

NORTH CAROLINA EDUCATION AND EQUIVALENCY FORM FOR CHILD CARE LEAD TEACHERS

(See back of form for instructions)

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

Changes to any of the applicant or facility information should be submitted on a DCD.0120 Change of Information form, NOT a new DCD.0013 Lead Teacher form.

A) Applicant Information		Social Security # _____ - _____ - _____	
Legal Name _____		Legal Maiden Name _____	
_____ Last	_____ First	_____ Middle	
Home Mailing Address _____		City _____	State _____ Zip _____
Date of Birth _____ / _____ / _____	Home Telephone # (_____) _____	County of Residence _____	

B) Facility Information		Date of Employment for Lead Teacher Position in This Facility _____ / _____ / _____	
Name of Facility _____		County _____	
Mailing Address _____		City _____	State _____ Zip _____
Facility License # _____	Facility Telephone # (_____) _____	FAX # (_____) _____	

C) Educational Background (check ALL that have been completed)							
Attach official transcripts (NOT photocopies, student copies or grade reports) for ALL completed college coursework, certificates, diplomas and/or degrees.							
_____ GED	_____ High School Diploma	_____ AA/AAS	_____ BA/BS	_____ MA/MS	_____ Ed.D./Ph.D.		
Program Major (s) _____							
School(s) _____							

D) N.C. Early Childhood Credential Coursework Information (Check both course I & II if you completed EDU 119)							
N.C. Early Childhood Credential (NCECC) course I: Completed _____		Currently Enrolled _____		Plan to Enroll _____		Date _____	
N.C. Early Childhood Credential (NCECC) course II: Completed _____		Currently Enrolled _____		Plan to Enroll _____		Date _____	
Received NCECC certificate issued jointly by the Division of Child Development and the N.C. Community College System _____ (Attach copy of NCECC certificate)							

DO NOT COMPLETE SECTION E IF YOU COMPLETED SECTION D, PROCEED TO SECTION F.

E) N.C. Early Childhood Credential Equivalency Options (check ONE option only) <u>OPTIONS RECEIVE EQUIVALENCY LETTER ONLY</u>	
1. _____ Request to test out of the Division of Child Development NCECC standardized equivalency test.	
_____ Have successfully tested out of the Division of Child Development NCECC standardized equivalency test. (Attach copy of letter)	
2. Completed and currently active _____ Child development, early childhood, human growth & development/special education or child care credential(s) certificate that meets the following six criteria:	
1) Nationally accredited and available in all 50 states, 2) Comprehensive in scope which is inclusive of the following six areas: child growth and development; professionalism; health and safety; creation of appropriate environments that enhance physical, emotional, social and cognitive development; developmentally appropriate learning activities; and working with families, 3) 120 clock (contact) hours of education and/or training, 4) Formal observation and/or portfolio assessment, 5) Standardized written assessment and 6) Individually earned. (Attach copy of certificate)	
<u>Applicants requesting to be assessed for options 3-6 must attach official transcripts (not photocopies, student copies or grade reports) for ALL completed coursework, diplomas, certificates and/or degrees received to meet these requirements.</u>	
3. Completed _____ Early Childhood Certificate, Diploma or AAS Degree from an accredited* Community College.	
4. Completed _____ BS/BA degree (or higher) in Early Childhood/Child Development/Human Growth and Development (with or without B-K certification) from an accredited* institution of higher education.	
5. Completed _____ BS/BA degree (or higher) in any area plus 12 semester credit hours (sch) in the course of study of Early Childhood/Child Development/Human Growth & Development/Special Education programs with at least 3 sch in Child Growth and Development from an accredited* institution of higher education.	
6. _____ Receipt of 12 sch in the course of study of Early Childhood/Child Development/Human Growth & Development/Special Education programs with at least 3 sch in Child Growth and Development from an accredited* institution of higher education. Attach official transcripts (not photocopies, student copies or grade reports) for ALL completed degrees and/or coursework. <u>For all coursework over 10 years old to be eligible for this NCECC equivalency, you must be currently enrolled in a degree program. (Attach proof)</u>	
* Accredited is defined as nationally recognized higher education regional certification. (For higher education institutions outside of the United States, the recognized system of the specified country's accreditation process will be accepted).	

