



Second Helping and Cuatro Pasos Instructor RE-Certification APPLICATION

A certified *Second Helping and Cuatro Pasos* Instructor must complete the re-certification process every two years. Certified Instructors (who become re-certified) will receive a new certificate, name badge and a personalized press release for distribution. Only these instructors will be authorized to teach this course and purchase materials.

Instructions:

Please complete and submit this renewal application (with supporting required documentation and signed contact on back of this page) along with \$50.00 payable to:

PathFinders Unlimited, Inc., P.O. Box 580 Patrick Springs, Virginia 24133.

If you have any questions, please contact Brenda Ives at 276-694-7571 or email at ives7153@embarqmail.com

Note: If application is denied, a refund in the amount of \$35 will be issued to applicant (\$15 processing fee)

Current Date: _____

Last Name: _____ First Name: _____

FCC Business Name (if applicable): _____

Name of Employer (if applicable): _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone No.: () _____ Fax No.: () _____

Email address (if applicable): _____

Date of Original (or last) Certification: _____ (last day of training)

Requirements for Re-certification:

- ◆ Must submit proof that applicant is currently working in the field of early care and education. Providers must submit copy of license or registration; non-providers must submit letter from employer.
- ◆ If applicant is a provider, must submit proof of state or national credential or degree in Early Childhood Education.
- ◆ Must submit proof of attendance (at a minimum) of one 6-8 hour Leadership and/or Instructor training (within the past two years).
- ◆ Must submit proof of attendance (at a minimum) of 16-hours continuing education (may include conference workshops, CACFP training, regulatory or health agency training, CCR&R training, etc). **OR** must submit proof of completion of one (1) Early Childhood Education semester course at an accredited college (within the past two years).
- ◆ Must have successfully completed a minimum of one (1) *Second Helping or Cuatro Pasos* Training as an instructor within the past two years (all paper work must have been submitted and all fees paid) **OR** must have completed *Second Helping* Train-the-Trainer Refresher Course (8 hours).
- ◆ Must submit documentation of (at a minimum) 10 hours of training as an instructor in addition to the required *Second Helping and/or Cuatro Pasos* class (within the past two years).
- ◆ Minimum of three (2) letters of reference, recommending both your subjective qualifications (character, personality, interpersonal skills), and your objective qualifications (leadership, public speaking, training and/or teaching experience).
- ◆ Must submit a signed agreement contract