

# GUIDELINES TO EDUCATION EVALUATIONS FOR CHILD CARE PROVIDERS

## APPLICATION PROCESS AND REQUIRED DOCUMENTATION

<p style="text-align: center;"><b>APPLICATION</b> <b>Education and Equivalency (E&amp;E) Forms</b></p>
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**Education and Equivalency (E&E) forms** are applications used to gather identifying information and to show your intent to be qualified for a specific child care position.

**There are two E&E forms for child care positions:**

- Education and Equivalency Form for Child Care Providers – DCD.0169: Use for Family Child Care Home Providers, Teachers, Lead Teachers, Program Coordinators and Group Leaders
- Education and Equivalency Form for Child Care Administrators – DCD.0173: Use for Child Care and School-Age Administrators

**There are two E&E forms for public school (DPI) preschool staff:**

- Public School Preschool Staff Education Form for Teachers/Teacher Assistants – DCD.0171
- Public School Preschool Staff Education Form for Administrators – DCD.0172

**There is one E&E form for articulation of approved high school coursework to community college:**

- Lead Teacher Equivalency Form for Approved High School Coursework – DCD.0170

**When submitting an E&E form:**

- complete the entire application
- attach all requested documentation
- sign and date the application

*Failure to do these things will delay the processing of your application and may affect your facility's rated license education points.*

If you are currently working or planning to work in any of the above listed child care positions, you need to submit the appropriate E&E form as an application to be qualified educationally per NC child care regulations.

**Only submit each of the above E&E forms ONCE when applying for a child care position.**

*When you need to update and/or change identifying information and you are not initially applying for a child care position (as listed above), submit the **Workforce Change of Information Form** (DCD.0120).*

**DOCUMENTATION**  
**Official Transcripts and Other Education Paperwork**

**Official transcripts** provide documentation of completed college level coursework, certificates, diplomas and/or degrees.

**When do you submit an official transcript (OT)?**

- You need to submit an OT with your initial application (E&E form) if you have completed any college level coursework, certificates, diplomas and/or degrees.
- You need to submit another OT only when additional college level coursework, certificates, diplomas and/or degrees have been completed since the last time you submitted an OT.

*Only **official transcripts** will be accepted – we will not evaluate from photocopies, student or internet copies, grade reports or from copies of college certificates, diplomas or degrees. Transcripts must be from colleges with nationally recognized regional accreditation in order to be evaluated for coursework and degrees.*

**Which child care positions require other education paperwork?**

- **Group Leader** – completion of Basic School Age Care (BSAC) training is required for qualification; submit a legible copy of the BSAC certificate.
- **Program Coordinator** – completion of Basic School Age Care (BSAC) training is required if you are qualified as either a Lead Teacher or Administrator and you are meeting the requirements for qualification through this option; submit a legible copy of the BSAC certificate.
- **Lead Teacher** – submit a copy of any current national certificate – CDA, CCP, Montessori (AMS or AMI) – if this is how you will meet the requirements for qualification.
- **Administrator** – to meet the requirements for the portfolio component:
  - A portfolio assessment form should be submitted from the community college where you took EDU 261 and EDU 262, **OR**
  - Independently complete and submit a portfolio to be graded, **OR**
  - Submit documentation in resume form of at least five (5) years of experience as a child care director, co- or assistant director to waive the portfolio requirement.

**How do you apply for a NC Child Care Credential?**

- Submit the Credential Application for Early Childhood Credential (NCECC), Family Child Care Credential (NCFCCC) and School Age Child Care Credential (NCSACCC) – DCD.0168
- Completion of the following courses is required for each child care credential. You must submit an official transcript for evaluation:
  - NCECC (EDU 111 and 112 OR EDU 119) – You will also qualify as a Lead Teacher, Teacher and Family Child Care Home Provider if approved for credential
  - NCFCCC (EDU 111 and EDU 113 OR EDU 119 and EDU 113) – You will also qualify as a Family Child Care Home Provider if approved for credential
  - NCSACCC (EDU 145 and EDU 235 OR EDU 145 and EDU 263) – You will also qualify as a Program Coordinator if approved for credential

<b>WORKFORCE CHANGE OF INFORMATION FORM (COI) Form</b>
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The **Workforce Change of Information form (DCD.0120)** needs to be submitted when any of the following events occur:

- Change in legal name
- Change in address
- Change in child care facility where you are employed
- Change in educational status (completed additional coursework and/or degrees)
- Need to apply for another child care position after submitting an E&E form for Child Care Providers – DCD.0169. Note: If you need to apply for Administrator qualification, you will need to submit the E&E form for Administrators (DCD.0173) and not a COI form.

*\*\*Please DO NOT use an E&E form to update these changes\*\**

*If you are submitting an E&E form, you do not need to submit a separate COI form to update identifying information, since any changes will be included on the E&E form.*

<b>ADDITIONAL TIPS for Submitting Education Documents to Workforce</b>
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**Official transcripts may be opened** before you send them to Workforce. We strongly recommend opening the official transcript and making a copy for your files before submitting it to Workforce.

**Review your official transcript before submitting it** to verify all coursework and degrees earned at that college are recorded on the transcript.

**All applications (E&Es), official transcripts, education paperwork and COI forms for an individual go into ONE file in the Workforce Education Unit.** It is not necessary to send duplicate transcripts and certificates when applying for more than one position or when applying for a new position if a current official transcript has already been submitted.

**All foreign transcripts and/or degrees must be evaluated by an international education evaluation service** to determine how they compare to U.S. education standards. These services can be found through an internet search for international education evaluators. A copy of this evaluation should be submitted to Workforce. A translation from the original language to English is **not** sufficient.

**Helpful information and resources** can be found on the Division of Child Development website [www.ncchildcare.net](http://www.ncchildcare.net) under **Providers / Professional Development / FAQs**.