

GUIDELINES TO EDUCATION EVALUATIONS FOR CHILD CARE PROVIDERS

North Carolina's child care licensing system establishes education standards for the child care workforce. Staff in all child care positions must meet minimum education requirements. Staff may also meet voluntary enhanced standards in education which will contribute to a higher star rating for their facility by completing post-secondary coursework at a college or university which is beyond the minimum requirements in education.

Education evaluators in the Child Care Workforce Standards Section of the North Carolina Division of Child Development and Early Education assess the education of individuals working in child care to determine their qualifications.

The first step in this process is the submission of an application:

APPLICATION Education and Equivalency (E&E) Forms

Education and Equivalency (E&E) forms are applications to show your intent to be qualified for a specific child care position. If you are currently working or planning to work in any of the below listed child care positions, you need to submit the appropriate E&E form(s) to be qualified educationally for the position per NC child care regulations.

There are two E&E forms for child care positions in private settings (non-public schools):

- ★ Child Care Providers Education and Equivalency Form (DCDEE.0169) – This application form is to be used by individuals who need qualification for the following child care positions: Family Child Care Home Providers, Teachers, Lead Teachers, Program Coordinators and Group Leaders
- ★ Child Care Administrators Education and Equivalency Form (DCDEE.0173) – This application form is to be used by individuals who need qualification for the following child care positions: Child Care and School-Age Administrators

There are two E&E forms for child care positions in public schools (DPI):

- ★ Public School Preschool Staff Education Form for Teacher/Teacher Assistant (DCDEE.0171) – This application form is to be used by individuals who need qualification as a Lead Teacher or Teacher working in a public school preschool
- ★ Public School Preschool Staff Education Form for Administrators (DCDEE.0172) – This application form is to be used by individuals who need qualification as an Administrator working in a public school preschool

Note: These forms must be signed by either the Principal of the public school where the individual is employed or the Superintendent of the school system

There is one E&E form for articulation of approved high school coursework:

- ★ Lead Teacher Equivalency Form for Approved High School Coursework (DCDEE.0162) – This application form is to be used by individuals who have completed the credential coursework in high school and have articulated this coursework to a NC community college for qualification as a Lead Teacher

There is one NC Child Care Credential application and E&E form:

- ★ Credential Application for the North Carolina Early Childhood Credential **NCECC**, Family Child Care Credential **NCFCCC** and School-Age Child Care Credential **NCSACCC** (DCDEE.0168) – This application form is to be used by individuals who have completed the credential coursework at a NC community college, want to earn a NC credential certificate and be qualified for the below child care position(s):
 - NCECC (completed EDU 111 and 112 **OR** EDU 119) – You will qualify as a Lead Teacher, Teacher and/or Family Child Care Home Provider if approved for credential
 - NCFCCC (completed EDU 111 and 113 **OR** EDU 119 and 113) – You will qualify as a Family Child Care Home Provider if approved for credential
 - NCSACCC (completed EDU 145 and 235 **OR** EDU 145 and 263) – You will qualify as a Program Coordinator if approved for credential

When submitting an E&E form:

- ★ complete the entire application
- ★ attach all requested documentation
- ★ sign and date the application with all appropriate signatures

Failure to submit the correct form and completing all the above steps will delay the processing of your application and may affect your facility's rated license education points.

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

When you need to update or change identifying information after submitting an E&E form, you will need to submit the **Workforce Change of Information Form** (DCDEE.0120) instead of another E&E form
(See Page 9 for more information)

The second step in this process is to indicate on your application how you completed high school:

HIGH SCHOOL DIPLOMAS AND EQUIVALENTS

The requirement for completion of high school can be met through a number of options, as described below:

High School Diploma: This diploma is issued through a high school and requires completion of all state and local graduation requirements. High schools issuing diplomas must have **nationally recognized regional accreditation** in the United States (see page 6 for more information). The diploma may indicate a track the student took to meet requirements (college prep, technical, occupational, etc.). The diploma awarded is the same regardless of the chosen track.

