

North Carolina Division of Child Development and Early Education
Child Care Administrators Education and Equivalency Form (DCDEE.0173)
 (See Instruction Page and Worksheet) Please print or type.

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

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

B) Facility Information <input type="checkbox"/> Check here if not working at a child care facility		Date Employed at Facility: / /	County of Employment:	
Facility ID # (on license):	Name of Facility:	Facility Phone #: ()		
Facility Address:		City:	State:	Zip Code:
Current Position: (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 _____				
Check box below if the facility where you are currently employed is either a Developmental Day or NCPREK program:				
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"/>	

C) Educational Background – 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 ALL college level official transcript(s). Photocopies, student or internet copies and grade reports are NOT accepted. Check here <input type="checkbox"/> if the official transcript(s) is being mailed separately from the college/university.					
High School Information (Required): <input type="checkbox"/> HS Diploma <input type="checkbox"/> Adult HS Diploma <input type="checkbox"/> GED <input type="checkbox"/> None					
<input type="checkbox"/> AA/AAS	Major:	College:	<input type="checkbox"/> MA/MS	Major:	College:
<input type="checkbox"/> BA/BS	Major:	College:	<input type="checkbox"/> EdD/PhD	Major:	College:

D) Educational Qualification – Check the Administrator type for which you are applying. Check one box in each of the two components to show how you meet or plan to meet the requirements for the selected level. All components must be completed to be qualified. See worksheet on page 2 for full requirements for each type and level of Administrator.					
Select type of Administrator for which you wish to be evaluated: <input type="checkbox"/> Birth – 12 yrs and/or <input type="checkbox"/> School-Age (5 – 12 yrs only)					
1. Administration Coursework (same requirement for all 3 levels) <i>plus</i>	EDU 261	<input type="checkbox"/> Completed	<input type="checkbox"/> Currently Enrolled/Plan to Complete	<input type="checkbox"/> Tested out of Admin I (prior to 4/1/11) AND	
	EDU 262	<input type="checkbox"/> Completed	<input type="checkbox"/> Currently Enrolled/Plan to Complete	<input type="checkbox"/> Tested out of Admin II (prior to 4/1/11) OR	
	See Worksheet for Additional Requirements for Test Out Option				
	6 sch-Child Care Administration	<input type="checkbox"/> Completed	<input type="checkbox"/> Currently Enrolled/Plan to Complete	OR	
	9 sch-Business Administration	<input type="checkbox"/> Completed	<input type="checkbox"/> Currently Enrolled/Plan to Complete		
2(a). Coursework in Early Childhood Education/Child Development (for Child Care Administrator serving children Birth-12 yrs) <i>and/or</i>	Level I:	<input type="checkbox"/> 7 sch in EC/CD OR	<input type="checkbox"/> NCECC or equivalent and Director for 3 yrs (<i>attach experience documentation</i>)		
	Level II:	<input type="checkbox"/> AA/AAS in EC/CD OR	<input type="checkbox"/> AA/AAS in any major with 12 sch in EC/CD OR		
		<input type="checkbox"/> Working towards a BA/BS, 60 sch completed with 12 sch in EC/CD			
	Level III:	<input type="checkbox"/> BA/BS in EC/CD OR	<input type="checkbox"/> BA/BS in any major with 18 sch in EC/CD		
2(b). Coursework in Elementary Ed/Human Growth and Development (for School-Age Administrator serving children 5 – 12 years only)	Level I:	<input type="checkbox"/> 7 sch in EE/HG&D OR	<input type="checkbox"/> NCSACCC or NCECC or equiv & Director for 3 yrs (<i>attach experience documentation</i>)		
	Level II:	<input type="checkbox"/> AA/AAS in EE/HG&D OR	<input type="checkbox"/> AA/AAS in any major with 12 sch in EE/HG&D OR		
		<input type="checkbox"/> Working towards a BA/BS, 60 sch completed with 12 sch in EE/HG&D			
	Level III:	<input type="checkbox"/> BA/BS in EE/HG&D OR	<input type="checkbox"/> BA/BS in any major with 18 sch in EE/HG&D		

This form must be signed and dated by the 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 Child Care Administrators Education and Equivalency Form (DCDEE.0173)

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).

This form is also to be used for any future changes in the applicant's personal information (name, address, phone number and/or email), facility information and/or education status. **Note: If you are requesting qualification for additional child care position(s) to include Lead Teacher, Teacher, FCCH Provider, Group Leader and/or Program Coordinator, then you must submit an original NC DCDEE Education and Equivalency Form for Child Care Providers (DCDEE.0169)**

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.

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.**

Section A. Applicant Information: Complete all requested information in this section. Please include 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 the **type of Administrator** for which you wish to be evaluated.

Child Care Administrators are qualified to direct programs serving children from birth to age twelve;

School-Age Administrators may direct programs only serving children age five and up.

