

CYS RECOGNITION PLAN



UNITED STATES ARMY
CHILD & YOUTH SERVICES

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OVERVIEW

What is the Army Child and Youth Services (CYS) Recognition Plan?

Throughout the Army, all members of the CYS team, whether Child and Youth Program Assistants (CYPAs), management personnel, specialist staff, support staff, or Family Child Care (FCC) providers, work together to improve programs provided to children, youth and their Families. The dedication and devotion to duty displayed by CYS professionals result in nationally recognized world-class programs. The greatest strength of CYS is its people. There are literally thousands of CYS professionals who work tirelessly to sustain CYS as the “Model for the Nation.” This plan visibly and tangibly recognizes installation CYS personnel and FCC providers’ efforts and demonstrates support and appreciation of all members of the CYS team.

The CYS Recognition Plan has four major goals:

- Establish standard recognition criteria for use in all CYS programs
- Acknowledge individual and program/system accomplishments
- Identify appropriate award items
- Include procedures for administering awards and recognizing accomplishments

Why is Recognition Important?

The availability of opportunities in the workplace for achievement, recognition, responsibility, advancement, and personal growth strongly influences employee motivation and, consequently, performance. The Army has made a significant effort to provide these opportunities through

- Better wages and working conditions
- Comprehensive staff and FCC provider training
- Opportunities for personnel to have leadership roles through vertical and lateral career paths in child and youth delivery systems

Of all the factors reported to contribute to job satisfaction, recognition of personnel has been identified as one of the most significant. Acknowledging staff and program accomplishments has been found to boost productivity, job satisfaction, and employee performance. Personnel report highest levels of job satisfaction when their efforts are recognized by the organization in which they work. Employees in all types of jobs have reported that they would leave their current positions to work for another organization with a reputation for giving special notice and appreciation to employees. Yet others report that they would stay in a position where they were valued versus leaving for a higher paying position. Therefore, this CYS Recognition Plan has been developed to enhance staff and FCC provider job satisfaction as well as to systematically encourage each person to take advantage of training and program improvement opportunities.

Who is Eligible for Awards?

All members of the CYS team are eligible for awards:

- Direct Care Staff
- FCC Providers
- Management and Specialist Staff
- Support Staff

What Accomplishments are Included in the Plan?

Accomplishments that acknowledge both individual and team efforts and reflect initiatives to improve the quality of services to children, youth, and their Families will be recognized.

Individuals are recognized for:

- Being members of the CYS team
- Having work experience with Army CYS Programs (*Longevity*)
- Completing *Foundation Training* (Entry-level, Skill-level, and Target-level training)
- Attaining the *Child Development Associate (CDA) Credential* for Child Development staff and FCC providers, or the *Army Youth Practicum (AYP)* for Middle School/Teen staff or the *Child and Youth Functional Fitness Certification (CYFFC)* for Youth Sports staff
- Attaining specialized certifications such as Play Ground Inspector Certification and CompTIA Security+ Certification
- Completing required *Functional* training (Admin Assistants, Cooks, etc.)
- Going above and beyond for the betterment of the organization

Team and leadership efforts (*programs, systems, installations*) are recognized for providing *exemplary services* and attaining *national accreditation*.

PROCEDURES FOR PROVIDING RECOGNITION

What is the Rationale Behind the CYS Recognition Criteria?

The plan is designed to use a non-competitive award system. In other words, the chance to achieve awards is equally available to all personnel, and the distribution of an award for one employee, program, or system does not exclude the possibility of others receiving the same award. Rather, recognition criteria provide consistent recognition for accomplishments that improve quality, affordability, and availability. Additionally, the criteria for recognition are specific and clearly defined to ensure that individuals and teams can determine whether or not they are eligible for awards.

The awards are designed to be consistent within and across installations. Standardized awards make system, program, and individual accomplishments visible to others. For example, when staff and providers move from one CYS program to another, their award items will be recognizable to co-workers at the new program.

