



North Carolina Department of Health and Human Services

Pat McCrory
Governor

Richard O. Brajer
Secretary

Pamela L. Shue, Director
Child Development and Early Education

TO: Child Care Center Operators
FROM: Division of Child Development and Early Education

Thank you for the service you have been providing to the children and families of your community. It has been almost three years since a full assessment was completed and your license was issued, and it is time to prepare for the reassessment. A full reassessment must be conducted every three years [rule .2830(c)].

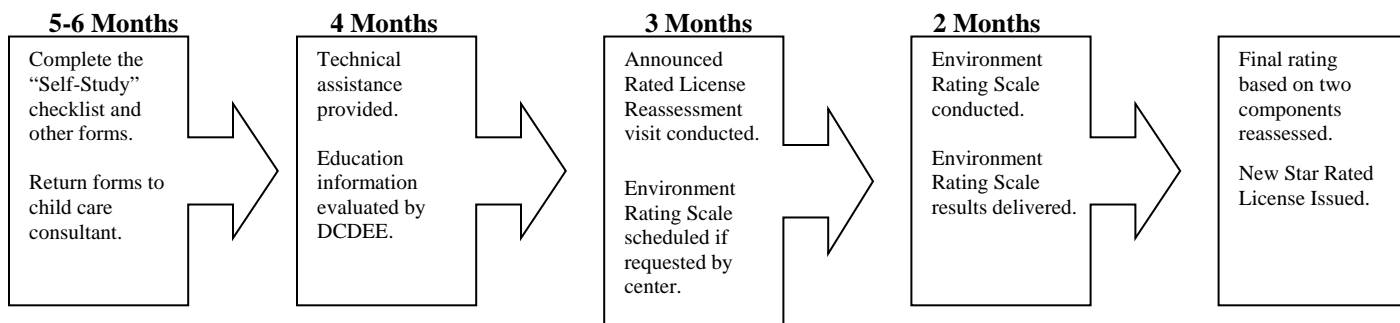
To help you prepare for this re-assessment, the Division will be providing technical assistance (outlined in the chart below). This process will include technical assistance provided by your child care consultant and an official monitoring visit to reassess your program. Enclosed with this notice are an APPLICATION FOR ASSESSMENT FOR A TWO COMPONENT STAR RATED LICENSE, and several other documents to help you prepare. Please complete this form and return it to your child care consultant within 30 days of your receipt of this notice. Your consultant will contact you about technical assistance options that are available for you to help you prepare for the reassessment visit and identify areas of weakness or substantial changes to your program that could impact your rating.

PLEASE DO NOT WAIT FOR CONTACT FROM THE DIVISION TO COMPLETE AND MAIL THESE FORMS. RETURN THEM TO YOUR CONSULTANT WITHIN 30 DAYS.

If you do not know the name or address for your consultant, please contact the Division at 800/859-0829.

Rated License Re-Assessment Process

Dates below refer to length of time prior to the issuance of your new Star Rated License.



www.ncdhhs.gov • www.ncchildcare.nc.gov
Tel 919-527-6335 • Fax 919-715-1013

Location: 820 South Boylan Avenue • Raleigh, NC 27603
Mailing Address: 2201 Mail Service Center • Raleigh, NC 27699-2201
An Equal Opportunity / Affirmative Action Employer



APPLICATION FOR ASSESSMENT FOR A TWO COMPONENT STAR RATED LICENSE

Name of Facility: _____ **Facility Id#** _____

I am applying for a voluntary star rated license for the above named facility.

Part I Education Standards (Rule .2819 and/or .2820):

Please indicate the total number of points earned in this component on your current license: _____

I understand that the education levels of staff will be verified by the Division’s Workforce Education Unit. Do you have any new or existing staff members who have taken coursework that should be sent to DCDEE Workforce Education Unit for evaluation? If yes, please obtain an official transcript, complete an Education and Equivalency * form and submit to the Workforce Education Unit. To make sure the documents are submitted correctly, please review closely the enclosed documents entitled –**GUIDELINES FOR CHILD CARE PROVIDERS FOR EDUCATIONAL ASSESSMENTS**

*You will need to submit the appropriate Education and Equivalency form to be qualified educationally for child care position(s) per NC child care regulations. If you do not have blank copies of these forms, you can access them on the Division’s web site at www.ncchildcare.nc.gov under the “Provider” section in “Provider Documents”. You can also contact the Workforce Education Unit at 800/859-0829.

