

Dear Potential Tester:

You have expressed interest in taking the standardized test for equivalency to the North Carolina Early Childhood Credential, EC Credentials I (EDU 111) and EC Credentials II (EDU 112).

Please read the following information carefully before completing the attached registration form.

1. Read and understand what you are signing. Make a copy for your own reference if you should have a problem and need to contact us.
2. Information about the test content and suggested resource study materials is on the back of this letter. **Please study for this test.** It is a college level test based on the information in the study materials.
3. At this time there is no cost to take the test, but there are eligibility guidelines on the registration form.
4. Attached you will find a registration form which you must fill out, sign in two (2) places, and return to the Division of Child Development. **Fill out all forms completely and legibly. If they are incomplete or unreadable they will be returned to you unprocessed and unregistered.**
5. **We do not accept faxed or e-mailed registration forms.**
6. There are a limited number of spaces at each testing site. **TESTERS WILL BE CONFIRMED ON A FIRST COME, FIRST SERVED BASIS.** Once all available spaces are filled, we will start a waiting list. **We strongly suggest you register early.**
7. **The registration deadline is August 26, 2005. We must have your forms in our hands by 5:00 p.m. on this date. NO exceptions.**
8. After we receive your registration form, we will send you a letter to confirm the site you have requested, confirm the test you have requested, and to tell you what room and building you should report to **OR** to confirm that you have been placed on a waiting list.
9. If you submit a registration form and do not receive a confirmation letter (or notification of being placed on a waiting list) within **ten** (10) days of mailing a registration packet **OR** if the letter confirms the wrong test or testing site, **please call the Workforce Education Unit immediately at (919) 662-4567** to check on your testing status.
10. If you would like to request permission to bring any **special testing assistance** to the test site (for example, a foreign language dictionary), written documentation must be submitted to and approved by the Division of Child Development before the August 26, 2005 registration deadline. There can be no exceptions.

Mail signed registration forms to: Susan Summerlin
Division of Child Development
2201 Mail Service Center
Raleigh, NC 27699-2201
919-662-4567

NORTH CAROLINA EARLY CHILDHOOD CREDENTIAL STANDARDIZED TEST CONTENT INFORMATION

Content Areas

- **Becoming an Early Childhood Professional:** The focus of this unit is on the roles and characteristics of the early childhood professional, the history of the early childhood field, and professional conduct in early childhood including ethical behavior and professional growth.
- **Understanding the Young Child--Growth and Development:** The focus of this unit is on the principles of development, the developmental characteristics of young children from birth through age twelve, and the importance of understanding these characteristics for early childhood professionals.
- **Understanding the Young Child--Individuality, Family and Culture:** The focus of this unit is on acceptance and respect for children's individuality, family and cultural background; and the development of skills to build positive relationships between home and school.
- **Developmentally Appropriate Practices:** The focus of this unit is on developmentally appropriate practices in planning for children's physical, social, emotional and intellectual development. This unit addresses the preparation of the physical, temporal and social/emotional environments and the State regulations that apply to them, as well as activity planning and adaptation to the environment to meet children's individual needs.
- **Positive Guidance:** The focus of this unit is on principles and practices of positive guidance with young children. This unit addresses important influences on children's behavior, differences between positive guidance and punishment, state regulations regarding discipline in child care centers and positive guidance techniques.
- **Health and Safety:** The focus of this unit is on the skills needed to create and maintain healthy and safe environments for young children. This unit addresses practices and policies leading to safe and healthy environments, State regulations concerning safety and health, and ways for teachers to serve as appropriate models for safe and healthy behavior.

Suggested Resource Material:

Textbook: **Beginnings and Beyond**, 5th edition, by Ann Miles Gordon and Kathryn Williams-Browne, Delmar Publishers*, 1995.

** Delmar Publishers, 1-800-347-7707 or e-mail: info@delmar.com*

Advance registration is required to reserve a testing position. In addition, an official picture identification (e.g., driver's license or student ID) is required on the date of testing. Individuals will not be allowed to enter the testing room or take the test without the required identification.

SEPTEMBER 10, 2005 REGISTRATION FORM
NC Standardized Equivalency Test for Child Care Lead Teachers
*****TWO-SIDED FORM (Both sides need to be completed & signed)*****

ELIGIBILITY GUIDELINES (You are not eligible to test if any one of the following applies to you:)

- You are not presently working in licensed child care in North Carolina.
- You do not have a high school diploma or GED.
- You have **already been qualified as a lead teacher by having taken the Credential coursework, by having a CDA, Montessori or other nationally accredited certificate OR been awarded the NCECC certificate** by the Division of Child Development.
- You were confirmed to test on March 5, 2005 and you failed to show.
- You cancelled after Feb. 25, 2005 and the review panel denied your excuse **OR** documentation was received after March 18, 2005.
- You failed the NC lead teacher equivalency test two or more times since 1998.

