

Program Coordinator Position Requirements

High School Diploma or equivalent

AND EITHER:

NC School-Age Child Care Credential (earned by completion of EDU 145 and either EDU 235 **OR** EDU 263)

OR

2 sch of Child/Youth Development courses and 2 sch of School-Age Program courses

OR

Lead Teacher qualification and BSAC (upload a copy of the certificate)

OR

Administrator qualification and BSAC (upload a copy of the certificate)

OR

Completed and hold a currently active Level I or higher certification on the School Age Professional (SA) scale issued by the NC Institute for Child Development Professionals (upload a copy of the certificate or letter).

Credential Certificates: To earn approval for a credential certificate(s), all courses must be completed at a NC Community College with a grade of C or better and receipt of a high school diploma or GED. Grade PE (Credit Received), CE (Credit by Exam) or EL (Experiential Learning) disqualifies you from receiving the credential certificate.

Credential Certificates:

NC School-Age Child Care Credential (NCSACCC) = EDU 145 and EDU 235 **OR** EDU 145 and EDU 263

Official transcripts must be submitted for ALL completed college-level coursework, certificates, diplomas and/or degrees. Please do not upload 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. Official transcripts must be submitted electronically through the [National Student Clearinghouse](#) or [Credential Solutions \(eScrip\)](#) or mailed to the Division of Child Development and Early Education, Attn: Workforce Education Unit, 2201 Mail Service Center, Raleigh NC 27699-2201.

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).

To be qualified for a position, you must meet the minimum education requirements in this section for each child care position selected. Submit official transcripts and/or upload copies of any qualifying certificates, such as a BSAC or a nationally accredited credential certificate. The nationally accredited credential certificate must meet the following 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.

**** This chart shows the education requirements for the positions listed. Please note, completion of high school or its equivalent is required for all positions.**

LEAD TEACHER	TEACHER	FAMILY CHILD CARE HOME PROVIDER	GROUP LEADER	PROGRAM COORDINATOR
<p>High School Diploma or equivalent</p> <p><u>AND EITHER:</u></p> <p>NC Early Childhood Credential (earned by completion of EDU 111 and 112 or EDU 119 and meeting above criteria)</p> <p><u>OR</u></p> <p><u>One</u> of the equivalency options listed below:</p> <ol style="list-style-type: none"> 1. JW Model (completion of EDU 111 and 112 or EDU 119 but did not apply for and/or earn the NC Early Childhood Credential) 2. Tested out of the Division of Child Development and Early Education NCECC standardized equivalency test prior to 1/1/08. 3. Completed and hold a currently active nationally accredited credential certificate to include CDA, CCP MACTE and AMS or AMI Montessori (upload a copy of the certificate). 4. Completed a post-secondary two-year degree or higher in Early Childhood, Child Development, Human Growth & Development or Early Childhood Special Education from an accredited institution of higher education. 5. Completed a post-secondary two-year degree or higher in any subject area with at least 6*** sch in Early Childhood Education and/or Child Growth & Development from an accredited institution of higher education. 6. Completed 12 sch (with or without a degree) in Early Childhood, Child Development, Human Growth & Development and/or Early Childhood Special Education programs with at least 3*** sch in Child Growth & Development from an accredited institution of higher education. 7. Completed and hold a currently active Level I or higher certification on the Early Care and Education Professional (ECE) scale issued by the NC Institute for Child Development Professionals (upload a copy of the certificate or letter). 	<p>High School Diploma or equivalent</p> <p><u>OR</u></p> <p>Completed and hold a currently active Para-Professional or higher certification on the Early Care and Education Professional (ECE) scale issued by the NC Institute for Child Development Professionals (upload a copy of the certificate or letter).</p>	<p>High School Diploma or equivalent</p> <p><u>OR</u></p> <p>Completed and hold a currently active Para-Professional or higher certification on the Early Care and Education Professional (ECE) scale issued by the NC Institute for Child Development Professionals (upload a copy of the certificate or letter).</p>	<p>High School Diploma or equivalent</p> <p><u>AND</u></p> <p>Basic School- Age Care Certificate (BSAC)</p> <p>(upload a copy of the certificate)</p>	<p>High School Diploma or equivalent</p> <p><u>AND EITHER:</u></p> <p>NC School-Age Child Care Credential (earned by completion of EDU 145 and either EDU 235 or EDU 263)</p> <p><u>OR</u></p> <p>2 sch of Child/Youth Development courses and</p> <p>2 sch of School-Age Program courses</p> <p><u>OR</u></p> <p>Lead Teacher qualification and BSAC (upload a copy of the certificate)</p> <p><u>OR</u></p> <p>Administrator qualification and BSAC (upload a copy of the certificate)</p> <p><u>OR</u></p> <p>Completed and hold a currently active Level I or higher certification on the School Age Professional (SA) scale issued by the NC Institute for Child Development Professionals (upload a copy of the certificate or letter).</p>

* The **criteria** for approving courses in Early Childhood Education and Child Growth & Development (ECE/CG&D) for the required six (6) sch in Option #5 and the specific three (3) sch required in Option #6 is for the course content to emphasize developmental understanding of young children, and/or developmentally appropriate educational approaches for the early years. When course content meets this criteria but the course title is not early childhood or age-specific, the course description will need to indicate that the course focuses on ages between birth and five years, and/or the early years, early childhood, preschool, and/or young children. The coursework needed for completion of Option #6 (12 sch) includes ECE/CD related coursework that does not necessarily emphasize birth through 5 years (example - General Psychology) with at least 3 sch specific to child growth & development.

sch - semester credit hours