Education paperwork should **not** be submitted to your child care consultant but should be submitted directly to the Workforce Education Unit.

Part II Program Standards (Rule .2817):

Please indicate the number of points earned in this component on your current license: _____

The facility meets Enhanced Space Requirements: YES or NO (circle one)

The facility meets Enhanced Staff/Child Ratio Requirements: YES or NO (circle one)

The written operational policies have been submitted for review: YES or NO (circle one) (If you previously earned 2 or more points in this component, have you made any changes to your policies since your last rated license application? If yes, please attach a copy of your current policies.)

The facility requests an Environment Rating Scale Assessment. YES or NO (circle one)

The facility had an Environment Rating Scale Assessment (for a rated license) completed on _____ (date)

Part III Quality Point (Rule .2829):

Refer to Rule .2829 to help you list the quality point option(s) you think your program meets.

List option(s) here:

Name of Facility: _____ Facility Id# _____

Things to Review before the Visit

Yes <input type="checkbox"/>	No <input type="checkbox"/>	Do you have a copy of the most updated version of the “NC Child Care Requirements?” If not, please visit http://ncchildcare.nc.gov/PDF_forms/DCDEE_Rulebook.pdf , to access a copy. Do you have a copy of the most current “NC General Statutes (law)? If not, please visit, http://ncchildcare.nc.gov/PDF_forms/Chapter_110_General_Statutes_Child_Care_Facilities_01-16-Eng.pdf to access a copy.
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During the visit with your child care licensing consultant you will have the opportunity to discuss things to assist you in maintaining and improving your compliance with the requirements and to improve the quality of care at your center. There are many small changes that could have a large impact on your rating.

Please list below any specific areas that you would like to have your consultant discuss with you.

- 1) _____
- 2) _____
- 3) _____
- 4) _____

Part IV Required Signature:

I certify that I have given true, accurate, and complete information on this form, and all accompanying documents, to the best of my knowledge.

Operator/Administrator Signature

Date Completed

We appreciate your cooperation and are available to help you in any way that we can. Please do not hesitate to contact your child care consultant for additional information or assistance. If you are unable to reach your consultant, you can call the Raleigh office at 1-800-859-0829 or by email at webmasterdcd@ddhs.nc.gov

Name of Facility: _____ Facility ID# _____

Environment Rating Scale Improvement Plan

Use this form to review center scores from previous rating scale assessments or practice ratings conducted by center personnel. Complete **prior to visit** from consultant and make a copy to review during the visit. Copies of this form can be made so that you can use one form per classroom assessed.

CENTER INFORMATION

Classroom Assessed	Scale Used <input type="checkbox"/> ITERS-R <input type="checkbox"/> ECERS-R <input type="checkbox"/> SACERS <input type="checkbox"/> FCCERS-R	Staff in classroom during observation

ASSESSMENT INFORMATION

Type of Assessment: Practice; date _____ For most recent Rated License; date _____

List below item numbers from the scale that scored below 5.

Item # from Scale	Score	Summary of concerns and assessor remarks

IMPROVEMENTS MADE

Item # from Above	Changes made

Name of Facility: _____ Facility Id# _____

SUGGESTIONS FOR IMPROVEMENT

Item # from Above	Changes to be made	Responsible Party/Agency	Estimated Time Frame to Complete

Completed By:

Center Staff Member's
Name _____

Title _____

Date _____

Reviewed By:

Consultant's Name _____ Date _____

Name of Facility: _____ Facility Id# _____

GUIDELINES FOR CHILD CARE PROVIDERS FOR EDUCATIONAL ASSESSMENTS

North Carolina's child care licensing system establishes education standards for the child care workforce. Staff in all child care positions must meet minimum education requirements. Staff may also meet voluntary enhanced standards in education beyond the minimum requirements by completing post-secondary coursework at a college or university which will contribute to a higher star rating for their facility.

