

FAQs for CYC Certification (Indiana)

Where do I begin? There are three levels of certification, Entry, Associate, and Professional. The best place to start is by determining the level for which you will apply. The Degree + Years and Training Requirements charts should help you.

What is accepted for training documentation? Certificates are best. However, all documentation should have a title/topic, the number of hours completed, instructor name and credentials, and date. For other trainings you attended but were not given a certificate, your employer can provide a statement of what you have completed. Applicable college courses also can be counted. You can count 16 training hours for every 1 credit (for example a 3 credit course = 48 training hours).

What is the exam like and is there a study guide?

The CYC exam is an in-person (proctored) exam. There is no study guide but there are a few sample questions on the CYCCB website. It is a situational judgment exam, not facts to memorize. Relying on your experience and training is the best way to prepare. It is all multiple-choice. The scenarios cover many different areas of youth work. Although you may not have worked in all these settings, you should be able to apply your knowledge of youth work to the other settings. There is a 3-hour time limit, and most testers do not take the full time. The Entry Level exam has less reading and these testers generally finish first.

Where can I get more training hours?

Your employer can provide training hours as long as it is documented. If you have the subscription to the IAN Online Academy (Cypherworx), it has many topics. Course # 27 Ethics in School Age Care will fully meet the Ethics requirement. Courses # 4, 6, 22, & 24 will meet the Behavior Management requirement.

Why are there paper applications and reference forms on the CYC website. Do I have to do those also?

No, the online application is a pilot project for Indiana, which replaces the paper forms. The reference forms will be electronic too and sent directly to those you designate for reference. Once completed, they will be added to your application documents.

Why are we doing the application before the exam?

Since there have been so many candidates that take the test but do not apply, we wanted to do the application first (online) and the exam second. This is part of the pilot process for Indiana.

**When/how will I find out if I my application is approved and I passed the exam?
What if I do not pass?**

The CYC Office will contact you about your application and exam status. You are eligible to take the exam a second time. However, scholarships will not cover the fee for a second test.