Adult High School Diploma (Adult HSD): This diploma is issued through the community college system in most states. There are exceptions and other colleges could be approved to issue adult high school diplomas. Colleges issuing adult high school diplomas must have **nationally recognized regional accreditation** in the United States (see page 7 for more information).

Home School Diploma: This diploma is issued by a non-public school where the student receives academic instruction from his/her parent, legal guardian or a member of the household in which the student resides. The chief administrator of the home school issues the diploma.

What is a legitimate home school?

The NC Division of Non-Public Education is authorized by state law to receive home school notices of intent to begin initial operation, to terminate operation and to annually inspect the school's student attendance and nationally standardized achievement test result records. They provide a list of home schools by county at this website: <http://www.ncdnpe.org/hhh301.htm>

GED (General Education Development) Credential: The GED Tests measure the academic skills and knowledge expected of high school graduates in the United States. Successfully passing the tests results in award of a GED credential (which may be called a diploma, certificate, credential or endorsement).

- The only official GED is given by the GED TESTING SERVICE and its approved sites. All approved testing locations are listed at www.GEDtest.org.
- The official GED is **not offered online via the internet**. Currently the GED is a paper and pencil test only. The GED test is a series of 5 tests covering different subjects and takes 7 hours to complete.

Graduation Certificate and Certificate of Achievement: These are high school exit documents for students who do not meet the requirements for a diploma. These documents are NOT recognized as high school diplomas or equivalents.

The third step in this process is to submit verification of completed post secondary coursework with your application:

OFFICIAL TRANSCRIPTS AND OTHER EDUCATION PAPERWORK

Official Transcripts provide official documentation from a college or university of completed post-secondary coursework, certificates, diplomas and/or degrees.

What Counts and What Doesn't?

- ★ Only post-secondary credit is counted in education evaluations. The college or university awarding post-secondary credit (including schools offering distance education such as on-line coursework) must be accredited. This credit must appear on official transcripts from post-secondary schools that have received **nationally recognized regional accreditation** (see page 7 for more information).
- ★ The transcript must be "official" with a raised seal or on distinctive paper and with the registrar's signature, as specified by the college or university. Photocopies, computer print-outs, unofficial student copies, copy of diploma(s) and grade reports are not accepted.
- ★ If a degree has been earned, it must be shown on the official transcript including the major and the date the degree was awarded. Copies of diplomas are not accepted as verification of degree completion.
- ★ Continuing education and in-service training hours are never counted in determining an individual's education qualifications.

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 or university level coursework, certificates, diplomas and/or degrees.
- ★ Official transcripts may be opened before you send them to Workforce. **The transcript does NOT need to arrive at DCDEE in a sealed envelope.** However, if the transcript does not look official or if the name of the college or university is not clearly noted on the transcript, it is helpful to include the original envelope from the college or university when sending the official transcript to DCDEE. 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 Workforce to verify all coursework and degrees earned at the college or university are documented on the transcript. Official transcripts must be from colleges or universities with **nationally recognized regional accreditation** in order to be evaluated for coursework and degrees (see page 7 for more information).
- ★ **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 when applying for more than one position or when applying for a new position if a current official transcript has already been submitted.

What is needed when the official transcript is a foreign transcript?

- ★ Foreign transcripts and/or degrees must be evaluated by an international education evaluation service to determine how they compare to U.S. education standards.
- ★ For higher education institutions outside of the United States, the recognized system of the specified country's accreditation process will be accepted.
- ★ The report from the international education evaluation service should be submitted to DCDEE in place of a transcript. These services can be found through an internet search for international education evaluators.
- ★ Cost for this service is the responsibility of the individual requesting the evaluation.
- ★ A **copy** of this evaluation should be submitted to Workforce. A translation from the original language to English is **not** sufficient.

Which child care positions require other education paperwork?