What are the Awards and the Recognition Criteria?

Orientation

All CYS personnel and FCC providers will receive a CYS backpack and CYS Logo Pin upon completion of the CYS Orientation process and 60-90 days of employment.

Longevity/Years of Service

All individuals will be recognized for the total number of years they have been associated with CYS. Beginning with year one, all individuals will receive a pin every year for years one through five and then receive a pin in five year increments thereafter. If an individual moves to another installation, including Army and sister services, previous years of service will be credited.

Training

Recognition for training revolves around the accomplishment of Individual Development Plan (IDP) goals and objectives. Direct care staff and FCC providers will receive a Star Pin and certificate for each level of Foundation Training (e.g. "Bronze Star" for Entry Level, a "Silver Star" for Skill Level and a "Gold Star" for Target Level). Administrative Assistants, Cooks and Support Staff will receive a "Gold Star" award and certificate for completing functional training in the areas of Customer Service, ServSafe, etc.

Special Recognition

The Special Recognition Award is an award for individuals who are recognized for exemplary and extraordinary services to children, youth, and their Families; an award for a "big deed" that has significant individual or Army-wide affect. This award consists of a special Army CYS Pin and Certificate of Achievement. Some examples of efforts to be recognized may include:

- Employee or provider saves a child's life, e.g., using CPR or First Aid
- Employee is named Installation Civilian Employee of the Year

- Employee or provider is selected to be a presenter at a national conference
- Employee or provider is featured in a national professional magazine

Credentials/Certifications

The CDA is a nationally recognized early childhood credential awarded to individuals who demonstrate competency in the specific requirements and standards set forth by the Council for Early Childhood Recognition. Individuals attaining the CDA will receive a CDA Pin from the Army and a certificate from the Council. The AYP is awarded to Youth Program Staff after the completion of the Army Foundation Training, 12 training units of Army Youth Practicum requirements, and demonstrated competency set forth by Army CYS. Awardees will receive an AYP Pin and certificate from Army CYS. The CYFFC is a credential awarded to participants that engage in a three day training course with the intent of learning the principles of providing fitness training and instruction to children and youth. Upon successful completion of a written and practical exam, participants will receive a certification in functional fitness from the National Aerobics and Fitness Trainings Association and a CYFFC Pin from the Army.

Pins will also be issued for special certifications such as COMPTIA Security+ Certification and Playground Inspector Certification. Additional certification pins may be added in the future and the recognition plan will be modified to reflect any additions.

National Accreditation

This part of the plan recognizes programs that have achieved a nationally recognized level of excellence (ex: National Association for the Education of Youth Children (NAEYC)). Programs who are recognized by the accrediting body will receive a certificate from the organization. A banner with the CYS logo is provided to programs in order to display each year the program earns accreditation. Individual FCC providers may also obtain National Accreditation through the National Association of Family Child Care. FCC providers who obtain NAFCC accreditation will be recognized with a letter from the IMCOM G9 CYS Division Chief.

What is the Recommendation/Nomination Process for CYS Recognition?

In general, *individual awards* are recommended and given by supervising personnel. For instance:

- Directors are responsible for recommending awards for CYPAs, FCC providers and support staff
- Coordinators are responsible for management and specialists (nurses, nutritionists, trainers, etc.)
- Directors of FMWR are responsible for coordinator awards

When appropriate, award recommendation responsibilities may be delegated. For example, a Program Director may feel the Training Specialist is best qualified to recommend awards for training because he or she is most familiar with staff and FCC

provider's IDP progress. In addition supervisors are also responsible for requesting award items for distribution.

Program awards are recommended by credentialing authority.

Individual and Program Banners

Individual Banners: To provide an attractive method for individual staff members to display their recognition pins, each staff member will receive a personalized display banner after completion of their orientation training and 60-90 days of employment. The banners will be displayed in groups based on the employee's room assignment or where appropriate for School Age, Middle School/Teen or Sports and Fitness programs. Each facility director will be responsible for providing guidance about how the banners will be displayed. Ensuring the banners are easily viewed by parents while being out of the reach of children are important factors in considering the location of the banners. If a staff member relocates, the banner can be taken with him/her.

