

## **Frequently Asked Questions for AOSN Website**

### **What is the Arkansas Youth Development Institute?**

The Arkansas Youth Development Institute is designed to provide free, easily accessible, and quality training on the core knowledge needed when working with youth. The Institute's course work is organized into courses that take approximately one to two hours to complete. Youth workers can pick and choose which courses to take in any order. The content of the courses are of relevance to youth workers serving children and youth in elementary – high school.

### **How did the Arkansas Youth Development Institute come to be?**

The Arkansas Youth Development Institute was developed from working closely with the Colorado Afterschool Network and The Partnership for Families and Children based in Denver, Colorado. Launched in early 2008 in Colorado, the Youth Development Institute was created to help meet the professional development needs of youth workers in Colorado who did not always have access to traditional, face-to-face professional development opportunities in their local community. Having experienced some of the same challenges in Arkansas in meeting the professional development needs of youth workers throughout the state (especially those residing in rural areas) the Youth Development Institute looked to fill a tremendous need for out of school time personnel in Arkansas. Since the onset of this collaboration, AOSN has worked closely with the Colorado Youth Development Institute to create additional training courses that are tied to the Search Institute's 40 Developmental Assets as well as the role that health plays in addressing the achievement gap. All courses are accessible for free to youth workers world wide.

### **How to I gain access to the Arkansas Youth Development Institute Courses?**

To gain access you will need to visit the Arkansas Out of School Network website at [www.aosn.org](http://www.aosn.org) and click on the YDI tab. At the bottom of the page, you will be prompted to use your mouse to click on the "Click Here to Start" hyperlink. Upon registering with the Institute, you will be assigned a user name and password that will then grant you access to all the Arkansas Youth Development Institute Courses.

### **How do I get my certificate of completion?**

The criteria for a certificate of completion are that every page has been viewed, all quizzes have been passed with a 75% or higher, and a minimum of 1 posting to a discussion forum per course. Once this criteria has been met, an internal email is sent to the administrator. The administrator will review the criteria and email your certificate of completion to the email address used as your username.

### **How soon after completing a course can I expect to get my certificate sent to me electronically?**

Certificates are distributed monthly based on those individuals that have completed all courses during the previous month. Please expect to wait up to a 4-6 weeks to receive your certificate.

### **What if I don't pass the quiz(zes) in the course?**

There are make-up quiz(zes) offered. This option will be offered to you at the end of the failed quiz.

### **What if I don't pass the make-up quiz?**

If you fail the make-up quiz, you become ineligible to receive a certificate of completion for that course.

### **What if I forgot to add a posting to the course discussion forum?**

You may enter the course at any time to complete this task.

### **Do I have to complete the course within an allotted amount of time?**

No. These courses are self-paced and you may return to complete them at any time. Once you complete the course (no matter how long it may take) then you will be eligible for a certificate of completion.

### **How much do these courses cost?**

At this time, these courses are offered for FREE!

### **Is clock hour credit assigned to each of the courses?**

Each of the Arkansas YDI courses have been assigned a standard clock hour credit based on the average amount of time each course takes to complete. Individuals that take more or less time to complete a course will still receive the same assigned clock hour credit for each course.

**I noticed that some of the courses have corresponding Supervisor's Guides. What are these guides?**

Selected courses have corresponding Supervisor Guides that are a collection of 3-5 meeting plans that supervisors can use for professional development sessions that are based on the YDI curriculum. To learn more about how to use these guides with staff in your out of school time program, visit the YDI website and take the short "Supervisor Guide Tutorial" that is accessible by clicking on the "Supervisor Guide Tutorial" tab.

**Are these courses registered with the TAPP Registry?**

Yes

**What is the TAPP Registry?**

The Traveling Arkansas' Professional Pathways (TAPP) Registry is the tracking component of the Arkansas Early Childhood Professional Development System. The Registry plays a key part in promoting professional development. Members of the TAPP Registry have access to an online training transcript, which lists the training he or she has attended over the year. Fifteen hours of training are required each year to maintain membership. Members are each assigned a unique Registry Identification numbers that is used to track their professional development hours. Each member is assigned a level according to the education and training he or she has received. Members can move forward to reach professional career goals and can use the *Spectrum* to guide which training is best suited to fit his or her needs. Membership is FREE. To learn more about becoming a member of the TAPP Registry visit <http://professionalregistry.astate.edu>

**Once I complete a course, what do I need to do to get credit on the TAPP Registry?**

In order for completed YDI Courses to post on a TAPP Training Transcript, participants will need to send an electronic copy of their training certificate to Jennifer Harris at (DERICK THIS IS WHERE I WOULD LIKE FOR YOU TO INSERT THE YDI specific email address that we are going to create via the AOSN website). Upon receipt, participants will be sent a TAPP attendance and evaluation form electronically. Upon completion of the forms, participants will mail in the completed forms for processing to the address provided.

**I am a certified employee of an Arkansas public school and am required to complete a minimum of sixty (60) hours of approved professional development each year. Can this training count towards my 60 hours?**

Individuals are encouraged to talk with their school administrator and to visit the Arkansas Department of Education website to learn about professional development criteria. Information can be found at <http://arkansased.org/pd/index.html>

**I have more questions! Who should I contact?**

Contact Jennifer Harris at [ydi@aasn.org](mailto:ydi@aasn.org) or 501-240-2741.