- ★ **Group Leader** – Completion of Basic School Age Care (BSAC) training is required for qualification as a Group Leader; 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 a Lead Teacher or Administrator and you are meeting the requirements for qualification as a Program Coordinator by this option; submit a legible copy of the BSAC certificate.
- ★ **Lead Teacher** – If you are qualifying as a Lead Teacher by completion of a current national certificate, you must submit a legible copy of the CDA, CCP or Montessori (AMS or AMI) certificate.
- ★ **Administrator** – If you tested out of either the Administration I or Administration II test or both to meet the requirement for completion of Administration coursework, you must submit the following paperwork:
 - Independently complete and submit a portfolio to be graded (see the Administrator E&E form for more information) **OR**
 - Submit documentation in resume format of at least five (5) years of experience as a child care director, co- or assistant director to waive the portfolio requirement.

The fourth step in this process is verification of the high school or college/university's accreditation status:

ACCREDITATION

The recognized regional accrediting bodies for high school diplomas (and the geographic regions they serve) are:

- ★ North Central Association/Southern Association of Colleges and Schools CASI (Council on Accreditation and School Improvement) www.advanc-ed.org/oasis2/u/par/search
Serves a wide variety of educational institutions ranging from early childhood through elementary, middle and secondary schools. The two associations combined and operate as divisions of AdvancED

(**NCA**) Arkansas, Arizona, Colorado, Iowa, Illinois, Indiana, Kansas, Michigan, Minnesota, Missouri, North Dakota, Nebraska, New Mexico, Ohio, Oklahoma, South Dakota, West Virginia, Wisconsin Wyoming and the Navajo Nation
(**SACS**) Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Texas, Virginia and as well as for American students in Mexico, the Caribbean and Central/South America
- ★ Middle States Commission on Secondary Schools www.css-msa.org/
Serves public and non-public middle, intermediate, and/or secondary schools, non-degree granting vocational technical and postsecondary institutions, special purpose schools, supplementary education centers and distance education institutions

Delaware, the District of Columbia (D.C), Maryland, New Jersey, New York, Pennsylvania, Puerto Rico and the U.S. Virgin Islands
- ★ New England Commission on Public Secondary Schools <http://cpss.neasc.org/> and New England Commission on Independent Schools <http://cis.neasc.org/>
Serves schools which include traditional boarding and day preparatory schools, private elementary schools, schools serving students with special needs and religiously affiliated schools of many faiths

Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island and Vermont
- ★ Western Association of Schools and Colleges (Secondary schools are listed under The Accrediting Commission for Schools) www.wascweb.org/

California and Hawaii, its territories of Guam, American Samoa and Northern Marianas Islands, the Federated States of Micronesia, Republic of Palau, the Pacific Basin, East Asia and areas of the Pacific and East Asia where American schools or colleges may apply to it for service
- ★ Northwest Accreditation Commission www.northwestaccreditation.org/
Serves a variety of schools, including K-12, elementary, middle and high schools; schools offering distance education; non-degree granting post-secondary institutions; and special purpose, supplementary education, travel education and trans-regional schools – Division of AdvanceED

Alaska, Idaho, Montana, Nevada, Oregon, Utah and Washington

The nationally recognized regional accrediting bodies for colleges and universities (and the geographic regions they serve) are:

