

Section II:

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, EC/CD Coursework, and Portfolio) within the level that you have chosen. See NOTE (below) for clarification of NCECAC certificate and equivalency.

Three Required Administration Credential Components	Level I Options (Mandatory)		Level II Options (Voluntary)		Level III Options (Voluntary)	
1. Administration Coursework plus	<i>Check one box only</i>	✓	<i>Check one box only</i>	✓	<i>Check one box only</i>	✓
	EDU 261 and EDU 262 or ★		EDU 261 and EDU 262 or ★		EDU 261 and EDU 262 or ★	
	Test out or		Test out or		Test out 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		9 sch in Business Administration		9 sch in Business Administration	
2. EC/CD Coursework plus	<i>Check one box only</i>	✓	<i>Check one box only</i>	✓	<i>Check one box only</i>	✓
	7 sch in EC/CD or ★		AA/AAS degree in EC/CD or ★		BA/BS degree in EC/CD or ★	
	Director for 3 yrs and NCECC or equivalent		AA/AAS degree in any major with 12 sch in EC/CD or *Currently enrolled in BA/BS, 60 sch completed with 12 sch in EC/CD		BA/BS degree in any major with 18 sch in EC/CD	
3. Portfolio (completed in EDU 261 & EDU 262 coursework or independently)	<i>Check one box only</i>	✓	<i>Check one box only</i>	✓	<i>Check one box only</i>	✓
	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 (attach detailed explanation)		Level II Portfolio waived if Director for 5 years (attach detailed explanation)		Level III Portfolio waived if Director for 5 years (attach detailed explanation)	

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

*Currently enrolled is defined as completion of coursework in the previous semester or documentation from the college's registrar confirming current enrollment.

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

NCECAC—North Carolina Early Childhood Administration Credential

NCECC—North Carolina Early Childhood Credential

EC/CD—Early Childhood/Child Development

AA/AAS—Associate's Degree

BA/BS—Bachelor's Degree

MA/MS—Master's Degree

sch—semester credit hours

NOTE: To qualify for the NCECAC certificate, you must complete the requirements and check the ★ boxes in the level that you have chosen. However, if you have checked any of the non-star boxes in the level that you have chosen, you will receive an equivalency letter only.

★ star option boxes refer to NCECAC only

□ non-star Option boxes refer to equivalencies

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

Applicant Signature:

Date:

Mail to: Division of Child Development; Workforce Education Unit; 2201 Mail Service Center; Raleigh, NC 27699
Questions: Call the Workforce Education Unit at 1-800-859-0829, or your Division of Child Development representative.

North Carolina Education and Equivalency Form For Child Care Administrators

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.0086 Administrator form.

Purpose:

The *North Carolina Education and Equivalency Form For Child Care Administrators* is used for documenting administrator (director) qualifications and/or for making application for the North Carolina Early Childhood Administration Credential (NCECAC) or equivalency options. Please note that the NCECAC Levels I, II and III have **three** required components: administration coursework, additional early childhood/child 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 NCECAC or 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) <u>Applicant Information</u>		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) <u>Facility Information</u>	
Name of Facility _____ County _____	
Mailing Address _____ City _____ State ____ Zip _____	
Facility License # _____ Facility Telephone # (____) _____ FAX # (____) _____	

C) <u>Educational Background</u> (check ALL that have been completed)	
<u>Attach official transcripts (NOT photocopies, student copies or grade reports) for ALL completed college coursework, certificates, diplomas and/or degrees.</u>	
GED ____ High School Diploma ____ CDA ____ AA/AAS ____ BA/BS ____ MA/MS ____ Ed.D./Ph.D. ____	
Program Major (s) _____	
School (s) _____	

D) <u>NCECAC or Equivalency Information-refers to all three levels (check ALL that apply)</u>	
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 EC/CD Coursework: Completed ____ Currently Enrolled ____ Plan to Enroll ____	
Portfolio Requirement: Completed ____ Currently Completing ____ Plan to Complete ____ <i>Years of experience as administrator*</i> ____	
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 NCECAC or equivalency, it must be from a completed certificate, diploma and/or degree, or you must be currently enrolled in a degree program (attach proof).**