F) This statement must be signed and dated by the applicant AND legal operator (or his/her legal representative) of this child care facility. Both parties attest to the accuracy of the above information.	
Applicant _____	Date _____
Legal operator or legal representative of child care facility _____	Date _____

NOTE: EMPLOYING FACILITY MUST RETAIN A COPY OF THIS FORM IN THE LEAD TEACHER'S PERSONNEL FILE.
APPLICANT SHOULD ALSO RETAIN A COPY OF THIS FORM FOR HIS/HER FILE.

INSTRUCTIONS

North Carolina Education and Equivalency Form For Child Care Lead Teachers

Purpose:

The *North Carolina Education and Equivalency Form For Child Care Lead Teachers* is used for documenting Lead Teacher qualifications and for making an application for the equivalency options. **All** Lead Teachers are required to submit this completed form plus attachments to the Division of Child Development** no later than six months after the date of hire in the Lead Teacher position.

General Instructions:

The form should be completed accurately, legibly, and in ink. It should be completed and signed by the applicant. This form must be reviewed for accuracy and signed by the facility's legal operator or his/her designee. A copy of this form and all attachments (if applicable) must be maintained in the Lead Teacher's file at the facility for review by representatives of the Division of Child Development. Please feel free to staple any additional comments or questions you have to the front of the form so our staff can respond to you quickly.

Specific Instructions:

- A) All applicants must complete Section A. Please do not abbreviate street names, cities or counties, and include the applicant's maiden name (if applicable).
- B) All applicants must complete Section B. For facility license #, enter the license number of the facility in the space provided. The license # can be found on the facility's license and on documentation forms completed during visits by your Division of Child Development representatives. For date of employment, enter the month, day, and year that the applicant assumed lead teacher duties at this facility (if applicable).
- C) All applicants must complete Section C. Check ALL spaces which indicate completed certificates, diplomas, and/or degrees earned as of the date the form is submitted to the Division. Official transcripts (not photocopies, student copies or grade reports) must be attached for ALL completed college coursework, certificates, diplomas and/or degrees. Please do not attach copies of inservice training hour slips; these are not considered college coursework.
- D) Only complete Section D if you have earned the N.C. Early Childhood Credential (NCECC) or are currently enrolled in NCECC coursework or plan to enroll in NCECC coursework. Check ALL blank lines that apply to your NCECC coursework history. Skip Section E and complete Section F. (Include official proof of registration if you are currently enrolled or registered for the NCECC coursework, and make copies for your files.)
- E) Only complete Section E if you have not completed the NCECC coursework and are requesting assessment for one of the equivalency options. Only one equivalency option under Section E should be checked.
- F) All applicants must complete Section F. This form must be signed and dated by both the individual applicant and the child care facility's legal operator or his/her designee (if applicable).

Each applicant will be notified in writing from the Division of their lead teacher status. New letters **are not** issued if applicants change name, address or facility.

This form only needs to be completed and submitted to the Division of Child Development *ONCE*. Changes in any of the applicant or facility information should be submitted on a DCD.0120 Change of Information form, *NOT* a new DCD.0013 Lead Teacher form.**

Attach official transcripts (not photocopies, student copies or grade reports) for ALL completed college coursework, certificates, diplomas and/or degrees. For all coursework over 10 years old to be eligible for the NCECC equivalency, it must be from a completed certificate, diploma and/or degree, or you must be currently enrolled in a degree program (attach proof).

High School Diplomas do not need to be submitted, unless specifically requested by the Division.

****Mail to:** Workforce Education Unit
Division of Child Development
2201 Mail Service Center
Raleigh, NC 27699-2201

Questions: Please call the Workforce Education Unit at 1-800-859-0829, or your Division of Child Development representative.