- ★ Middle States Association of Colleges and Schools www.middlestates.org/
Delaware, the District of Columbia (D.C), Maryland, New Jersey, New York, Pennsylvania, Puerto Rico and the U.S. Virgin Islands
- ★ New England Association of Schools and Colleges www.neasc.org/
Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island and Vermont
- ★ North Central Association of Colleges and Schools www.northcentralassociation.org/
Arkansas, Arizona, Colorado, Iowa, Illinois, Indiana, Kansas, Michigan, Minnesota, Missouri, North Dakota, Nebraska, New Mexico, Ohio, Oklahoma, South Dakota, West Virginia, Wisconsin Wyoming and the Navajo Nation
- ★ Northwest Accreditation Commission www.northwestaccreditation.org/
Alaska, Idaho, Montana, Nevada, Oregon, Utah, and Washington
- ★ Southern Association of Colleges and Schools www.sacs.org/
Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Texas, Virginia and as well as for American students in Mexico, the Caribbean and Central/South America
- ★ Western Association of Schools and Colleges www.wascweb.org
California and Hawaii, its territories of Guam, American Samoa and Northern Marianas Islands, the Federated States of Micronesia, Republic of Palau, the Pacific Basin, East Asia and areas of the Pacific and East Asia where American schools or colleges may apply to it for service

Diplomas from high schools and official transcripts from colleges or universities without regional accreditation are not recognized by the Division of Child Development and Early Education.

The fifth step in this process is determination of which courses and/or degrees are countable:

ACCEPTABLE COURSEWORK AND DEGREES

The following criteria apply to coursework that is counted in order to qualify for a specific child care position and/or count towards extra hours for the position:

- ★ When reviewing transcripts for coursework to be countable towards EC/CD semester credit hours to either initially qualify or as extra hours, evaluators look for courses that emphasize a developmental understanding of young children and developmentally appropriate educational approaches for the early years. This is why elementary education degrees and coursework often do not qualify for credit. For the same reason, general education courses required for a degree are NOT counted.
- ★ Courses routinely counted as Early Childhood/Child Development include:
 - Most EDU courses in the NC Community College System **except** a group of vocational courses (EDU 250, 285)
 - Some ASL (American Sign Language) prefixes (limited to developmental language and communication skills)
 - DDT 120 Teaching the Developmentally Disabled (in NC Community Colleges)
 - Courses with Kindergarten (K) in the name
 - Some Psychology courses, including General, Introduction, Child Psychology and Child Development
- ★ Additional courses counted for School-Age positions include:
 - The same EDU prefixes in the NC Community College System that count for EC/CD **except** EDU 234 Infants, Toddlers and Twos
 - The same Psychology courses plus Child/Adolescent Psychology and Child/Adolescent Development
 - Elementary Education courses and degrees

Note: An Elementary Education degree is considered a degree in the field for School Age positions and therefore, semester credit hours will not be counted separately as extra hours
- ★ Practicums, internships and student teaching experiences are never counted as EC/CD courses, although they may have earned course credit toward a degree.
- ★ Other courses may be considered for appropriateness through review of course descriptions provided by the applicant. If such coursework is deemed appropriate, credit will be given on a case by case basis.

The following degrees are accepted as Early Childhood/Child Development (EC/CD) degrees:

- ★ AA/AAS in Child Care Administration/ Child Development/ Early Childhood Education/ ECE-Special Education/ ECE-Teacher Associate/ Human Growth and Development/ School Age Children/ Special Education
- ★ BA/BS or higher in Birth-Kindergarten/ Child Care Administration/ Child Development/ Child Psychology/ Early Childhood Education/ Human Growth and Development/ Special Education

<p style="text-align: center;">WORKFORCE CHANGE OF INFORMATION FORM (COI) Form</p>

Once you have submitted your initial application to the Workforce Education Unit, the **Workforce Change of Information form** (DCDEE.0120) needs to be submitted when any of the following events occur:

- ★ Change in your legal name
- ★ Change in your address
- ★ Change in child care facility where you are employed
- ★ Change in your educational status (completed additional coursework and/or degrees)
- ★ Need to apply for another child care position after submitting a Child Care Providers E&E form (DCDEE.0169)

Note: If you need to apply for qualification as either a Child Care Administrator (Birth-12 years of age) or a School-Age Administrator (5-12 years of age), you will need to submit the Child Care Administrators E&E form (DCDEE.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.

Helpful information and resources can be found on the
Division of Child Development and Early Education's website www.ncchildcare.net
under **Providers/Professional Development/ FAQs**