# North Carolina Division of Child Development
## Education and Equivalency Form for <u>Child Care Administrators</u> (DCD.0173)
(See Instruction Page and Worksheet)   Please print or type.

**DCD Use Only**

WFID#

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**A) Applicant Information — Fill in every blank or write N/A**

SSN (Last 4 Digits Only): | Date of Birth (mm/dd/yy): /  /

| Mr./Ms. | First Name: | MI: | Last Name: |
|---|---|---|---|

Maiden Name: | Email Address:

Home Mailing Address (Include Apartment or Lot # if applicable): | City: | State: | Zip Code:

Home Phone #: (   ) | Cell Phone #: (   ) | County of Residence:

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**B) Facility Information — Fill in every blank or write N/A**

Date Employed at Facility: /  / | County of Employment:

Facility ID # (on license): | Name of Facility: | Facility Phone #: (   )

Facility Address: | City: | State: | Zip Code:

Current Position:
☐ Director   ☐ Lead Teacher   ☐ Teacher   ☐ FCCH Provider
☐ Group Leader   ☐ Program Coordinator   ☐ Other _____

Date Employed at Current Position: /  /

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**C) Educational Background** – Check high school information & completed degrees.  Attach **ALL** college level **official transcripts.** Photocopies of transcripts, student or internet copies and grade reports are **NOT** accepted.

High School Information (Required):  ☐ HS Diploma   ☐ Adult HS Diploma   ☐ GED   ☐ Currently Enrolled   ☐ None

| ☐ AA/AAS | Major: | College: | ☐ MA/MS | Major: | College: |
|---|---|---|---|---|---|
| ☐ BA/BS | Major: | College: | ☐ EdD/PhD | Major: | College: |

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**D) Educational Qualification** — Check the Administrator type for which you are applying.  Check one box in **each** of the three components to show how you meet or plan to meet the requirements for the selected level.  **All three components must be completed to be qualified.** See worksheet on p. 2 for full requirements for each type and level of Administrator.  (Level I is required by child care regulations.)

Select type of Administrator for which you wish to be evaluated:  ☐ Birth – 12 yrs and/or  ☐ School-Age (5 – 12 yrs only)

| **1. Administration Coursework** (same requirement for all 3 levels) *plus* | EDU 261 **AND** ☐ Completed  ☐ Currently Enrolled/Plan to Complete  ☐ Tested out of Adm I  ☐ Plan to test |
|---|---|
| | EDU 262  ☐ Completed  ☐ Currently Enrolled/Plan to Complete  ☐ Tested out of Adm II  ☐ Plan to test **OR** |
| | 6 sch-Child Care Administration  ☐ Completed  ☐ Currently Enrolled/Plan to Complete  **OR** |
| | 9 sch-Business Administration  ☐ Completed  ☐ Currently Enrolled/Plan to Complete |

| **2(a). Coursework in Early Childhood Education/ Child Development** (for Child Care Administrator serving children Birth-12 yrs) *and/or* | Level I:  ☐ 7 sch in EC/CD **OR**  ☐ NCECC <u>or</u> equivalent **and** Director for 3 yrs (*attach experience documentation*) |
|---|---|
| | Level II:  ☐ AA/AAS in EC/CD **OR**  ☐ AA/AAS in any major <u>with</u> 12 sch in EC/CD **OR**  ☐ Currently enrolled in BA/BS, 60 sch completed <u>with</u> 12 sch in EC/CD |
| | Level III:  ☐ BA/BS in EC/CD **OR**  ☐ BA/BS in any major <u>with</u> 18 sch in EC/CD |

| **2(b). Coursework in Elementary Ed/Human Growth and Development** (for School-Age Administrator serving children 5 – 12 years only) *plus* | Level I:  ☐ 7 sch in EE/HD **OR** ☐ SACCC <u>or</u> NCECC <u>or</u> equiv **&** Director for 3 yrs (*attach experience documentation*) |
|---|---|
| | Level II:  ☐ AA/AAS in EE/HG&D **OR**  ☐ AA/AAS in any major <u>with</u> 12 sch in EE/HG&D **OR**  ☐ Currently enrolled in BA/BS, 60 sch completed <u>with</u> 12 sch in EE/HG&D |
| | Level III:  ☐ BA/BS in EE/HG&D **OR**  ☐ BA/BS in any major <u>with</u> 18 sch in EE/HG&D |

| **3. Portfolio** (completed in administration courses EDU 261 & 262 <u>or</u> independently) | Portfolio completed:  ☐ Level I  ☐ Level II  ☐ Level III |
|---|---|
| | or Plan to complete:  ☐ Level I  ☐ Level II  ☐ Level III  **OR** |
| | ☐ Waived for all levels if Director/Co-director or Asst. Director for 5 years (*attach experience documentation*) |

