

**North Carolina Division of Child Development and Early Education  
Child Care Providers Education and Equivalency Form (DCDEE.0169)**

(Use for all positions except Administrator – See Instruction Pages) Please print or type.

<b>DCDEE Use Only</b>
WFID# _____

<b>A) Applicant Information – Fill in every blank or write N/A</b>		SSN (Last 4 Digits Only): _____	Date of Birth (mm/dd/yy): / /	
Mr./Ms.	First Name: _____	MI: _____	Last Name: _____	
Maiden Name: _____		Email Address: _____		
Home Mailing Address (Include Apartment or Lot # if applicable): _____		City: _____	State: _____	Zip Code: _____
Home Phone #: _____ ( )	Cell Phone #: _____ ( )	County of Residence: _____		

<b>B) Facility Information – Fill in every blank or write N/A.</b>		Date Employed at Facility: _____ / /	County of Employment: _____	
Facility ID # (on license): _____	Name of Facility: _____	Facility Phone #: _____ ( )		
Developmental Day Facility: <input type="checkbox"/> (Only check box if facility is a Developmental Day Facility)	Age Group: <input type="checkbox"/> Birth – 3yrs <input type="checkbox"/> 3yrs & older <input type="checkbox"/> School-Age			
Facility Address: _____		City: _____	State: _____	Zip Code: _____
Current Position: <input type="checkbox"/> Director <input type="checkbox"/> Lead Teacher <input type="checkbox"/> Teacher <input type="checkbox"/> FCCH Provider <input type="checkbox"/> Group Leader <input type="checkbox"/> Program Coordinator <input type="checkbox"/> Other _____			Date Employed in Current Position: / /	

<b>C) Educational Background – Check high school information &amp; completed degrees. Attach ALL college level official transcripts. Photocopies, student or internet copies and grade reports are NOT accepted.</b>				
High School Information (Required): <input type="checkbox"/> HS Diploma <input type="checkbox"/> Adult HS Diploma <input type="checkbox"/> GED <input type="checkbox"/> Currently Enrolled <input type="checkbox"/> None				
<input type="checkbox"/> AA/AAS	Major: _____	College: _____		
<input type="checkbox"/> BA/BS	Major: _____	College: _____		
<input type="checkbox"/> MA/MS	Major: _____	College: _____		
<input type="checkbox"/> EdD/PhD	Major: _____	College: _____		

<b>D) Educational Qualification – Check the position(s) for which you are applying to be qualified. Then check the option(s) for how you think you will meet qualifications. See instruction page for the education requirements of each position.</b>				
<b>Position</b>	<b>Qualification Options (Attach Documentation)</b>			
<input type="checkbox"/> Lead Teacher	<input type="checkbox"/> NC Early Childhood Credential <input type="checkbox"/> Equivalency Option <input type="checkbox"/> Early Educator Certification-ECE Scale			
<input type="checkbox"/> Teacher	<input type="checkbox"/> HS only <input type="checkbox"/> ECE Coursework <input type="checkbox"/> Lead Teacher qualified <input type="checkbox"/> Early Educator Certification-ECE Scale			
<input type="checkbox"/> FCCH Provider	<input type="checkbox"/> HS only <input type="checkbox"/> ECE Coursework <input type="checkbox"/> NC Family Child Care Credential <input type="checkbox"/> Lead Teacher qualified <input type="checkbox"/> Early Educator Certification-ECE Scale			
<input type="checkbox"/> Group Leader	<input type="checkbox"/> HS + BSAC <input type="checkbox"/> Currently Enrolled in BSAC			
<input type="checkbox"/> Program Coordinator	<input type="checkbox"/> 2 sch Child/Youth Dev <b>AND</b> 2 sch School-Age Programming <input type="checkbox"/> School-Age Child Care Credential <input type="checkbox"/> Lead Teacher + BSAC <input type="checkbox"/> Admin + BSAC <input type="checkbox"/> Early Educator Certification-SA Scale			

