

**North Carolina Division of Child Development and Early Education  
Child Care Providers Education and Equivalency Form (DCDEE.0169)**

(Use for all positions except Administrator – See Instruction Pages) Please print or type.

<b>DCDEE Use Only</b>
<input type="checkbox"/> COI Only _____

<b>Check box(es) below to apply for the following NC credentials (see Instructions Page for more information):</b>		
<input type="checkbox"/> NC Early Childhood Credential (NCECC)	<input type="checkbox"/> NC Family Child Care Credential (NCFCCC)	<input type="checkbox"/> NC School-Age Credential (NCSACCC)

<b>A) Applicant Information</b> – Fill in every blank or write N/A Check here if requesting: <input type="checkbox"/> Status Letter Only <input type="checkbox"/> Certificate Only		<b>SSN (Last 4 Digits Only):</b>	<b>Date of Birth (mm/dd/yy):</b> / /	
<b>First Name (No Nicknames):</b>	<b>Legal Last Name:</b>	<b>Previous Names:</b>		
<b>Home Mailing Address (Include Apartment or Lot # if applicable):</b>		<b>City (No Abbreviations):</b>	<b>State:</b>	<b>Zip Code:</b>
<b>Home Phone #:</b> ( )	<b>Cell Phone #:</b> ( )	<b>County of Residence:</b>		
<b>Email Address:</b>				

<b>B) Facility Information</b> <input type="checkbox"/> Check here if not working at a child care facility		<b>Date Employed at Facility:</b> / /	<b>County of Employment:</b>	
<b>Facility ID # (on license):</b>	<b>Name of Facility:</b>	<b>Facility Phone #:</b> ( )		
<b>Facility Address:</b>		<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>
<b>Current Position:</b> (check one of the positions below)				
<input type="checkbox"/> Administrator <input type="checkbox"/> Assistant Director <input type="checkbox"/> Lead Teacher <input type="checkbox"/> Teacher <input type="checkbox"/> FCCH Provider <input type="checkbox"/> Group Leader <input type="checkbox"/> Program Coordinator <input type="checkbox"/> Owner <input type="checkbox"/> Other _____				
<b>Check box below if the facility where you are currently employed is either a Developmental Day or NCPReK program:</b>				
Developmental Day Facility: <input type="checkbox"/>		Age Range: <input type="checkbox"/> Birth – 3 years <input type="checkbox"/> 3 years & older <input type="checkbox"/> School-Age		NCPReK Facility: <input type="checkbox"/>

<b>C) Educational Background</b> – Check high school information & completed degrees. High school completion information is required no matter what level of education has been attained above high school. Attach <b>ALL</b> college level official transcript(s). Photocopies, student or internet copies and grade reports are NOT accepted. <b>Check here</b> <input type="checkbox"/> <b>if the official transcript(s) is being mailed separately from the college/university.</b>				
<b>High School Information (Required):</b> <input type="checkbox"/> HS Diploma <input type="checkbox"/> Adult HS Diploma <input type="checkbox"/> GED <input type="checkbox"/> None				
<input type="checkbox"/> AA/AAS	<b>Major:</b>	<b>College:</b>		
<input type="checkbox"/> BA/BS	<b>Major:</b>	<b>College:</b>		
<input type="checkbox"/> MA/MS	<b>Major:</b>	<b>College:</b>		
<input type="checkbox"/> EdD/PhD	<b>Major:</b>	<b>College:</b>		

<b>D) Educational Qualification</b> – Check the child care position(s) for which you request to be qualified. <b>Refer to the chart on page 2 for the instructions to determine what is needed to qualify for the checked position(s).</b>				
<input type="checkbox"/> Lead Teacher	<input type="checkbox"/> Teacher	<input type="checkbox"/> FCCH Provider	<input type="checkbox"/> Group Leader	<input type="checkbox"/> Program Coordinator

***This form must be signed and dated by the individual applicant: I attest to the accuracy of the above information.***

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Applicant should retain a copy of this form and any attached documentation for his/her records.**

**Instructions for Completing the  
North Carolina Education and Equivalency Form for Child Care Providers (DCDEE.0169)  
(Use for all positions except Administrator and High School Equivalency Coursework)**

**Purpose:** The *North Carolina Education and Equivalency Form* is an application used to gather identifying information and to request evaluation of your education in order to meet education standards for specific child care position(s).

**If you completed Early Childhood Education I & II in high school,** you need to complete the **NC DCDEE Lead Teacher Equivalency for Approved High School Coursework form (DCDEE.0162)** and submit with an official transcript from a community college which has articulated the coursework for evaluation of your education.

**If you are requesting to be qualified as an Administrator,** then you must submit an original **NC DCDEE Child Care Administrators Education and Equivalency Form (DCDEE.0173)** for evaluation of your education.

