



## INSTRUCTIONS

### North Carolina Education and Equivalency Form For School-Age Child Care Program Coordinators

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

#### Purpose:

The *North Carolina Education and Equivalency Form For Child Care Program Coordinators* is used for documenting School-Age Child Care Program Coordinator qualifications and for making an application for the equivalency options. **All** School-Age Child Care Program Coordinators 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 Program Coordinator 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 Program Coordinator'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 applicants must complete Section D to indicate how the minimum required college coursework for a Program Coordinator will be met. Attach official transcripts. Those who have earned the North Carolina Early Childhood Credential (NCECC) may attach a copy of their Credential certificate instead of sending official transcripts for the two Credential courses (EDU 111 and 112) or EDU 119 (beginning Fall of 2001) in the North Carolina Community College System.
- Section B1. should be completed by Program Coordinators who already meet the requirements for a preschool administrator or lead teacher in North Carolina.
  - Section B2. is for Program Coordinators who meet the requirements for a preschool administrator or lead teacher but need to complete BSAC (Basic School Age Care) Training in order to meet minimum requirements for a school-age program coordinator.
- 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.