiveness and complete the Afterschool Basics activity	1	NH Professional Registry Training Transcript	
	Present a training on cultural competency (minimum of 2 hours)	3	NH Professional Registry Training History record or certificate from sponsoring agency if not in the Registry	
	Develop a plan to incorporate cultural competencies in the program	3	Letter with highlights from the plan signed by program director or peer (if program director)	
	Develop program guidelines and documents that use non-discriminatory language	3	Letter listing guidelines and documents that is signed by program director or peer (if program director)	
	Attend a Train the Trainer on cultural competency	4	NH Professional Registry Training Transcript or Certificate of Attendance if not in the Registry	
	Other:			
Family, School and Community Relationships	<i>Builds on respectful, reciprocal relationships across settings to promote optimal development for children, youth, and families and to enhance the quality of afterschool and youth services</i>			
	Attend Afterschool Basics on Family, School & Community Relationships and complete the Afterschool Basics activity	1	NH Professional Registry Training Transcript	
	Participate with a PTA/PTO or other parent/family engagement organizations	1	Letter from PTA or other organization officer documenting participation	
	Participate on a planning team for a Lights On! event	1	Documentation of event signed by program director or peer (if program director)	
	Plan and host a family night in your program	2	Flyer from the event signed by program director or peer (if program director)	

	Supervise high school students officially placed in a high school practicum in your program (1 semester)	2	Letter from high school placement teacher	
	Present a training on family, school, and/or community relationships (minimum of 2 hours)	3	NH Professional Registry Training History record or certificate from sponsoring agency if not in the Registry	
	Engage community partners in an AS activity or event	3	Documentation of activity or event signed by program director or peer (if program director)	
	Supervise college students officially placed in a practicum in your program (1 semester)	4	Letter from college placement teacher	
	Develop a community partnership and engagement plan for your program	4	Letter with highlights from the plan signed by program director or peer (if program director)	
	Other:			
Safety and Wellness	<i>Ensures the safety and wellness of children and youth by implementing prevention, preparedness, and health and safety practices</i>			
	Attend Afterschool Basics on Safety & Wellness and complete the Afterschool Basics activity	1	NH Professional Registry Training Transcript	
	Be a member of your organization's Joint Loss Committee	2	Letter from your employer documenting your role, as well as the dates of committee meetings.	
	Plan and host a family night reviewing your program's Emergency Operations Plan (EOP)	2	Flyer from the event signed by program director or peer (if program director)	
	Participate in revising your program's Emergency Operations Plan (EOP) development	3	A letter from your program director (or peer, if you are the director) documenting your participation	
	Present a Healthy Eating Physical Activity (HEPA) training (minimum of 2 hours)	3	NH Professional Registry Training History record or certificate from sponsoring agency if not in the Registry	
	Administer the CACFP (food program) for your afterschool program	3	A letter from your program director documenting you as the administrator	

	Lead the development of your program's EOP	6	Letter from the program director (or peer if you are the director) documenting your leadership role	
	Other:			
Program Planning and Development	<i>Supports staff and serves as a role model around professional development plans by building healthy relationships with colleagues and families, providing developmentally appropriate practices, and connecting with and utilizing resources.</i>			
	Attend Afterschool Basics on Program Planning & Development and complete the Afterschool Basics activity	1	NH Professional Registry Training Transcript	
	Hold current membership in a professional local, state or national organization supporting schoolage children and youth	1	Certificate, membership card, or letter of confirmation of membership from the organization	
	Create a year-long plan for professional development (PD) for your program	2	Copy of Program PD plan (see sample in Appendix)	
	Revise a handbook for staff or families	3	Letter from program director (or peer, if you are the director) documenting your role in the development of the handbook and table of contents	
	Revise a Program Systems/Operations Manual of policies and procedures for your organization	3	Letter from your program director (or peer, if you are the director) documenting your role in the revision of the Manual	
	Present a training on Program Planning and Development	3	NH Professional Registry Training History record or certificate from sponsoring agency if not in the Registry	
	Lead your program through a program assessment	4	Letter from program director documenting your leadership role and assessment tool used	

