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] (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.0119 Program Coordinator form.

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A) Applicant Information	Soci	ial Security #	-	
Legal Name_	Leg	al Maiden Name _		
Last First	Middle			
Home Mailing Address	City		State	_ Zip
Date of Birth / / Home Telephone # ()	County	y of Residence		
B) Facility Information Date of Employment for Program Coord	dinator Position in This	Facility	1 1	
Name of Facility				
Mailing Address				
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)				
Diagram Diag				
E) Additional Coursework (OPTIONAL) Additional School-Age child care related Coursework:* *Attach official transcripts (not photocopies, student copies or certificates, diplomas and/or degrees. For all coursework over 1 certificate, diploma and/or degree, or you must be currently enreceitification. (For higher education institutions of higher education. Acceptification. (For higher education institutions outside of the United States, the received). High School Diplomas do not need to be submitted, unless specifically reparties attest to the accuracy of the above information. Applicant	grade reports) for AO years old to be elolled in a degree procredited is defined as national ognized system of the specific purchased by the Division.	igible, it must be ogram (Attach perionally recognized his ecified country's accepted to the cou	college cou be from a coroof). gher educatio creditation pr	irsework, completed n regional ocess will be
Legal operator or legal representative of child care facility			Date	

NOTE: <u>EMPLOYING FACILITY MUST RETAIN A COPY OF THIS FORM IN THE PROGRAM COORDINATOR'S PERSONNEL FILE.</u> <u>APPLICANT SHOULD ALSO RETAIN A COPY OF THIS FORM FOR HIS/HER FILE.</u>

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. <u>All</u> 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 <u>must complete</u> Section A. Please do not abbreviate street names, cities, or counties, and include the person's maiden name (if applicable).
- B) All applicants <u>must complete</u> 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 <u>must complete</u> Section C. Check <u>ALL</u> 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 <u>ALL completed college coursework, certificates, diplomas, and degrees</u>. Please <u>do not</u> attach copies of inservice training hour slips; these are not considered college coursework.
- D) All applicants <u>must complete</u> Section D to indicate how the <u>minimum</u> required college coursework for a Program Coordinator will be met. <u>Attach official transcripts</u>. Those who have earned the North Carolina Early Childhood Credential (NCECC) may attach a <u>copy</u> 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 <u>must complete</u> 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.