REGISTRATION INSTRUCTIONS

- Due to budget restraints, there are limited slots available at each test site. **TESTERS WILL BE CONFIRMED ON A 1ST COME, 1ST SERVED BASIS.**
- We will register **ELIGIBLE** testers *until 5:00 p.m. August 26, 2005 (your form in our hands by that time)* **as long as spaces are available.** Because of limited slots available, **we strongly suggest you register as early as possible.** Since all our mail goes through a centralized mail center, we cannot guarantee a delivery date of your registration form.
- Once a site is full, we will begin a waiting list. If a cancellation occurs, the available slot will be offered to the next person on the waiting list. Therefore, it is very important that you include a fax # or an email address to receive a late date confirmation.
- **Incomplete applications will be returned UNPROCESSED & UNREGISTERED. If your form is returned, it is your responsibility to provide the missing information and return the form to us.**
- We will **NOT** fax registration forms nor will we accept faxed registration forms.

I have read & understand the registration conditions & instructions. Do not sign unless you have.

 (Name)

 (Date)

POTENTIAL TESTER INFORMATION

Name	SS#:
Home Mailing Address:	County of Residence:
City, State, Zip:	Home Phone #: Home Fax #:
High School Info (check one): ___ HS Dip ___ GED ___ Neither	Date of Birth:

CHILD CARE CENTER INFORMATION

Facility Name:	Date of Employment (in this position):
Facility ID# (on license):	Position:
Facility Phone #:	Yrs of experience working in child care (total):
Facility Fax #:	Email Address (Home or Work):

OVER

(Page 2 must be completed & signed or form will be returned)

SEPTEMBER 10, 2005 REGISTRATION FORM - Page 2
NC Standardized Equivalency Test for Child Care Lead Teachers

Please mark "1" next to your preferred testing site from the seven (7) choices listed below. **If you would be willing to go to another site if your first choice is full, please indicate that by marking "2" for second choice, "3" for the third choice and so on. *If you are not willing to travel, DO NOT select alternative testing sites.**

TEST SITE INFORMATION

<input type="checkbox"/> Asheville, NC (Asheville-Buncombe Tech Comm College)	<input type="checkbox"/> Whiteville, NC (Southeastern Comm College)
<input type="checkbox"/> Charlotte, NC (Central Piedmont Comm College)	<input type="checkbox"/> Raleigh, NC (Wake Tech Comm College)
<input type="checkbox"/> Lexington, NC (Davidson Co Comm College)	<input type="checkbox"/> Wilkesboro, NC (Wilkes Comm College)
<input type="checkbox"/> Williamston, NC (Martin Comm College)	

NOTE:

- You will be placed on the waiting list of your 1st choice if your 1st & 2nd preferred testing site(s) are full **and** you will receive a letter explaining that you are on a waiting list and at what site you are on the waiting list.
- If you do not receive written confirmation of either a confirmed slot or placement on the waiting list w/in **10** days of mailing your registration form, please notify the Division **immediately (919-662-4567)** in case we did not receive your registration form.
- If you've been confirmed a testing slot, but are unable to test on Sept. 10th for any reason, you must notify the Division no later than Sept. 2, 2005 so we can fill your slot. If you have an **emergency** & must cancel the week of 9/5 - 9/10/05, contact Susan Summerlin at (919)662-4567. Any cancellation between 9/5 - 9/10/05 must be explained in writing. **Explanation** of the emergency **and proof** (eg. Dr's note, mechanic's bill, obituary notice, etc.) **must be received no later than September 23, 2005.**
- Do **not** call the Division of Child Development or the community colleges for test results. They will not be given out over the telephone. All testers will be notified in writing of their pass/fail status within 8 to 12 weeks of the testing.
- **Testers who do not follow these guidelines for cancellation or do not show up to test on September 10, 2005, will NOT be allowed to register for the next scheduled test.**

I understand that successful testing-out of the NC Early Childhood Credential coursework results in **equivalency** status only and will not result in college course credit, does not qualify for WAGE\$ salary enhancement or T.E.A.C.H. scholarships, nor does it result in a Credential certificate. In addition, I agree that neither the North Carolina Division of Child Development nor the local testing site will be held responsible for any liability, theft or damage that might occur during the administration of this test.

I have read and understand that I will be held to the conditions to register/cancel for this test and the next offered test. Do not sign if you have not read the above, understand it, and agree to it.

Signature _____ Date _____

**Advance registration is required to reserve a testing position.
 An official picture identification (e.g., driver's license or student ID) is required on the date of testing.
 Individuals will not be allowed to enter the testing room or take the test without the required identification.**