	Assist in writing a grant proposal for your organization	4	Letter from program director documenting your role and grant name	
	Develop a family engagement plan for your program	4	Letter from the program director documenting your role and listing the highlights of the plan	
	Create a Program Systems/Operations Manual of policies and procedures for your organization	6	Letter from the program director documenting the satisfactory completion of the Operations Manual and a copy of the table of contents	
	Other:			
Professional Development and Leadership	<i>Acts ethically, is committed to continuous learning, and advocates for best practices and policies for children and youth.</i>			
	Attend Afterschool Basics on Professional Development & Leadership and complete the Afterschool Basics activity	1	NH Professional Registry Training Transcript	
	Attend a professional organization meeting related to schoolage children & youth	1	Certificate of attendance or letter from organization documenting your attendance	
	Attend a local, statewide, or regional afterschool or youth-related conference	1	NH Professional Registry Training History record or certificate from sponsoring agency if not in the Registry	
	Volunteer at a local, statewide, or regional afterschool, or youth-related conference	1	Letter from organization documenting your volunteer work	
	Create an individual Professional Development Plan based on the self-assessment of a minimum of 3 NAA Competencies	1	Copy of your Professional Development Plan (see template in Appendix)	
	Contribute written content to a relevant publication that is distributed locally or statewide	2	Letter of acceptance of your written content for the publication and/or link to the written content in the publication	
	Lead the planning team for your program's Lights On! Event	2	Letter from the program director (or peer if you are the director) documenting your leadership role	

	Lead the planning team for your program's Summer Learning Day event	2	Letter from the program director (or peer if you are the director) documenting your leadership role	
	Participate on a panel at a local, statewide, regional youth-related, or afterschool conference	2	Letter from organization documenting your participation or conference brochure indicating your participation	
	Present a training on Professional Development	3	NH Professional Registry Training History record or certificate from sponsoring agency if not in the Registry	
	Lead the development of a staff orientation for your program, using the Afterschool Orientation Guidelines	3	Letter from the program director (or peer if you are the director) documenting your leadership role in the development of the orientation and copy of table of contents	
	Lead staff through completing their credentials	3	Letter from the program director (or peer if you are the director) documenting your role and a list of staff you assisted	
	Attend a national afterschool or youth-related conference	3	NH Professional Registry Training Transcript record or certificate from sponsoring agency if not in the Registry	
	Present a training at a local or statewide, or regional afterschool or youth-related conference	4	NH Professional Registry Training History record, certificate from sponsoring agency if not in the Registry, or letter of acceptance from the sponsoring agency	
	Edit, be a 'peer reviewer' or serve on an editorial board of a professionally relevant publication (book, journal) that is distributed nationally	4	Letter documenting your role from the publisher	
	Actively participate in and complete the ACROSS NH Intentional Program Improvement Cohort	4	NH Professional Registry Training Transcript	
	Present a training at a national afterschool or youth-related conference	5	Certificate from sponsoring agency or letter of acceptance from the sponsoring agency	
	Attend the ACROSS NH Business Practices Institute	5	NH Professional Registry Training Transcript	

	Participate on a panel at a national youth-related or afterschool conference	5	Letter from organization documenting your participation or conference brochure indicating your participation	
	Actively participate on a national afterschool committee	5	Letter from organization documenting your committee participation and role	
	Actively participate on a New Hampshire Afterschool Network (NHAN) committee	5	Letter from organization documenting your committee participation and role	
	Participate on a national Peer Learning Community (PLC)	5	Letter from organization documenting your participation	
	Publish in a professionally relevant publication or journal that is distributed nationally or is published in a professionally relevant book	6	Links to the publication, or copy of letter of acceptance of your written content for the publication	
	Serve as a validator for a quality assessment for another program	6	Documentation of your participation as a validator supplied by the organization overseeing the process	
	Lead a committee for NHAN	6	Letter from organization documenting your committee participation	
	Complete any level of the Self-Assessment Tool for the Core Knowledge Areas and Competencies from the National Afterschool Association (NAA)	7	Action Plan from the Self-Assessment Tool, signed by director, coach, mentor	
	Be the primary writer of a grant for your program	8	Letter from your program documenting your role as the primary writer	
	Be a year-long mentor to an afterschool professional or program	8	Documentation of your work, including dates, from the program or the organization that contracted you to mentor	
	Complete an ACROSS NH Leadership Institute	8	NH Professional Registry Training Transcript	
	Hold the Chair position on a local or statewide afterschool or youth-related Board, including NHAN	8	Letter from organization documenting your committee participation	
	Become a SACERS Assessor	10	Certificate of completion	
	Other:			