**Section II:** (applies to child care programs ONLY serving children 5 years of age and older)

In the table below, choose the highest level that best describes your current status and then check only one box in each of the three required components (Administration coursework, EE/HG&D Coursework, and Portfolio) within the level that you have chosen.

<table>
<thead>
<tr>
<th>Three Required Administration Credential Components</th>
<th>Level I Options (Mandatory)</th>
<th>Level II Options (Voluntary)</th>
<th>Level III Options (Voluntary)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Administration Coursework</strong></td>
<td>Check one box only</td>
<td>✓ Check one box only</td>
<td>✓ Check one box only</td>
</tr>
<tr>
<td>EDU 261 and EDU 262 or</td>
<td>EDU 261 and EDU 262 or</td>
<td>EDU 261 and EDU 262 or</td>
<td></td>
</tr>
<tr>
<td>Test out or</td>
<td>Test out or</td>
<td>Test out or</td>
<td></td>
</tr>
<tr>
<td>6 sch in Child Care Administration or</td>
<td>6 sch in Child Care Administration or</td>
<td>6 sch in Child Care Administration or</td>
<td></td>
</tr>
<tr>
<td>9 sch in Business Administration</td>
<td>9 sch in Business Administration</td>
<td>9 sch in Business Administration</td>
<td></td>
</tr>
</tbody>
</table>

| **2. EE/HG&D Coursework**                           | Check one box only          | ✓ Check one box only          | ✓ Check one box only           |
| 7 sch in EE/HG&D or                                 | AA/AAS degree in EE/HG&D or | BA/BS degree in EE/HG&D or    |
| Director for 3 yrs and NCECC or equivalent           | AA/AAS degree in any major with 12 sch in EE/HG&D | BA/BS degree in any major with 18 sch in EE/HG&D |

| **1. Portfolio Coursework**                         | Check one box only          | ✓ Check one box only          | ✓ Check one box only           |
| (part of Administration Coursework)                 | Level I Portfolio of 6 specified assignments or | Level II Portfolio of 12 specified assignments or | Level III Portfolio of 18 specified assignments or |
| Level I Portfolio waived if Director for 5 years    | Level II Portfolio waived if Director for 5 years | Level III Portfolio waived if Director for 5 years |

All eligible coursework must be taught at an institute of higher education with nationally recognized regional accreditation.

EDU 261–Early Childhood Administration course taught at North Carolina Community Colleges or 2-3 sch Child Care Administration survey course taught at an accredited institution of higher education
EDU 262–Early Childhood Administration course taught at North Carolina Community Colleges
NCSACCAC–North Carolina School-Age Child Care Administration Credential
NCECC–North Carolina Early Childhood Credential
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

NOTE: Completion of the NCSACCAC requirements results in an **equivalency letter** only.

I attest to the accuracy of the information provided on this form to the best of my ability.

Applicant Signature: ___________________________ Date: ___________________________

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

Questions: Call the Workforce Education Unit at 1-800-859-0829, or your Division of Child Development representative.
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.0114 School-Age Administrator form.

**Purpose:**
The North Carolina Education and Equivalency Form For School-Age Child Care Administrators is used for documenting administrator (director) qualifications and/or for making application for the North Carolina School-Age Child Care Administration Credential (NCSACCAC) equivalency. Please note that the NCSACCAC Levels I, II and III have three required components: administration coursework, additional elementary education/human growth and development coursework, and a portfolio (see page two). Administrators are required to submit this form to the Division of Child Development** no later than six months after the date of hire in the administrator’s position; however, non-administrators may also submit this form to be evaluated for the NCSACCAC equivalency. Level I is the minimum level required by law for all child care administrators. Levels II and III are voluntary.

**General Instructions:**
Both pages of this form should be completed accurately, legibly, and in ink. It should be filled out and signed by the applicant. A copy of this form and all attachments must be maintained in the applicant’s file (if applicable) for review by representatives of the Division of Child Development. Please attach information regarding any past director experience at other facilities.

All applicants must fill out both pages completely and sign and date page two of this form:

**Section I: Complete A through D:**

A) **Applicant Information**

Social Security # __________

Current Position at this Facility __________________

Date of Employment in this Position at this Facility __/__/____

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**

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 _____ CDA _____ AA/AAS _____ BA/BS _____ MA/MS _____ Ed.D./Ph.D. _____

Program Major (s) ____________________________

School(s) ____________________________

D) **NCSACCAC Equivalency Information**—refers to all three levels (check **ALL** that apply)

EDU 261 (Administration Course I): Completed _____ Currently Enrolled _____ Plan to Enroll _____

EDU 262 (Administration Course II): Completed _____ Currently Enrolled _____ Plan to Enroll _____

Requesting to test out:  EDU 261 (Test I) _____ or EDU 262 (Test II) _____ or EDU 261 and EDU 262 (Both tests) _____

Have tested out: EDU 261 _____ or EDU 262 _____ or EDU 261 and EDU 262 (Attach verification of successful testing out)

Required EE/HG&D Coursework: Completed _____ Currently Enrolled _____ Plan to Enroll _____

Portfolio Requirement: Completed _____ Currently Completing _____ Plan to Complete _____ Years of experience as administrator* _____

Proceed to Section II (Page Two) *(Attach detailed explanation)*

• 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 NCSACCAC equivalency, it must be from a completed certificate, diploma and/or degree, or you must be currently enrolled in a degree program (attach proof).