**The form is also to be used for any future changes in personal information** (name, address, phone number and/or email), facility information, education status or additional requests to qualify for child care position(s) listed on this form.

**Note: This qualification is for education requirements only. It does not indicate compliance with age, pre-service, criminal record, medical or in-service training requirements.**

**Please read these instructions carefully. Retain a copy of this form and any attached documentation for your records.**

**General Instructions:** Print clearly in ink or type your answers. If a question does not apply to you, write N/A ("Not Applicable") in the space. This form should be completed fully, accurately, legibly and be signed by the applicant. **Incomplete forms will be returned and delay processing of your education evaluation.**

**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 Early Childhood Credential (NCECC) = EDU 111 and EDU 112 OR EDU 119**

**NC Family Child Care Credential (NCFCCC) = EDU 111 and EDU 113 OR EDU 119 and EDU 113 OR EDU 114**

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

**Section A. Applicant Information:** Complete all requested information in this section. Please include all previous names, including your maiden name (if applicable). Do not abbreviate street names, cities or counties.

**Section B. Facility Information:** If you are currently employed in a NC child care center or family child care home regulated by DCDEE, you must provide all of the requested information. If you are not currently employed in a NC child care facility, check the box under facility information and do not complete the information in this section.

**Section C. Educational Background:** Check ALL applicable spaces to indicate completion of high school requirements and post-secondary (college level) degrees earned as of the date this form is submitted to DCDEE. **High school completion information is required no matter what level of education above high school has been attained.** High school diplomas do not need to be submitted unless specifically requested by DCDEE.

**Official transcripts\* must be attached for ALL completed college level coursework, certificates, diplomas and/or degrees.**

Please do not attach 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.

\*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). Refer to the DCDEE website for accreditation links.

**Section D. Educational Qualification:** Check all child care positions for which you wish to be evaluated. To be qualified for a position you must meet the minimum education requirements shown for each position on page 2 of these instructions. Submit official transcripts and/or 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.

**Mail to:**

NC Division of Child Development and Early Education  
Workforce Education Unit  
2201 Mail Service Center  
Raleigh, NC 27699-2200

**Questions?**

Call the Workforce Education Unit  
919-527-6600 or 1-800-859-0829

**Website:**

[www.ncchildcare.nc.gov](http://www.ncchildcare.nc.gov)

**This chart shows the education requirements for the positions listed on the Education and Equivalency form. 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><b>AND EITHER:</b></p> <p>NC Early Childhood Credential (earned by completion of EDU 111 and 112 or EDU 119 and meeting above criteria)</p> <p><b>OR</b></p> <p><u>One</u> of the equivalency options listed below:</p> <ol style="list-style-type: none"> <li>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)</li> <li>2. Tested out of the Division of Child Development and Early Education NCECC standardized equivalency test prior to 1/1/08.</li> <li>3. Completed and hold a currently active <u>nationally</u> accredited credential certificate to include CDA, CCP and AMS or AMI Montessori (attach a copy of the certificate).</li> <li>4. Completed a post-secondary two-year degree or higher in Early Childhood, Child Development, Human Growth &amp; Development or Early Childhood Special Education from an accredited* institution of higher education.</li> <li>5. Completed a post-secondary two-year degree or higher in <u>any</u> subject area with at least 6*** sch in Early Childhood Education and/or Child Growth &amp; Development from an accredited* institution of higher education.</li> <li>6. Completed 12 sch (with or without a degree) in Early Childhood, Child Development, Human Growth &amp; Development and/or Early Childhood Special Education programs with at least 3*** sch in Child Growth &amp; Development from an accredited* institution of higher education.</li> </ol> <p><b>OR</b></p> <p>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 (attach a copy of the certificate).</p>	<p>High School Diploma or equivalent</p> <p><b>OR</b></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 (attach a copy of the certificate).</p>	<p>High School Diploma or equivalent</p> <p><b>OR</b></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 (attach a copy of the certificate).</p>	<p>High School Diploma or equivalent</p> <p><b>AND</b></p> <p>Basic School- Age Care Certificate (BSAC) (attach a copy of the certificate)</p>	<p>High School Diploma or equivalent</p> <p><b>AND EITHER:</b></p> <p>NC School-Age Child Care Credential (earned by completion of EDU 145 and either EDU 235 or EDU 263)</p> <p><b>OR</b></p> <p>2 sch of Child/Youth Development courses <u>and</u> 2 sch of School-Age Program courses</p> <p><b>OR</b></p> <p>Lead Teacher qualification <u>and</u> BSAC (attach a copy of the certificate)</p> <p><b>OR</b></p> <p>Administrator qualification <u>and</u> BSAC (attach a copy of the certificate)</p> <p><b>OR</b></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 (attach a copy of the certificate).</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