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*This statement must be signed and dated by the applicant*: **I attest to the accuracy of the above information.**

Signature_____   Date _____

**Applicant should retain a copy of this form and any attached documentation for his/her records.**

DCD.0173 – 8/1/09

***This form only needs to be completed and submitted to the NC Division of Child Development (DCD) ONCE.***

**Any future changes** in the applicant's personal information, facility information, education status or requests to qualify for additional child care positions indicated on this form **should be submitted on a Workforce Change of Information Form (DCD.0120).**

**Purpose:**  The **North Carolina Education and Equivalency Form** is an application used to gather identifying information and to request evaluation of your education in order to meet education standards for specific child care position(s).

**Note:  This qualification is for education requirements only.  It does** not **indicate compliance with age, pre-service, criminal record, medical or in-service training requirements.**

**Please read these instructions carefully.  Retain a copy of this form and any attached documentation for your records.**

**General Instructions:**  Print clearly in ink or type your answers.  If a question does not apply to you, write N/A ("Not Applicable") in the space. This form should be completed fully, accurately, legibly and be signed by the applicant. **Incomplete forms will be returned and delay processing of your education evaluation.**

**Section A.  Applicant Information:**  Complete all requested information in this section.  Please include your maiden name (if applicable).  Do not abbreviate street names, cities or counties.

**Section B.  Facility Information:**  If you are currently employed in a child care center or family child care home regulated by DCD, you must provide all of the requested information.  If you are not currently employed put N/A in the "Name of Facility" space and this section is complete.

**Section C.  Educational Background:**  Check ALL applicable spaces to indicate completion of high school requirements and post-secondary (college level) degrees earned as of the date this form is submitted to DCD.  **High school completion information is required no matter what level of education above high school has been attained.**  High school diplomas do not need to be submitted unless specifically requested by DCD.

**Official transcripts\* must be attached for ALL completed college level coursework, certificates, diplomas and/or degrees.**  Please do not attach copies of in-service training documentation as these are not considered college coursework.  Photocopies of transcripts, student or internet copies, and grade reports are NOT accepted.  For any coursework over 10 years old to be counted, you must have earned a certificate, diploma or degree or be currently enrolled in a degree program with credit given on a current official transcript for this older coursework.

**\***Only official transcripts from post-secondary schools which are **accredited** will be evaluated.  **Accredited** is defined as an institution of higher education having nationally recognized regional accreditation by one of the six regional accrediting agencies. (For schools outside the U.S.A., the recognized system of the specified country's accreditation process will be accepted).

**Section D. Educational Qualification:**  Check the **type of Administrator** for which you wish to be evaluated. *Child Care Administrators* are qualified to direct programs serving children from birth to age twelve; **School-Age Administrators** may direct programs only serving children age five and up.

Every administrator must meet requirements in each of three components: **1)** administration coursework, **and 2)** early childhood/child development coursework (birth-12 yrs) **or** elementary education/ human development coursework (5-12 yrs), **and 3)** portfolio.  In each component, there are choices for how to satisfy the requirements.  **Check the box that shows how you meet or plan to meet that component**.

**Note:  Currently enrolled** is defined as completion of coursework in the previous semester at that particular school or documentation from the college's registrar confirming current enrollment in a curriculum program (not as a special student).

**Level I** is the **mandatory minimum qualification for any administrator;** Levels II and III are voluntary.  **See the Worksheet on page 2 of these instructions** for all the options to meet each component at Levels I, II and III.  Use this worksheet to determine how you currently meet each component and what you may still need in order to qualify at the level you want to achieve.  If you choose to complete a portfolio independently, request a packet using the contact information below.

**Failure to submit official transcripts for ALL completed college level coursework and degrees will result in a delay in processing and may affect your facility's rated license education points.**

**This form must be signed and dated by the individual applicant.**

| | | |
|---|---|---|
| **Mail to:** | **Questions?** | **Website:** |
| NC Division of Child Development | Call the Workforce Education Unit | www.ncchildcare.net |
| Workforce Education Unit | 919-662-4567 or 1-800-859-0829 | |
| 2201 Mail Service Center | | |
| Raleigh, NC  27699-2201 | | |

# WORKSHEET for North Carolina Child Care Administrators  (*Keep this worksheet for your records.*)

Choose the highest level that describes your current status.  Under that level, check a box in each of the three required components to show how you meet it.
To be eligible for the NC Early Childhood Administration Credential <u>certificate</u>, you must complete the requirements in the ✶ boxes in the level that you have chosen.
If you have met requirements by checking any of the non-star boxes in the level that you have chosen, you are eligible for an <u>equivalency letter</u> only.
Completion of the NC School-Age Child Care Administrator requirements results in an <u>equivalency letter</u>; there is no certificate.