Education evaluators in the Education and Quality Initiatives Section, Workforce Education Unit of the North Carolina Division of Child Development and Early Education assess the education of individuals working in child care to determine their qualifications.

Helpful information and resources can be found on the
Division of Child Development and Early Education's website www.ncchildcare.nc.gov

The first step in this process is the submission of an application:

APPLICATION
Education and Equivalency (E&E) Forms

Education and Equivalency (E&E) forms are applications to show your intent to be qualified for a specific child care position. If you are currently working or planning to work in any of the below listed child care positions, you need to submit the appropriate E&E form(s) to be qualified educationally for the child care position per NC child care regulations.

There are two E&E forms for child care positions in private settings (non-public schools):

- ★ **Child Care Providers Education and Equivalency Form (DCDEE.0169)** – This application form is to be used by individuals who need qualification for the following child care positions: Family Child Care Home Providers, Teachers, Lead Teachers, Program Coordinators and Group Leaders. It is also used by individuals who have completed the credential coursework at a NC community college and want to earn a NC credential certificate to be qualified for the below child care position(s):
 - **NCECC** – completion of EDU 111 and 112 **OR** EDU 119 meets the requirements for you to qualify as Lead Teacher, Teacher and/or Family Child Care Home Provider if approved for this credential
 - **NCFCCC** – completion of EDU 111 and 113 **OR** EDU 119 and EDU 113 **OR** EDU 114 meets the requirements for you to qualify as Family Child Care Home Provider if approved for this credential
 - **NCSACCC** – completion of EDU 145 and 235 **OR** EDU 145 and 263 meets the requirements for you to qualify as Program Coordinator if approved for this credential

- ★ **Child Care Administrators Education and Equivalency Form (DCDEE.0173)** – This application form is to be used by individuals who need qualification for the following child care positions: Child Care (Birth-12 yrs) and School-Age (5-12 yrs only) Administrators

Name of Facility: _____ Facility Id# _____

There are two E&E forms for child care positions in public schools (DPI):

- ★ **Public School Preschool Staff Education Form for Teacher/Teacher Assistant (DCDEE.0171)** – This application form is to be used by individuals who need qualification as a Teacher or Teacher Assistant working in a public school preschool

- ★ **Public School Preschool Staff Education Form for Administrators (DCDEE.0172)** – This application form is to be used by individuals who need qualification as an Administrator working in a public school preschool

Note: These forms must be signed by either the Principal of the public school where the individual is employed or the Superintendent of the school system in the county where the public school is located.

There is one E&E form for articulation of approved high school coursework:

- ★ **Lead Teacher Equivalency Form for Approved High School Coursework (DCDEE.0162)** – This application form is to be used by individuals who have completed the credential coursework in high school and have articulated this coursework to a NC community college for qualification as a Lead Teacher, Teacher and/or Family Child Care Home Provider

When submitting an E&E form:

- ★ complete the entire application
- ★ attach all requested documentation
- ★ sign and date the application with appropriate signatures

Failure to submit the correct form and completing all the above steps will delay the processing of your application and may affect your facility's rated license education points.

Name of Facility: _____ Facility Id# _____

The second step in this process is to indicate on your application how you completed high school:

HIGH SCHOOL DIPLOMAS AND EQUIVALENTS

The requirement for completion of high school can be met through a number of options, as described below:

High School Diploma: This diploma is issued through a high school and requires completion of all state and local graduation requirements. High schools issuing diplomas must have **nationally recognized regional accreditation** in the United States (see page 6 for more information). The diploma may indicate a track the student took to meet requirements (college prep, technical, occupational, etc.). The diploma awarded is the same regardless of the chosen track.