Program Banners: To provide an attractive method for programs to display their accomplishments for providing quality care for our Army Families, each program will receive a program banner. The program banners should be displayed in the lobby of the appropriate facility. The program director may add dates to indicate the years that the program maintains accreditation.

Can Installations Continue to Give Unique Local Awards?

To increase the visibility of individual and team accomplishments, standard awards have been selected for certain activities that occur in all CYS programs/systems. Consequently, the awards described in this plan should be used at every installation. However, rather than discontinuing unique installation traditions, local awards may also be given to augment standard awards. For instance, a CDC director may give certificates of appreciation to all staff in a recently accredited program, even though the center will also receive a standard award. The CYS Recognition Plan is not designed to replace these awards. Local awards are encouraged!

How can Awards be Used Most Effectively?

It is extremely important to note that recognition and the provision of awards are more satisfying when accompanied by public recognition. While the award alone acknowledges the accomplishments of an individual or group, most individuals derive the greatest satisfaction when they are told directly by supervising personnel that their work is appreciated and valued. Regardless of the type of recognition provided, awards need to be accompanied by direct recognition from management staff. Recognition is most effective when supervising personnel demonstrate that they value the work that the individual, program, or system has done. Tips for presentation of awards are as follows:

- Present the award in person
- When appropriate, ask the Commander, or other command personnel, to write a congratulatory letter to accompany the award
- Present the award publicly at a staff meeting, luncheon, or recognition night

Ordering Award Items

IMCOM will provide each Garrison with the initial supply of awards. Once depleted it will be up to the garrison CYS to make purchases directly from the vendor. Personnel responsible for administering awards should also be responsible for purchasing the awards and maintaining an inventory of frequently presented awards. See Appendix A for vendor information.

Badges

To recognize employees who go above and beyond the minimum requirements to acquire training and demonstrate specific skills, specialized badges will be awarded. See Appendix B for more information about badges.

Summary of Individual Awards

Accomplishment	Type of Award	Awarding Authority
Completes CYS orientation and 60-90 days of employment	Banner, backpack and CYS Pin	Supervisor
Performs years of CYS work experience	Star with Service Number Pin (After completion of each year through fifth year and then every five years)	Supervisor
Completes Foundation Training	Entry Level – Bronze Star w/ certificate Skill Level – Silver Star w/ certificate Target Level – Gold Star w/ certificate Support Staff (Admin Assistants, Cooks, Maintenance)– Gold Star w/ certificate	Supervisor
Earns CDA, AYP, CYFFC, COMPTIA Security+, or Playground Inspector Certification	Certifications for CDA, AYP, CYFFC, COMPTIA Security+, or Playground Inspector Pin	Credentialing Representative
Earns special recognition	CYS Special Recognition Pin and certificate	Supervisor
Completes specialized training and demonstrates competency	Various badges as outlined in Annex B	Supervisor and Trainer

Summary of Program Awards

Accomplishment	Type of Award	Awarding Authority
National Accreditation	Banner with year and certificate	Accrediting agency

