

NORTH CAROLINA EDUCATION INFORMATION FORM FOR SCHOOL-AGE CHILD CARE GROUP LEADERS

[Applies to child care programs ONLY serving children 5 years of age and older]

(See back of form for instructions)

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.0118 Group Leader form.**

A) Applicant Information			Social Security # _____ - _____ - _____		
Legal Name _____		Legal Maiden Name _____			
Last	First	Middle			
Home Mailing Address _____			City _____	State _____	Zip _____
Date of Birth _____ / _____ / _____	Home Telephone # (_____) _____		County of Residence _____		

B) Facility Information		Date of Employment for Group Leader Position in <u>This Facility</u> _____ / _____ / _____			
Name of Facility _____			County _____		
Mailing Address _____			City _____	State _____	Zip _____
Facility License # _____		Facility Telephone # (_____) _____		FAX # (_____) _____	

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

D) Minimum Requirements					
<input type="checkbox"/> Basic School Age Care (BSAC) Training:		<input type="checkbox"/> Completed _____ (training date) (attach copy of BSAC certificate)			
		<input type="checkbox"/> Currently Registered _____ (training date)		<input type="checkbox"/> Plan to Register	

E) Additional Coursework (OPTIONAL)	
Additional School-Age child care related Coursework:*	<input type="checkbox"/> Completed _____ Semester Credit Hours in School-Age child care coursework*
If you have completed any of the following, please check ALL options that apply.	
<input type="checkbox"/> Received N.C. Early Childhood Credential (NCECC) certificate issued jointly by the Division of Child Development and the North Carolina Community College System (Attach copy of NCECC certificate).	
<input type="checkbox"/> Received N.C. Early Childhood Credential equivalency letter issued by the Division of Child Development.	
<input type="checkbox"/> Received N.C. School-Age Child Care Credential (NCSACCC) certificate issued jointly by the Division of Child Development and the North Carolina Community College System (Attach copy of NCSACCC certificate).	
<input type="checkbox"/> Received N.C. Early Childhood Administration Credential (NCECAC) certificate issued jointly by the Division of Child Development and the North Carolina Community College System (Attach copy of NCECAC certificate).	
<input type="checkbox"/> Received N.C. Early Childhood Administration Credential equivalency letter issued by the Division of Child Development.	
<input type="checkbox"/> Received N.C. School-Age Child Care Administration Credential (NCSACCAC) equivalency letter issued by the Division of Child Development.	
* 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, it must be from a completed certificate, diploma and/or degree, or you must be currently enrolled in a degree program (Attach proof).	
College credits must be earned from accredited institutions of higher education. Accredited is defined as nationally recognized higher education regional certification. (For higher education institutions outside of the United States, the recognized system of the specified country's accreditation process will be accepted). High School Diplomas do not need to be submitted, unless specifically requested by the Division.	

F) This statement must be signed and dated by the applicant AND legal operator (or his/her legal representative) of this child care facility. Both parties attest to the accuracy of the above information.	
Applicant _____	Date _____
Legal operator or legal representative of child care facility _____	Date _____

NOTE: EMPLOYING FACILITY MUST RETAIN A COPY OF THIS FORM IN THE GROUP LEADER'S PERSONNEL FILE. APPLICANT SHOULD ALSO RETAIN A COPY OF THIS FORM FOR HIS/HER FILE.

INSTRUCTIONS

North Carolina Education Information Form For School-Age Child Care Group Leaders

[Applies to child care programs ONLY serving children 5 years of age and older]

Purpose:

The *North Carolina Education Information Form For Child Care Group Leaders* is used for documenting School-Age Child Care Group Leader qualifications and for making an application for the equivalency options. **All** School-Age Child Care Group Leaders are required to submit this completed form plus attachments to the Division of Child Development** no later than six months after the date of hire in the School-Age Child Care Group Leader position.

General Instructions:

The form should be completed accurately, legibly, and in ink. It should be completed and signed by the applicant. This form must be reviewed for accuracy and signed by the facility's legal operator or his/her designee. A copy of this form and all attachments (if applicable) must be maintained in each School-Age Child Care Group Leader's file at the facility for review by representatives of the Division of Child Development. Please feel free to staple any additional comments or questions you have to the front of the form so our staff can respond to you quickly.

Specific Instructions:

- A) All applicants must complete Section A. Please do not abbreviate street names, cities or counties, and include the person's maiden name (if applicable).
- B) All applicants must complete Section B. For facility license #, enter the license number of the facility in the space provided. The ID# can be found on the facility's license and on documentation forms completed during visits by your Division of Child Development representatives. For date of employment, enter the month, day, and year that the applicant assumed duties at this facility (if applicable).
- C) All applicants must complete Section C. Check ALL spaces which indicate certificates, diplomas, and/or degrees earned as of the date the form is submitted to the Division. Official transcripts (not photocopies, student copies or grade reports) must be attached for ALL completed college coursework, certificates, diplomas and degrees. Please do not attach copies of inservice training hour slips; these are not considered college coursework.
- D) All Group Leaders must complete Section D to indicate how the minimum requirement to complete BSAC (Basic School Age Care) Training will be met.
- E) Only complete Section E if you are submitting college coursework that may be counted toward extra education points on the Rated License. Attach official transcripts (not photocopies, student copies or grade reports) for ALL completed college coursework, certificates, diplomas and/or degrees. Please do not attach copies of inservice training hour slips; these are NOT considered college coursework.
- F) All applicants must complete Section F. This form must be signed and dated by both the individual applicant and/or the facility's legal representative.

Attach official transcripts (not photocopies, student copies or grade reports) for ALL completed coursework, certificates, diplomas and/or degrees. For all coursework over 10 years old to be eligible, it must be from a completed certificate, diploma and/or degree, or you must be currently enrolled in a degree program (attach proof).

High School Diplomas do not need to be submitted, unless specifically requested by the Division.

****Mail to:** Workforce Education Unit
Division of Child Development
2201 Mail Service Center
Raleigh, NC 27699-2201

Questions: Please call the Workforce Education Unit at 1-800-859-0829, or your Division of Child Development representative.