

Connecticut Parenting Educator Credential Application Information

Charter Oak State College, 55 Paul J. Manafort Drive, New Britain, CT 06053-2142

The CT Parenting Educator Credential establishes consistent criteria for the knowledge, skills, and experience needed by ALL Parenting Educators. There are four renewable levels of the credential that are based on education and experience: Level One, Level Two, Level Three, Level Four; and a Provisional Level (which is non-renewable),

How to Apply:

Applicant must be a current member of CT PEN <http://ctpen.org/howtojoin/>

1. Complete the [Online Certificate Application](#). Choose "CT Parenting Educator Credential" from the drop-down list of credentials.

If you expect any of your transcripts to arrive under an alternate name (i.e. maiden name), please provide that information on your application under "Previous Names".

2. **Request ALL Official Transcripts.** Request that your **official** transcripts from **ALL** originating organizations be sent directly to: ATT: Carole Weisberg, Charter Oak State College, 55 Paul Manafort Drive, New Britain, CT 06053. **Transcripts arriving in open envelopes, Xerox copied, in an e-mail attachment, or by fax, are not considered official.**

Fees For the CT Parenting Educator Credential

Application Fee: \$75.00: (Non-Refundable, Valid for One Year) – Payable upon application online.

If a third party is paying your application fee, please contact the Charter Oak State College Business Office for assistance at 860-515-3754.

Course Fee: \$45.00: Required non-credit online training course *Fundamentals of Parenting Education - (covering the National Extension Parenting Educators' Framework (NEPEF) as well as the CT PEN Parenting Educator's Code of Ethics)* – Payable prior to registration

Credential Fee: Provisional Level \$50.00 All other Levels (1-4): \$100.00

The Credential Fee is due when all requirements have been met and your credential has been approved.

For More Information:

Carole Weisberg, Charter Oak State College, 55 Paul J. Manafort Drive, New Britain, CT 06053
Email: cweisberg@charteroak.edu Phone: 860-515-3877

See Next Pages for Requirements at Each Level of the Parenting Educator Credential

Provisional Level – Non-Renewable

Expires in four years

- Official Transcripts Verifying Education: H.S. Diploma (or GED) or higher level of education.
- Completion of required non-credit online course - *Fundamentals of Parenting Education*
- Documentation of Completion: Research-based training in any one of the following curriculums depending on ages of children of families served:
 - Parents-As-Teachers (birth to 5) (Includes Home Visiting)
 - Building Family Futures (Birth to school-age)
 - Strengthening Families (school-age)
 - Levels 3-5: Triple P System – Positive Parenting Program (birth to school-age)
- Verification of Experience –
 - 1 year as a parenting educator (full-time or equivalent); and
 - Receiving direct individual supervision on a regular basis.
- Proof of Membership in CT PEN (verified by name on CT PEN membership list)

In order to move from Provisional Level to Level 1: Holders of the PROVISIONAL LEVEL Parenting Educator Credential MUST meet the additional requirement of 12 credits or equivalent (described in checklist – page 4) in order to receive a valid and renewable Level 1 Parenting Educator Credential on or before the expiration date of the provisional certificate.

Level 1 Parenting Educator – Requirements

Valid: 3 years

- Official Transcripts Verifying Education: H.S. Diploma (or GED) or higher level of education
- Completion of required non-credit online course - *Fundamentals of Parenting Education*
- Official Transcripts Verifying 12 credits or equivalent in the following subject areas:
 - Lifespan/Human Development (e.g., Infancy, Childhood, Adolescent, Adulthood)
 - Family Systems (e.g., Family Dynamics, Work and Family, Single, Divorced, and Blended Families)
 - Group Process and Dynamics (e.g. Interpersonal Communication, Family Communications, Theory of Group Management, Group Dynamics)
 - Adult Learning Theory and Methods (e.g. Learning Theory, Managing Learning Environments; Engaged Learning)
- Documentation of Research-based training in any one of the following curriculums depending on ages of children of families served:
 - Parents-As-Teachers (birth to 5) (Includes Home Visiting)
 - Building Family Futures (Birth to school-age)
 - Strengthening Families (school-age)
 - Levels 3-5: Triple P System – Positive Parenting Program (birth to school-age)
- Verification of Experience –
 - 1 year as a parenting educator (full-time 35 hrs/wk, or equivalent); and
 - Receiving direct individual supervision on a regular basis.
- Proof of Membership in CT PEN (verified by name on CT PEN membership list)