Adult High School Diploma (Adult HSD): This diploma is issued through the community college system in most states. There are exceptions and other colleges could be approved to issue adult high school diplomas. Colleges issuing adult high school diplomas must have **nationally recognized regional accreditation** in the United States (see page 7 for more information).

Home School Diploma: This diploma is issued by a non-public school where the student receives academic instruction from his/her parent, legal guardian or a member of the household in which the student resides. The chief administrator of the home school issues the diploma.

What is a legitimate home school?

The NC Division of Non-Public Education is authorized by state law to receive home school notices of intent to begin initial operation, to terminate operation and to annually inspect the school's student attendance and nationally standardized achievement test result records. They provide a list of home schools by county at this website: <http://www.ncdnpe.org/hhh301.htm>

GED (General Education Development) Credential: The GED Tests measure the academic skills and knowledge expected of high school graduates in the United States. Successfully passing the tests results in award of a GED credential (which may be called a diploma, certificate, credential or endorsement).

- The only official GED is given by the GED TESTING SERVICE and its approved sites. All approved testing locations are listed at www.GEDtest.org.
- The official GED is **not offered online via the internet**. Currently the GED is a paper and pencil test only. The GED test is a series of 5 tests covering different subjects and takes 7 hours to complete.

Graduation Certificate and Certificate of Achievement: These are high school exit documents for students who do not meet the requirements for a diploma. These documents are NOT recognized as high school diplomas or equivalents.

Name of Facility: _____ Facility Id# _____

The third step in this process is to submit verification of completed post-secondary coursework with your application:

OFFICIAL TRANSCRIPTS AND OTHER EDUCATION PAPERWORK

Official Transcripts provide official documentation from a college or university of completed post-secondary coursework, certificates, diplomas and/or degrees.

What Counts and What Doesn't?

- ★ Only post-secondary credit is counted in education evaluations. The college or university awarding post-secondary credit (including schools offering distance education such as on-line coursework) must be accredited. This credit must appear on official transcripts from post-secondary schools that have received **nationally recognized regional accreditation** (see page 7 for more information).
- ★ The transcript must be "official" with a raised seal or on distinctive paper and with the registrar's signature, as specified by the college or university. Photocopies, computer print-outs, unofficial student copies, internet copies and grade reports are not accepted.
- ★ If a degree has been earned, it must be shown on the official transcript including the major and the date the degree was awarded. Copies of degrees are not accepted as verification of completion.
- ★ Continuing education and in-service training hours are never counted in determining an individual's education qualifications.

When do you submit an official transcript (OT)?

- ★ You need to submit an OT with your initial application (E&E form) if you have completed any college or university level coursework, certificates, diplomas and/or degrees.
- ★ Official transcripts may be opened before you send them to Workforce. **The transcript does NOT need to arrive at DCDEE in a sealed envelope.** However, if the transcript does not look official or if the name of the college or university is not clearly noted on the transcript, it is helpful to include the original envelope from the college or university when sending the official transcript to DCDEE. We strongly recommend opening the official transcript and making a copy for your files before submitting it to Workforce.
- ★ Review your official transcript before submitting it to Workforce to verify all coursework and degrees earned at the college or university are documented on the transcript. Official transcripts must be from colleges or universities with **nationally recognized regional accreditation** in order to be evaluated for coursework and degrees (see page 7 for more information).
- ★ **All applications (E&Es), official transcripts and education paperwork for an individual go into ONE file in the Workforce Education Unit.** It is not necessary to send duplicate transcripts when applying for more than one position or when applying for a new position if a current official transcript has already been submitted.

Name of Facility: _____ Facility Id# _____

What is needed when the official transcript is a foreign transcript?

- ★ Foreign transcripts and/or degrees must be evaluated by an international education evaluation service to determine how they compare to U.S. education standards.
- ★ For higher education institutions outside of the United States, the recognized system of the specified country's accreditation process will be accepted.
- ★ The report from the international education evaluation service should be submitted to DCDEE in place of a transcript. These services can be found through an internet search for international education evaluators.
- ★ Cost for this service is the responsibility of the individual requesting the evaluation.
- ★ A **copy** of this evaluation should be submitted to Workforce. A translation from the original language to English is **not** sufficient.