APPENDIX A

Recognition Item List

Item	Description
Cloisonné Lapel Pin ¾ inch	CYS Orientation Pin w/Logo
Die-struck Lapel Pin (Gold and Silver)	1 Yr. Service
Die-struck Lapel Pin (Gold and Silver)	2 Yrs. Service
Die-struck Lapel Pin (Gold and Silver)	3 Yrs. Service
Die-struck Lapel Pin (Gold and Silver)	4 Yrs. Service
Die-struck Lapel Pin (Gold and Silver)	5 Yrs. Service
Die-struck Lapel Pin (Gold and Silver)	10 Yrs. Service
Die-struck Lapel Pin (Gold and Silver)	15 Yrs. Service
Die-struck Lapel Pin (Gold and Silver)	20 Yrs. Service
Die-struck Lapel Pin (Gold and Silver)	25 Yrs. Service
Die-struck Lapel Pin (Gold and Silver)	30 Yrs. Service
Die-struck Lapel Pin without Color	Target Level Gold Star
Die-struck Lapel Pin without Color	Skill Level Silver Star
Die-struck Lapel Pin without Color	Entry Level Bronze Star
Cloisonné Soft Enamel Pin w/Epoxy	CDA Credential Pin
Cloisonné Soft Enamel Pin w/Epoxy	YPA Credential Pin
Cloisonné Soft Enamel Pin w/Epoxy	CYFFC Credential Pin
Die Struck Lapel Pin	Special Recognition Pin
Cloisonné Soft Enamel Pin w/Epoxy	Comp Security+ Pin
Soft Enamel pin w/ Epoxy	Playground Inspector Pin
22" X 30" Poly Banner with Gold Fringe	Program Banners
14" X 20" Poly Banner with Gold Fringe	Staff Display Banners
Sport Backpack	Backpack
Horizontal Name Badge	Name Badge for Banner
Badges	Various Badges

Vendor Contact Information



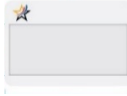







Creating Brand Legacy Worldwide


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Recognition Program Items (Items are not to scale)

CYMS Code	Item Name	Picture of Item
1BACKPK	Orientation Backpack	
1-BANNER	Staff Display Banner	
1-NAMTAG	Name Tag for Staff Display Banner	
1P-ORIEN	Orientation Pin	
2P-ENTRY 3P-SKILL 4P-TARG	Bronze Pin Silver Pin Gold Pin	
5P-AYP 5P-CDA 5P-CYFFC	Longevity Pins	
6P-CS	Computer Security Pin	
6P-PLAY	Play Ground Inspector Pin	
7P-SPEC	Special Recognition Pin	
L-Y01 L-Y02 L-Y03 L-Y04 L-Y05 L-Y10 L-Y15 L-Y20 L-Y25 L-Y30	Longevity Pin - Year 1 Longevity Pin - Year 2 Longevity Pin - Year 3 Longevity Pin - Year 4 Longevity Pin - Year 5 Longevity Pin - Year 10 Longevity Pin - Year 15 Longevity Pin - Year 20 Longevity Pin - Year 25 Longevity Pin - Year 30	

L-Y35 L-Y40 L-Y45	Longevity Pin - Year 35 Longevity Pin - Year 40 Longevity Pin - Year 45	
N/A	Program Recognition Banner	

Standardized templates will be available on the CYS SharePoint site in the Recognition Plan folder for certificates to accompany the Foundation Training Pins and the Special Recognition Pin.




Appendix B








CYS Recognition Program Badges

The CYS Recognition Program Badges provide a method to recognize employees who take the initiative to learn special skills and use those skills to benefit the customers they serve. Earning badges, shows passion for excellence, commitment to service, and a dedication to quality. The requirements for each badge include two components, an education/training requirement with specific courses and a competency requirement to demonstrate competent use of the skill.

For each badge earned, a CYS Badge Checklist must be completed and verified by the trainer and supervisor. The completed form will be submitted via e-mail to the G9 CYS POC. On a quarterly basis, G9 CYS will mail the earned badges to the Garrison CYS Coordinators to award to the employees. After a badge is presented to the employee, it may be added to the employee’s recognition banner. Only one badge per category may be issued for each employee. The trainer will record the earned badges in the employee’s training file in the Child and Youth Management System (CYMS).