Level 2 Parenting Educator – Requirements

Valid: 3 years

- Official Transcripts Verifying Education: Associate Degree
 - Official Transcripts Verifying 12 credits or equivalent in the following subject areas:
 - Lifespan/Human Development (e.g., Infancy, Childhood, Adolescent, Adulthood)
 - Family Systems (e.g., Family Dynamics, Work and Family, Single, Divorced, and Blended Families)
 - Group Process and Dynamics (e.g. Interpersonal Communication, Family Communications, Theory of Group Management, Group Dynamics)
 - Adult Learning Theory and Methods (e.g. Learning Theory, Managing Learning Environments; Engaged Learning)
 - Completion of required non-credit online course - *Fundamentals of Parenting Education*
 - Documentation of Research-based training in any one of the following curriculums depending on ages of children of families served:
 - Parents-As-Teachers (birth to 5) (Includes Home Visiting)
 - Building Family Futures (Birth to school-age)
 - Strengthening Families (school-age)
 - Levels 3-5: Triple P System – Positive Parenting Program (birth to school-age)
 - Verification of Experience –
 - 1 year (full-time 35 hrs/wk, or equivalent) as a parenting educator if AA/AS is in related field; 2 years as a parenting educator if in unrelated field; and
 - Receiving direct individual supervision on a regular basis
 - Proof of Membership in CT PEN
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Level 3 Parenting Educator – Requirements

Valid: 3 years

- Official Transcripts Verifying Education: Bachelor's Degree
- Official Transcripts Verifying 12 credits or equivalent in the following subject areas:
 - Lifespan/Human Development (e.g., Infancy, Childhood, Adolescent, Adulthood)
 - Family Systems (e.g., Family Dynamics, Work and Family, Single, Divorced, and Blended Families)
 - Group Process and Dynamics (e.g. Interpersonal Communication, Family Communications, Theory of Group Management, Group Dynamics)
 - Adult Learning Theory and Methods (e.g. Learning Theory, Managing Learning Environments; Engaged Learning)
- Completion of required non-credit course - *Fundamentals of Parenting Education*
- Documentation of Research-based training in any one of the following curriculums depending on ages of children of families served:
 - Parents-As-Teachers (birth to 5) (Includes Home Visiting)
 - Building Family Futures (Birth to school-age)
 - Strengthening Families (school-age)
 - Levels 3-5: Triple P System – Positive Parenting Program (birth to school-age)
- Verification of Experience – 2 years (full-time, 35 hrs/wk, or equivalent) as a parenting educator if BA/BS is in related field; 4 years as a parenting educator if in unrelated field.
- Proof of Membership in CT PEN (verified by name on CT PEN membership list)

Level 4 Parenting Educator – Requirements

Valid: 3 years

- Official Transcripts Verifying: Master’s Degree
- Official Transcripts Verifying 12 credits or equivalent in the following subject areas:
 - Lifespan/Human Development (e.g., Infancy, Childhood, Adolescent, Adulthood)
 - Family Systems (e.g., Family Dynamics, Work and Family, Single, Divorced, and Blended Families)
 - Group Process and Dynamics (e.g. Interpersonal Communication, Family Communications, Theory of Group Management, Group Dynamics)
 - Adult Learning Theory and Methods (e.g. Learning Theory, Managing Learning Environments; Engaged Learning)
- Completion of required non-credit course - *Fundamentals of Parenting Education*
- Documentation of Research-based training in any one of the following curriculums depending on ages of children of families served, such as:
 - Parents-As-Teachers (birth to 5) (Includes Home Visiting)
 - Building Family Futures (Birth to school-age)
 - Strengthening Families (school-age)
 - Levels 3-5: Triple P System – Positive Parenting Program (birth to school-age)
- Verification of Experience – 2 years (full-time: 35 hrs/wk, or equivalent) as a parenting educator if MA/MS is in related field; 4 years as a parenting educator if in unrelated field.
- Proof of Membership in CT PEN (verified by name on CT PEN membership list)

RENEWAL – Renewal cost is \$75 - Every three years from date of issue – ALL Levels (*except Provisional which is non-renewable*). Renewal requires 45 hours of documented professional development related to parenting education that has been completed within the three years between date of issue and renewal date.

