



## 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., 600 SW 29<sup>th</sup> Ave., Ft. Lauderdale, FL 33312. If you have any questions, please contact Brenda Ives at 954-587-6735 or fax at 954-581-0099 or email at: ives4010@bellsouth.net

**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 signed Agreement Form