Recognition Badges (Items are not to scale)

	Badge	Name of Badge	Badge Design
BD-CHAR	1	Character and Leadership Development	
BD-NUTI	2	Nutrition Training	
BD-ARTS	3	Arts (Music Performing, Digital, and Visual)	

BD-TIGER	4	Tiger Team Member	
BD-SIGN	5	Baby Sign Language	
BD-MENT	6	CYS and FCC Mentoring	
BD-GRDNG	7	Gardening Instructor	
BD-STEM	8	STEM	
BD-CHILDA	9	Child Abuse Prevention-Above and Beyond	
BD-SPECN	10	Specialist Training for Special Needs	

CYS Badge 1 Checklist: Character and Leadership Development (SAC/Youth)

Name of Employee: _____

Garrison: _____

Date Completed: _____

1. Training Requirement to Earn Badge:

_____ Complete at least two of the following curricula (highlight completed curricula): BGCA Keystone, Torch Clubs, SMART Leaders, 4-H Leadership & Citizen Project/Curriculum 4-H/AYDP Service Learning Curriculum, BGCA Military Youth of the Year and Month Programs. Courses must be preapproved by the program director or trainer and a certificate of attendance must be provided.

2. Demonstrated Competency Requirement for Badge:

_____ After Action Report from the training.

_____ Provided at least 1 well developed character and leadership development program that represents the fostering, mentoring and facilitation of character and leadership programming that took place a minimum of 6 to 12 weeks.

_____ Additional evidence of accomplishment is that the program has a consistent leadership program such as the Teen Chain of Communication, Garrison Youth Council, Army Teen Panel, Youth Leadership Forum, Military Youth of the Month and Year. As evidenced by:

1. A successful Garrison Youth Council
2. A successful Youth of the Year and Month
3. A successful Youth Leadership Forum
4. A successful Character and Leadership Development Program
5. A successful Junior Torch Program or Leadership Club
6. A successful Torch Program
7. A successful Keystone Program

Verified by:

Trainer Name: _____

Trainer E-mail: _____

Trainer Digital Signature: _____



AND

Supervisor Name: _____

Supervisor E-Mail: _____

Supervisor Digital Signature: _____

CYS 2 Badge: Basic Nutrition Knowledge

Name of Employee: _____

Garrison: _____

Date Started: _____

Date Completed: _____

1. Training Requirement to Earn Badge:

Complete one of the following:

_____ CARE Connection Curriculum for CACFP Child Care Providers

<http://www.nfsmi.org/Templates/TemplateDivision.aspx?qs=cEIEPTIO>

OR

_____ Eat Smart – LSU Ag Center

http://www.lsuagcenter.com/topics/food_health/education_resources/eatsmart/lessons

2. Demonstrated Competency Requirement for Badge:

_____ Passed the Basic Child Nutrition Quiz available from G9 CYS Nutritionist.

Verified by:

Trainer Name: _____

Trainer E-mail: _____

Trainer Digital Signature: _____

AND

Supervisor Name: _____

Supervisor E-Mail: _____

Supervisor Digital Signature: _____



CYS Badge 3 Checklist: Creative Arts (SAC/Youth)

Name of Employee: _____

Garrison: _____

Date Completed: _____

1. Training Requirement to Earn Badge: Complete at least 2 of the following curricula (CEU verification required)-

- _____ BGCA-Image Maker
- _____ Fine Arts Exhibit
- _____ 4-H-Theater Arts-Imagination in Action
- _____ Visual arts & Crafts
- _____ Photokids

2. Demonstrated Competency Requirement for Badge:

_____ After Action Report from the training.

_____ Provided at least 1 well developed educational work that represents imaginative, creative or artistic expression to be taught/performed by SAC and/or Youth in one or more of the following content areas (highlight the areas completed)-
Performing Arts-music, dance, theater, magic, illusion, mime, puppetry, circus acting, public speaking; Literacy Arts-Poetry, novels, short stories, epics; Visual Arts-painting, drawing, sculpture, print making, fiber arts, crafts, photography, video, film making, architecture.