## Child Care Administrators  (applies to child care programs serving children from birth to age 12)

| Three Required Components | Level I Options (Mandatory) | ✓ | Level II Options (Voluntary) | ✓ | Level III Options (Voluntary) | ✓ |
|---|---|---|---|---|---|---|
| **1. Administration Coursework** *plus* | EDU 261 and EDU 262 ✶ **or** | | EDU 261 and EDU 262 ✶ **or** | | EDU 261 and EDU 262 ✶ **or** | |
| | Test out **or** | | Test out **or** | | Test out **or** | |
| | 6 sch in Child Care Administration **or** | | 6 sch in Child Care Administration **or** | | 6 sch in Child Care Administration **or** | |
| | 9 sch in Business Administration | | 9 sch in Business Administration | | 9 sch in Business Administration | |
| **2. Early Childhood / Child Development Coursework** *plus* | 7 sch in EC/CD ✶ **or** | | AA/AAS degree in EC/CD ✶ **or** | | BA/BS degree in EC/CD ✶ **or** | |
| | NCECC or equivalent <u>and</u> child care director, co-director or assistant director for 3 years | | AA/AAS degree in any major <u>with</u> 12 sch in EC/CD **or** | | BA/BS degree in any major <u>with</u> 18 sch in EC/CD | |
| | | | Currently enrolled in BA/BS, 60 sch completed <u>with</u> 12 sch in EC/CD | | | |
| **3. Portfolio** completed in EDU 261/262 courses or independently | Level I Portfolio of 6 assignments✶ **or** | | Level II Portfolio of 12 assignments✶ **or** | | Level III Portfolio of 18 assignments✶ **or** | |
| | Level I Portfolio waived if child care director, co-director or assistant director for 5 years | | Level II Portfolio waived if child care director, co-director or assistant director for 5 years | | Level III Portfolio waived if child care director, co-director or assistant director for 5 years | |

## School-Age Administrators  (applies to child care programs ONLY serving children age 5 and older)

| Three Required Components | Level I Options (Mandatory) | ✓ | Level II Options (Voluntary) | ✓ | Level III Options (Voluntary) | ✓ |
|---|---|---|---|---|---|---|
| **1. Administration Coursework** *plus* | EDU 261 and EDU 262 **or** | | EDU 261 and EDU 262 **or** | | EDU 261 and EDU 262 **or** | |
| | Test out **or** | | Test out **or** | | Test out **or** | |
| | 6 sch in Child Care Administration **or** | | 6 sch in Child Care Administration **or** | | 6 sch in Child Care Administration **or** | |
| | 9 sch in Business Administration | | 9 sch in Business Administration | | 9 sch in Business Administration | |
| **2. Elementary Ed/ Human Growth & Development Coursework** *plus* | 7 sch in EE/HG&D **or** | | AA/AAS degree in EE/HG&D **or** | | BA/BS degree in EE/HG&D **or** | |
| | SACCC or NCECC or equivalent <u>and</u> child care director, co-director or assistant director for 3 years | | AA/AAS degree in any major <u>with</u> 12 sch in EE/HG&D **or** | | BA/BS degree in any major <u>with</u> 18 sch in EE/HG&D | |
| | | | Currently enrolled in BA/BS, 60 sch completed <u>with</u> 12 sch in ElemEd/HGD | | | |
| **3. Portfolio** completed in EDU 261/262 courses or independently | Level I Portfolio of 6 assignments **or** | | Level II Portfolio of 12 assignments **or** | | Level III Portfolio of 18 assignments **or** | |
| | Level I Portfolio waived if child care director, co-director or assistant director for 5 years | | Level II Portfolio waived if child care director, co-director or assistant director for 5 years | | Level III Portfolio waived if child care director, co-director or assistant director for 5 years | |

<u>KEY TO ABBREVIATIONS & TERMS</u>
**EDU 261:**  Early Childhood Admin I course taught at NC Community Colleges          **EDU 262:**  Early Childhood Admin II course taught at NC Community Colleges
**NCECC:**    North Carolina Early Childhood Credential      **SACCC:**  North Carolina School-Age Child Care Credential      **NCECAC:**  North Carolina Early Childhood Administration Credential
**EC/CD:**    Early Childhood / Child Development                                **EE/HG&D:**  Elementary Education / Human Growth and Development
**AA/AAS:**  Associate's Degree        **BA/BS:**  Bachelor's Degree            **MA/MS:**  Master's Degree            **sch:**  semester credit hours
**Portfolio:** a collection of activities that demonstrate administrative skill and competency.  A packet of **specified portfolio assignments** is completed in EDU 261/262 or independently by an applicant.