Which child care positions require other education paperwork?

- ★ **Group Leader** – Completion of Basic School Age Care (BSAC) training is required for qualification as a Group Leader; submit a legible copy of the BSAC certificate.
- ★ **Program Coordinator**
 - If you are qualifying as a Program Coordinator by completion of Basic School Age Care (BSAC) training, you must also be qualified as a Lead Teacher or Administrator; submit a legible copy of the BSAC certificate **OR**
 - If you are qualifying as a Program Coordinator by earning the Early Educator Certification, you must
 - submit a legible and current (non-expired) copy of the EEC certificate.
- ★ **Lead Teacher**
 - If you are qualifying as a Lead Teacher by completion of a current national certificate, you must submit a legible copy of the CDA, CCP or Montessori (AMS or AMI) certificate **OR**
 - If you are qualifying as a Lead Teacher, Teacher and/or Family Child Care Home Provider by earning
 - the Early Educator Certification, you must submit a legible and current (non-expired) copy of the EEC certificate.
- ★ **Administrator** – If you tested out of either the Administration I or Administration II test or both to meet the requirement for completion of Administration coursework, you must submit the following paperwork:
 - Independently complete and submit a portfolio to be graded (see the Administrator E&E form for more information) **OR**
 - Submit documentation in resume format of at least five (5) years of experience as a child care director, co-director or assistant director to waive the portfolio requirement

Name of Facility: _____ Facility Id# _____

The fourth step in this process is verification of the high school or college/university's accreditation status:

ACCREDITATION

The recognized regional accrediting bodies for high school diplomas (and the geographic regions they serve) are:

- ★ North Central Association/Southern Association of Colleges and Schools CASI (Council on Accreditation and School Improvement) www.advanc-ed.org/oasis2/u/par/search
Serves a wide variety of educational institutions ranging from early childhood through elementary, middle and secondary schools. The two associations combined and operate as divisions of AdvancED
(NCA) Arkansas, Arizona, Colorado, Iowa, Illinois, Indiana, Kansas, Michigan, Minnesota, Missouri, North Dakota, Nebraska, New Mexico, Ohio, Oklahoma, South Dakota, West Virginia, Wisconsin Wyoming and the Navajo Nation
(SACS) Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Texas, Virginia and as well as for American students in Mexico, the Caribbean and Central/South America
- ★ Middle States Commission on Secondary Schools www.msa-cess.org
Serves public and non-public middle, intermediate, and/or secondary schools, non-degree granting vocational technical and postsecondary institutions, special purpose schools, supplementary education centers and distance education institutions
Delaware, the District of Columbia (D.C), Maryland, New Jersey, New York, Pennsylvania, Puerto Rico and the U.S. Virgin Islands
- ★ New England Commission on Public Secondary Schools <http://cpss.neasc.org/> and
New England Commission on Independent Schools <http://cis.neasc.org/>
Serves schools which include traditional boarding and day preparatory schools, private elementary schools, schools serving students with special needs and religiously affiliated schools of many faiths
Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island and Vermont
- ★ Western Association of Schools and Colleges (Secondary schools are listed under The Accrediting Commission for Schools) www.wascweb.org/
California and Hawaii, its territories of Guam, American Samoa and Northern Marianas Islands, the Federated States of Micronesia, Republic of Palau, the Pacific Basin, East Asia and areas of the Pacific and East Asia where American schools or colleges may apply to it for service
- ★ Northwest Accreditation Commission www.northwestaccreditation.org/
Serves a variety of schools, including K-12, elementary, middle and high schools; schools offering distance education; non-degree granting post-secondary institutions; and special purpose, supplementary education, travel education and trans-regional schools – Division of AdvanceED
Alaska, Idaho, Montana, Nevada, Oregon, Utah and Washington

