



# Military School-Age (MSA) Credential Renewal Procedures Guide

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**COUNCIL**  
*for*  
**PROFESSIONAL  
RECOGNITION**



# Military School-Age (MSA) Credential Renewal Procedures

This booklet contains important information needed for Military School-Age (MSA) Credential renewal, including a description of renewal requirements and guidance for completing the renewal process.

*If you have questions about the renewal process, please call the Council MSA Coordinator at 202-772-5525 (M-F 0800-1600).*

## Why Renew Your MSA Credential?

Continuous professional development of Military School-Age (MSA) Credential holders is important in your work with youth and their families. Out-of-school time professionals encourage personnel to stay current with the theories, research/studies, appropriate practices, and trends. MSAs continuous professional development helps ensure the quality of care and education provided to youth in out-of-school time programs. The Council requires MSA holders renew their credential every three years. A lapsed credential may impact meeting qualification requirements for you current DoD military childcare position or impact qualifications for advancement.

## When Should You Start Preparing for Your Renewal?

1. If you are renewing for the first time, you can begin preparing for your MSA renewal as soon as you earn your MSA Credential.
2. If you have renewed before, you can begin documenting evidence to meet requirements after the issue date of the credential that is expiring.

## When Can You Submit Your Renewal Application?

Your MSA is valid for three years from the award date, so it is very important for you to renew your MSA Credential before it expires to remain an active MSA. Start building your collection of evidence early. You can apply for the renewal up to six months before your credential expires to ensure adequate time to complete the process. The Council must receive your application by the expiration date to be accepted.

Exceptions or extensions will not be granted, unless otherwise included in a Council MSA Amnesty Renewal Program period. If your MSA Credential expires, you will have to reapply to obtain a new credential.

- Candidates should submit their renewal application before their expiration date.
- Candidates can submit their renewal application up to six months before their expiration date.

*Please be sure the Council has your current email address on file so you can receive important messages and information.*

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## Who is involved in the MSA Renewal Process, and what do they do?

### MSA RENEWAL CANDIDATE

1. Complete the Military School-Age (MSA) Credential Renewal Application, including:
  - Supervisor's Verification of 80 hours of work experience
  - MSA Reviewer's Verification of Training and Membership
  - MSA Reviewer's Recommendation for Renewal
2. Submit the application form, first aid, and CPR documentation, and payment to the MSA Coordinator via email at [msarenewal@cdacouncil.org](mailto:msarenewal@cdacouncil.org).

### MSA CANDIDATE'S IMMEDIATE SUPERVISOR

1. Validate that the MSA renewal candidate has worked a minimum of 80 hours working with youth in out-of-school time programs.
2. Complete and sign the verification of 80 Hours of Work Experience section of the MSA Renewal Application form.

### MSA REVIEWER

Your Training Specialist, Program Director, Assistant Director, or your supervisor can serve as your MSA Reviewer. They will:

1. Review your professional education hours and membership to a national or local out-of-school time professional organization and certify you meet the professional development requirements for renewal.
2. Complete the Candidate Training and Membership Verification and Recommendation for Renewal sections on the MSA Renewal Application.

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## Renewal Requirements

You must meet **each** of the following requirements:

<b>Professional Development</b>	<ul style="list-style-type: none"><li>Continued professional education</li><li>Membership to a national or local youth development or out-of-school time professional organization</li></ul>
<b>Continued Work with Youth in Out-of-School Time Programs</b>	<ul style="list-style-type: none"><li>Minimum 80 hours working with youth in out-of-school time programs</li><li>Recommendation for renewal</li></ul>
<b>Safety</b>	<ul style="list-style-type: none"><li>First Aid and Adult and Child (Pediatric) CPR</li></ul>

Each requirement is explained below along with specific information regarding acceptable forms of documentation.

## Professional Development

### CONTINUED PROFESSIONAL EDUCATION

All professional education hours must be awarded by an agency or organization with expertise in out-of-school time programs, elementary education, or youth development. These can be classroom courses or online courses. Keep in mind:

You will need to document completion of **one of the following**:

- 4.5 CEUs, or
- A three credit hour college course from an accredited college or university, or
- 45 clock hours of training in out-of-school time programs, elementary education, and/or youth development
- Coursework/training for your MSA Renewal must have been completed after the issue date of your most current MSA Credential, and not more than three years from the renewal application date.
- Courses/training attended before your previous MSA will not be accepted to meet the educational requirement.

#### ***Definition of the Continuing Education Unit (CEU):***

#### ***ONE CEU IS:***

*Ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction. Therefore, 4.5 CEUs = 45 clock/contact hours of instruction.*

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- Do not re-take the same courses/training you studied when applying for your original credential or for previous renewals.
- All renewal coursework/training must be specific and relevant to your MSA Credential.

## DOCUMENTATION OF TRAINING MUST BE IN THE FORM OF:

- College or university transcript, which includes the college or university name, renewal candidate's name, number of credits awarded, and reflects successful completion of the course.
- Verification letter on the training agency's official letterhead, which includes original signature, title, and contact information for person verifying training. The letter must specify training is specific to the MSA Credential.
- Certificate of Completion, which includes training agency name and address, training agency seal/logo, renewal candidate's name, dates of training, content area, number of hours successfully completed, and an authorized signature.

The Council does not accept the following types of training documentation:

- Training logs
- State registry printouts that have not been approved by the Council

Training documentation will be reviewed by your MSA Reviewer.

## MEMBERSHIP IN A NATIONAL OR LOCAL OUT-OF-SCHOOL TIME PROGRAM PROFESSIONAL ORGANIZATION

You will need to show proof of current membership in a school-age professional organization, such as the National Afterschool Association (NAA), or your state's afterschool alliance. The organization must support the professional development of out-of-school time program professionals and promote improvements in services to youth. Professionals become members of these associations to help them grow professionally, stay current on out-of-school time issues, and participate in group efforts to promote positive change.