Pathways to Meeting Educational Requirements:

Education requirements for the CT Parenting Educator Credential can be met through one or more of the following pathways:

- Approved credit-based course work offered by regionally accredited 2yr or 4yr colleges or universities, or institutions of higher education accredited by the Board of Governors of Higher Education.
- Approved standardized tests (e.g., CLEP, DSST/DANTES, ECE Pathways Exams at Charter Oak State College).
- Approved parenting education curriculum training.
- Non-Collegiate programs recommended for credit by Charter Oak State College through the Connecticut Credit Assessment Program (CCAP). For example, approved CCAP courses are offered by The Children’s Trust Fund, All Our Kin, CT Charts-A-Course, and The Hartford Area Child Care Collaborative.
- Non-Collegiate programs approved by CT PEN, such as documented completion of all three workshops on Adult Learning I, Adult Learning II, and Adult Learning III offered through CT Charts-A-Course may meet education requirements for *Adult Learning*.
- Portfolio review by Charter Oak State College
- Holders of the Family Development Credential (FDC) may meet requirements for six credits toward the CT Parenting Educator Credential by meeting education requirements for *Family Systems and Adult Learning*.

CONNECTICUT PARENTING EDUCATOR CREDENTIAL
Education and Experience Requirements
Applicant Documentation Checklist

Completion of Required Non-Credit Online Course: Fundamentals of Parenting Education taken online at Charter Oak State College (required for initial applicants).

Official Transcripts Please have transcripts sent directly to Charter Oak State College (attention: Carole Weisberg) in the sealed envelope issued by the college/university you have attended. **Xeroxed copies or opened envelopes will not be accepted.**

Proof of Education: Official transcripts verifying highest degree:

___ H.S. Diploma (or GED) ___ AS/AA ___ BS/BA ___ MS/MA Degree

Major/Concentration: AS/AA: _____ BS/BA _____ MS/MA _____

Proof of 12 Credits or the equivalent education [LEVELS 1-4 ONLY] 3 credits (or equivalent) in each of the following core areas of knowledge. Applicants will identify the courses they believe meet these core knowledge areas. (See page 3 for pathways to meet education requirements).

- 3 credits: Lifespan/Human Development (or combination of courses e.g., Infancy, Childhood, Adolescent, Adulthood). Course Title(s): _____
- 3 credits: Family Systems (e.g., Family Dynamics, Work and Family, Single, Divorced, and Blended Families). Course Title(s): _____
- 3 credits: Group Process and Dynamics (e.g., Interpersonal Communication, Family Communications, Theory of Group Management, Group Dynamics).
Course Title(s): _____
- 3 credits: Adult Learning Theory and Methods (e.g., Learning Theory, Managing Learning Environments; Engaged Learning).
Course Title(s): _____

Proof of Experience: Official letters verifying experience (and supervision where required): Please have letters sent from the person writing on your behalf directly to Charter Oak State College (attention: Carole Weisberg) with original signature, and signed across seal of envelope. Acceptable letters are from a current or former supervisor with first-hand knowledge of the applicant's job responsibilities, must be on official stationery, contain start and end dates of employment and describe or attach job description. **Xeroxed copies or opened envelopes will not be accepted.**

Proof of CT PEN Approved Training: Applicants trained in Connecticut will be verified by name on list provided by CT PEN approved trainers and organizations. If trained outside of Connecticut, verification from trainer must be sent directly to Charter Oak State College (attention: Carole Weisberg)

- ___ Parents-As-Teachers (Birth to 5) (Includes Home Visiting)
- ___ Building Family Futures (Birth to school-age)
- ___ Strengthening Families (School-age)
- ___ Levels 3-5: Triple P System – Positive Parenting Program (birth to school-age)

Proof of Current Membership in CT PEN: Verified by name on CT PEN Membership List