Verified by:

Trainer Name: _____

Trainer E-mail: _____

Trainer Digital Signature: _____

AND

Supervisor Name: _____

Supervisor E-Mail: _____

Supervisor Digital Signature: _____



CYS Badge 4 Checklist: Tiger Team Member

Name of Employee: _____

Garrison: _____

Date of Completion: _____

1. Training Requirement to Earn Badge:

_____ N/A

2. Demonstrated Competency Requirement for Badge:

_____ Completed tasks assigned by Tiger Team Leader.

_____ Provided input to the team based on research and analysis.

_____ Participated in 80% of Tiger Team meeting/conference calls.

Tiger Team purpose and applicant's contribution:

Verified by:

Tiger Team Leader Name: _____

Tiger Team Leader E-mail: _____

Tiger Team Leader Digital Signature: _____

AND

Supervisor Name: _____

Supervisor E-Mail: _____

Supervisor Digital Signature: _____



CYS Badge 5 Checklist: Baby Sign Language

Name of Employee: _____

Garrison: _____

Date Completed: _____

1. Training Requirement to Earn Badge:

____ Complete garrison Baby Sign Language Course using the Center Certified Program (CCP).

2. Demonstrated Competency Requirement for Badge:

____ Competency verified by trainer as part of the course requirement.

____ Trainer verifies competent use of Baby Sign Language for three months.

Verified by:

Trainer Name: _____

Trainer E-mail: _____

Trainer Digital Signature: _____



AND

Supervisor Name: _____

Supervisor E-Mail: _____

Supervisor Digital Signature: _____

CYS Badge 6a Checklist: CYS Mentoring Mentor Badge

Name of Employee: _____

Garrison: _____

Date Started: _____

Date Completed: _____

1. Training Requirement to Earn Badge:

_____ 1 Hour of Mentor Training - Essential Mentoring Techniques: Mentoring Fundamentals- ID: mgmt_29_a01_bs_enus from <https://usarmy.skillport.com>.

2. Demonstrated Competency Requirement for Badge:

_____ Completion of 6 months of mentoring with a mentee assigned by IMCOM G9 CYS.

Verified by:

Trainer Name: _____

Trainer E-mail: _____

Trainer Digital Signature: _____



AND

Supervisor Name: _____

Supervisor E-Mail: _____

Supervisor Digital Signature: _____

CYS Badge 6b Checklist: Family Child Care (FCC) Mentor

Name of Employee: _____

Garrison: _____

Date Completed: _____

1. Training Requirement to Earn Badge:

_____ Completion of Foundation Level Training.

_____ Child Develop Associate (CDA) or National Association of FCC Accreditation.

_____ Completed local Garrison FCC Training Requirements as outlined in the FCC Mentor SOP.

2. Demonstrated Competency Requirement for Badge:

_____ Fully certified as an FCC Provider.

_____ Agree to serve as a mentor to other providers and host CDC staff observations as well as VIP visits to their home.

_____ Meet any additional requirements as outlined in the local FCC Mentor SOP.

Verified by:

Trainer Name: _____

Trainer E-mail: _____

Trainer Digital Signature: _____



AND

Supervisor Name: _____

Supervisor E-Mail: _____

Supervisor Digital Signature: _____

CYS Badge 7 Checklist: Gardening Instructor (SAC and Youth)

Name of Employee: _____

Garrison: _____

Date Completed: _____

1. Training Requirement to Earn Badge:

____ Complete a 4-H master gardener certification training and receive a certificate.

2. Demonstrated Competency Requirement for Badge:

_____ Mentor one to three school age children or youth to achieve a Junior Master Gardener certification.

Verified by:

Trainer Name: _____

Trainer E-mail: _____

Trainer Digital Signature: _____



AND

Supervisor Name: _____

Supervisor E-Mail: _____

Supervisor Digital Signature: _____

**CYS Badge 8 Checklist: Science, Technology, Engineering, and Math
(STEM) (SAC and Youth)**

Name of Employee: _____

Garrison: _____

Date Started: _____

Date Completed: _____

1. Training Requirement to Earn Badge:

Attend pre-approved related course sessions and earn a certificate in one or more content areas from one of the following programs (highlight or circle completed course): Attend local state sponsored Afterschool Association training in content area (ex. Texas Afterschool Association (TAA); Attend National Afterschool Association (NAA) training in STEM content area; Complete NASA.gov, related course(s)-use Educators series (www.nasa.gov/educator or student); Complete formal training on BGCA and/or 4-H USDA STEAM curriculum approved in advance by the director and/or trainer.