- Membership must be current at time of submission of MSA Renewal Application.
- Membership may be an individual or center membership.

Acceptable documentation includes:

- Membership card
- Certificate of membership
- Letter on membership organization's official letterhead
- Official invoice for payment of membership fees

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Membership documentation must include:

- Membership agency's name
- Membership agency official seal or logo
- Renewal candidate's name or center name
- Issue date and expiration date (or valid for timeframe)

The Council does not accept the following types of memberships to fulfill the renewal requirement:

- State Registry organization membership
- Parent Teacher Association (PTA) membership
- Teachers' Union membership
- Magazine subscriptions membership

If a center/program membership is presented, the center name must be listed on the documentation. Membership cards issued in another staff person's name are not accepted as a center/program membership.

## TRAINING AND MEMBERSHIP VERIFICATION

Select a MSA Reviewer within your program to review and verify your training and membership documentation. Training and membership documentation should not be submitted to the Council.

The MSA Reviewer can be your Training Specialist, Program Director, or Assistant Director.

**Your supervisor can also serve as your MSA Reviewer.**

## CONFLICTS OF INTEREST

The person that you select as your MSA Reviewer may not be related to you by blood, marriage, or other legal relationship and may not work as a co-teacher with you on a daily basis.

## REVIEWING TRAINING AND MEMBERSHIP DOCUMENTATION

All training must meet the Council's requirements both in content and documentation in order to be counted towards the training requirement. Please review the section "Continued Professional Education" in this guide as it contains detailed information on documentation requirements.

The MSA Reviewer must carefully review each certificate, letter, and/or transcript to ensure that each one meets the Council's criteria for acceptable documentation. If a document does not meet the Council's criteria, it should not be counted towards the training requirement.

The Council reserves the right to request training and membership documentation be submitted directly to the Council.

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## SUBMITTING THE TRAINING AND MEMBERSHIP VERIFICATION

The MSA Reviewer submits the Training and Membership Verification by completing this section of the MSA Renewal Application.

## Continued Work with Youth in Out-of-School Time Programs

### VERIFICATION OF 80 HOURS OF WORK EXPERIENCE

Your supervisor must verify that you have worked at least 80 hours with youth in out-of-school time programs within the past year.

A valid MSA Credential indicates you have maintained your competence in educating and caring for youth in out-of-school time programs. Therefore, it is necessary to maintain a current experience working with youth, even if you no longer work directly with them.

- Within one year prior to submitting your renewal application, you must have worked a minimum of 80 hours with youth in out-of-school time programs.
- Your supervisor will verify your 80 hours of work experience as part of the recommendation process.
- These hours may be volunteer or paid.
- To apply, your supervisor will need to complete and sign this section on the MSA Renewal Application form.
- A separate letter written by your supervisor may be submitted, however, this section of the application must still be completed in its entirety.

If your employment does not include 80 hours during the past year, there are other ways to meet the requirement. For example, you could volunteer at an out-of-school time program to participate in a special project, organize and implement a family-oriented event, or sponsor a hands-on activity or field trip with youth. You may show proof of this type of work (volunteer or paid) to your supervisor who will verify your 80 hours of service.

### RECOMMENDATION FOR RENEWAL

Your MSA Reviewer must complete a Recommendation for Renewal that is based on your performance with youth in an out-of-school time program in relation to the MSA Competency Standards: Six Competency Goals and 13 Functional Areas. The MSA Reviewer must have current knowledge of your skills and abilities working with youth in an out-of-school time program. The MSA Reviewer may provide a separate Letter of Recommendation, but the Recommendation for Renewal section of the application must be complete.



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## Safety

### FIRST AID AND ADULT AND CHILD (PEDIATRIC) CPR CERTIFICATION

You will need to submit proof of valid and current certification in First Aid and Adult and Child (Pediatric) CPR. Certification must be current at time of submission of MSA Renewal Application.

The Council accepts training offered by nationally recognized training organizations (such as the American Red Cross or the American Heart Association) as well as training provided through smaller training agencies. Documentation of training must include the following to be accepted:

- Training agency's name
- Training agency official seal or logo and/or mailing address
- Renewal candidate's name
- Issue date and expiration date (or "valid for" timeframe)
- Instructor's signature
- Instructor's certification number (not required if the instructor is an RN or paramedic)

If training is obtained through a nationally recognized training organization, the documentation submitted **MUST** follow the official documentation guidelines of the organization to be accepted.

The following forms of First Aid and Adult and Child (Pediatric) CPR verification are acceptable:

- Completion card
- Certificate of completion
- Letter on the training agency's official letterhead

All forms of documentation must verify certification in First Aid and Adult and Child (Pediatric) CPR.

Online training and training provided by an individual consultant is not accepted.



# Military School-Age (MSA) Credential Renewal Procedures

## Apply for Your MSA Renewal

Once you have prepared for your renewal, you can complete your Military School-Age Associate (MSA) Credential Renewal Application, including:

1. Supervisor's verification of 80 hours of work experience
2. MSA Reviewer's Verification of Training and Membership
3. MSA Reviewer's Recommendation for Renewal
4. A copy of your First Aid and Adult and Child (Pediatric) CPR certification
5. Payment, purchase order, or authorization letter for \$150.00

**The renewal processing fee is non-refundable and non-transferable.** Services will provide specific guidance for submission of renewal applications. Candidates should follow their service specific guidance for submitting applications to the Council via email to [msarenewal@cdacouncil.org](mailto:msarenewal@cdacouncil.org).