Every administrator must meet requirements in each of two components: 1) administration coursework (note: see section for additional requirements on Worksheet if you tested out of Admin I and/or Admin II), **and 2) early childhood/child development coursework** (birth-12 yrs) **or elementary education/ human development coursework** (5-12 yrs). In each component, there are choices for how to satisfy the requirements. **Check the box that shows how you meet or plan to meet that component.**

Note: Currently enrolled is defined as completion of coursework in the previous semester at that particular school or documentation from the college's registrar confirming current enrollment in a curriculum program (not as a special student).

Level I is the **mandatory minimum qualification for any administrator**; Levels II and III are voluntary. **See the Worksheet on page 2 of these instructions** for all the options to meet each component at Levels I, II and III. Use this worksheet to determine how you currently meet each component and what you may still need in order to qualify at the level you want to achieve. If you are required to meet additional requirements, request that information using the contact information below.

Failure to submit official transcripts for ALL completed college level coursework and degrees will result in a delay in processing and may affect your facility's rated license education points.

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

WORKSHEET for North Carolina Child Care Administrators *(Keep this worksheet for your records.)*

Choose the highest level that describes your current status. Under that level, check a box in each of the two required components to show how you meet it. To be eligible for the NC Early Childhood Administration Credential certificate, you must complete the requirements in the ***** boxes in the level that you have chosen. If you have met requirements by checking any of the non-star boxes in the level that you have chosen, you are eligible for an equivalency letter only. Completion of the NC School-Age Child Care Administrator requirements results in an equivalency letter; there is no certificate.

Two Required Components	Level I Options (Mandatory)	✓	Level II Options (Voluntary)	✓	Level III Options (Voluntary)	✓
1. Administration Coursework <i>plus</i>	EDU 261 and EDU 262 * or		EDU 261 and EDU 262 * or		EDU 261 and EDU 262 * or	
	6 sch in Child Care Administration or		6 sch in Child Care Administration or		6 sch in Child Care Administration or	
	9 sch in Business Administration or		9 sch in Business Administration or		9 sch in Business Administration or	
	Test Out*** (Prior to April 1, 2011)		Test Out*** (Prior to April 1, 2011)		Test Out*** (Prior to April 1, 2011)	

***Test Out - If you tested out of Administrator I and/or Administrator II, you may need to complete additional requirements. (Please see below)

Additional Requirements (Test Out)	Tested Out of Administration I and II – 6 portfolio assignments required for Level I	or	Tested Out of Administration I and II -12 portfolio assignments required for Level II	or	Tested Out of Administration I and II -18 portfolio assignments required for Level III	or
	Tested Out of either Administration I or Administration II and not both - No portfolio assignments required for Level I	or	Tested Out of Administration I only - No portfolio assignments required for Level II	or	Tested Out of Administration I only - 6 portfolio assignments required for Level III	or
		or	Tested Out of Administration II only - 6 portfolio assignments required for Level II	or	Tested Out of Administration II only - 12 portfolio assignments required for Level III	or
	Documentation of 5 years experience as child care director, co-director, assistant director		Documentation of 5 years experience as child care director, co-director, assistant director		Documentation of 5 years experience as child care director, co-director, assistant director	

Child Care Administrators (applies to child care programs serving children from birth to age 12)

2. Early Childhood/ Child Development Coursework	7 sch in EC/CD * or		AA/AAS degree in EC/CD * or		BA/BS degree in EC/CD * or	
	NCECC or equivalent and child care director, co-director or assistant director for 3 years		AA/AAS degree in any major <u>with</u> 12 sch in EC/CD or Working towards a BA/BS, 60 sch completed with 12 sch in EC/CD		BA/BS degree in any major <u>with</u> 18 sch in EC/CD	

School-Age Administrators (applies to child care programs ONLY serving children age 5 and older)

2. Elementary Ed/ Human Growth & Development Coursework	7 sch in EE/HG&D or		AA/AAS degree in EE/HG&D or		BA/BS degree in EE/HG&D or	
	NCSACCC or NCECC or equivalent and child care director, co-director or assistant director for 3 years		AA/AAS degree in any major <u>with</u> 12 sch in EE/HG&D or Working towards a BA/BS, 60 sch completed with 12 sch in EE/HG&D		BA/BS degree in any major <u>with</u> 18 sch in EE/HG&D	

KEY TO ABBREVIATIONS & TERMS

EDU 261: Early Childhood Admin I course taught at NC Community Colleges; **EDU 262:** Early Childhood Admin II course taught at NC Community Colleges

NCECC: North Carolina Early Childhood Credential; **NCSACCC:** North Carolina School-Age Child Care Credential; **NCECAC:** North Carolina Early Childhood Administration Credential

EC/CD: Early Childhood / Child Development; **EE/HG&D:** Elementary Education / Human Growth and Development; **sch:** semester credit hours

AA/AAS: Associate's Degree; **BA/BS:** Bachelor's Degree; **MA/MS:** Master's Degree

Portfolio: A collection of activities that demonstrate administrative skill and competency. A packet of specified portfolio assignments is completed in EDU 261/262 or independently by an applicant.