Name of Facility: _____ Facility Id# _____

The nationally recognized regional accrediting bodies for colleges and universities (and the geographic regions they serve) are:

- ★ Middle States Association of Colleges and Schools www.middlestates.org/
Delaware, the District of Columbia (D.C), Maryland, New Jersey, New York, Pennsylvania, Puerto Rico and the U.S. Virgin Islands
- ★ New England Association of Schools and Colleges www.neasc.org/
Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island and Vermont
- ★ North Central Association of Colleges and Schools www.northcentralassociation.org/
Arkansas, Arizona, Colorado, Iowa, Illinois, Indiana, Kansas, Michigan, Minnesota, Missouri, North Dakota, Nebraska, New Mexico, Ohio, Oklahoma, South Dakota, West Virginia, Wisconsin Wyoming and the Navajo Nation
- ★ Northwest Accreditation Commission www.northwestaccreditation.org/
Alaska, Idaho, Montana, Nevada, Oregon, Utah, and Washington
- ★ Southern Association of Colleges and Schools www.sacs.org/
Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Texas, Virginia and as well as for American students in Mexico, the Caribbean and Central/South America
- ★ Western Association of Schools and Colleges www.wascweb.org
California and Hawaii, its territories of Guam, American Samoa and Northern Marianas Islands, the Federated States of Micronesia, Republic of Palau, the Pacific Basin, East Asia and areas of the Pacific and East Asia where American schools or colleges may apply to it for service

Diplomas from high schools and official transcripts from colleges or universities without regional accreditation are not recognized by the Division of Child Development and Early Education.

Name of Facility: _____ Facility Id# _____

The fifth step in this process is determination of which courses and/or degrees are countable:

ACCEPTABLE COURSEWORK AND DEGREES
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The following criteria apply to coursework that is counted in order to qualify for a specific child care position and/or count towards extra hours for the position:

- ★ When reviewing transcripts for coursework to be countable towards EC/CD semester credit hours to either initially qualify or as extra hours, evaluators look for courses that emphasize a developmental understanding of young children and developmentally appropriate educational approaches for the early years. This is why elementary education degrees and coursework often do not qualify for credit. For the same reason, general education courses required for a degree are NOT counted.
- ★ Courses routinely counted as Early Childhood/Child Development include:
 - Most EDU courses in the NC Community College System **except** a group of vocational courses (EDU 250 – PRAXIS I Preparation, EDU 285 – Internship Exp-School Age)
 - Some ASL (American Sign Language) prefixes (limited to developmental language and communication skills)
 - DDT 120 Teaching the Developmentally Disabled (in NC Community Colleges)
 - Courses with Kindergarten (K) in the name or course description
 - Some Psychology courses, including General, Introduction, Child Psychology and Child Development
- ★ Additional courses counted for School-Age positions include:
 - The same EDU prefixes in the NC Community College System that count for EC/CD **except** EDU 234 Infants, Toddlers and Twos
 - The same Psychology courses plus Child/Adolescent Psychology and Child/Adolescent Development
 - Elementary Education courses and degrees
Note: An Elementary Education degree is considered a degree in the field for School Age positions and therefore, semester credit hours will not be counted separately as extra hours
- ★ Practicums, internships and student teaching experiences are never counted as EC/CD courses, although they may have earned course credit toward a degree.
- ★ Other courses may be considered for appropriateness through review of course descriptions provided by the applicant. If such coursework is deemed appropriate, credit will be given on a case by case basis.

The following degrees are accepted as Early Childhood/Child Development (EC/CD) degrees:

- ★ AA/AAS in Child Care Administration/ Child Development/ Early Childhood Education/ ECE-Special Education/ ECE-Teacher Associate/ Human Growth and Development/ School Age Children/ Special Education
- ★ BA/BS or higher in Birth-Kindergarten/ Child Care Administration/ Child Development/ Child Psychology/ Early Childhood Education/ ECE-Special Education/ ECE-Teacher Associate/ Human Growth and Development/ School Age Children/ Special Education