2. Demonstrated Competency Requirement for Badge:

- _____ Prepared an After Action Report (AAR) from the training.
- _____ Completed Project based STEM: Use STEM or STEAM Resource Tool Kit
- _____ Submitted a written 6-12 week CYS Program Plan with related Proof of Programming (PoP) Photos to show activities and product.
- _____ Provided 10 age appropriate activities to support and expand child/youth knowledge in the area of STEM.

Verified by:

Trainer Name: _____

Trainer E-mail: _____

Trainer Digital Signature: _____

AND

Supervisor Name: _____

Supervisor E-Mail: _____

Supervisor Digital Signature: _____



CYS Badge 9 Checklist: Child Abuse Prevention-Above and Beyond

Name of Employee: _____

Garrison: _____

Date Completed: _____

1. Training Requirement to Earn Badge:

_____ Completed the Safer, Smarter Kids 15-hour Beginning Teacher course (safersmarterkids.org) that covers the following information:

MODULE 1: Understanding Childhood Abuse

MODULE 2: Understanding Grooming – Predators

MODULE 3: Reporting – Requesting an Investigation – Suspicion of Abuse

MODULE 4: Reporting – Requesting an Investigation – Disclosure of Abuse

MODULE 5: Follow Up and Support for Children and Adults

2. Demonstrated Competency Requirement for Badge:

_____ Taught the 5-8 weekly lessons of the Safer, Smarter Kids Curriculum (safersmarterkids.org) appropriate to the age and development of the children in your care.

Verified by:

Trainer Name: _____

Trainer E-mail: _____

Trainer Digital Signature: _____

AND

Supervisor Name: _____

Supervisor E-Mail: _____

Supervisor Digital Signature: _____



CYS Badge 10 Checklist: Specialist Training for Working with Individuals with Autism and Easter Seals Internship

Name of Employee: _____ Garrison: _____

Date Completed: _____

1. Training Requirement to Earn Badge:

Option A:

_____ Completed A minimum of six inclusion webinars on Kids Included Together (KIT) online (job requirement is completion of four) at KITonline.org

_____ Completed the Behavior Support Reflection Tool (6-7) from the Army Operational Guidance for Behavior Support

_____ Completed one KIT inclusion support call for child identified within their classroom for special needs accommodation if necessary

_____ Completed Plan for Support Form (7-1) in the Army Operational Guidance for Behavior Support for one child in care

Or

Option B:

_____ Apply and attend the two-week Easter Seals Internship in Washington, D.C.

2. Demonstrated Competency Requirement for Badge (Choose 1):

_____ Completed a Behavior Support Plan for one child in care (7-6,7-7).

_____ Identified to Trainer one or more Foundational, Environmental, Targeted and/or Intensive supports in practice with child.

Or

_____ Showed evidence of differentiated instruction aligned with Creative Curriculum over a one month period for a child identified with special needs; must include ten daily lesson plans.

Verified by:

Trainer Name: _____

Trainer E-mail: _____

Trainer Digital Signature: _____

AND

Supervisor Name: _____

Supervisor E-Mail: _____

Supervisor Digital Signature: _____



Appendix C

Templates for Banners

The following templates are an example of how the name tag may be designed, and how recognition items may be displayed on the staff banners. The templates are examples only and the items may be displayed in a different arrangement. For the program banner, the program manager will make the determination about how the accreditation dates will be arranged on the banner.

Name Tag for Staff Display Banner



Staff Display Banner



Program Recognition Banner