***This statement must be signed and dated by the applicant: I attest to the accuracy of the above information.***

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Applicant should retain a copy of this form and any attached documentation for his/her records.**

**Instructions for Completing the  
North Carolina Education and Equivalency Form for Child Care Providers (DCDEE.0169)  
(Use for all positions except Administrator)**

\*\*\*This form only needs to be completed and submitted to the NC Division of Child Development and Early Education (DCDEE) ONCE\*\*\*

**Any future changes** in the applicant's personal information, facility information, education status or requests to qualify for additional child care positions indicated on this form **should be submitted on a Workforce Change of Information Form (DCDEE.0120).**

**Purpose:** The *North Carolina Education and Equivalency Form* is an application used to gather identifying information and to request evaluation of your education in order to meet education standards for specific child care position(s).

**Note:** This qualification is for education requirements only. It does not indicate compliance with age, pre-service, criminal record, medical or in-service training requirements.

**Please read these instructions carefully. Retain a copy of this form and any attached documentation for your records.**

**General Instructions:** Print clearly in ink or type your answers. If a question does not apply to you, write N/A ("Not Applicable") in the space. This form should be completed fully, accurately, legibly and be signed by the applicant. **Incomplete forms will be returned and delay processing of your education evaluation.**

**Section A. Applicant Information:** Complete all requested information in this section. Please include your maiden name (if applicable). Do not abbreviate street names, cities or counties.

**Section B. Facility Information:** If you are currently employed in a child care center or family child care home regulated by DCDEE, you must provide all of the requested information. If you are not currently employed put N/A in the "Name of Facility" space and this section is complete.

**Section C. Educational Background:** Check ALL applicable spaces to indicate completion of high school requirements and post-secondary (college level) degrees earned as of the date this form is submitted to DCDEE. **High school completion information is required no matter what level of education above high school has been attained.** High school diplomas do not need to be submitted unless specifically requested by DCDEE.

**Official transcripts\* must be attached for ALL completed college level coursework, certificates, diplomas and/or degrees.** Please do not attach copies of in-service training documentation as these are not considered college coursework. Photocopies of transcripts, student or internet copies and grade reports are NOT accepted.

\*Only official transcripts from post-secondary schools which are accredited will be evaluated. **Accredited** is defined as an institution of higher education having nationally recognized regional accreditation by one of the six regional accrediting agencies. (For schools outside the U.S.A., the recognized system of the specified country's accreditation process will be accepted).

**Section D. Educational Qualification:** Check all child care positions for which you wish to be evaluated. To be qualified for a position you must meet the minimum education requirements shown for each position on page 2 of these instructions. Submit official transcripts and/or copies of any qualifying certificates, such as a BSAC, Early Educator Certification (EEC) or a nationally accredited credential certificate\*\*. Failure to do this will result in a delay in processing and possibly affect your facility's rated license education points.

\*\*The nationally accredited credential certificate must meet the following criteria:

- 1)Nationally accredited and available in all 50 states, 2) Comprehensive in scope which is inclusive of the following six areas: child growth and development; professionalism; health and safety; creation of appropriate environments that enhance physical, emotional, social and cognitive development; developmentally appropriate learning activities; and working with families, 3) 120 clock (contact) hours of education and/or training, 4) Formal observation and/or portfolio assessment, 5) Standardized written assessment, and 6) Individually earned.

**This form must be signed and dated by the individual applicant.**

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

**Questions?**  
Call the Workforce Education Unit  
919-662-4567 or 1-800-859-0829

**Website:**  
[www.ncchildcare.net](http://www.ncchildcare.net)

**This chart shows the education requirements for the positions listed on the Education and Equivalency form. Please note, completion of high school or its equivalent is required for all positions.**

LEAD TEACHER	TEACHER	FAMILY CHILD CARE HOME PROVIDER	GROUP LEADER	PROGRAM COORDINATOR
<p>High School Diploma or equivalent</p> <p><b>AND EITHER:</b></p> <p>NC Early Childhood Credential (earned by completion of EDU 111 and 112 or EDU 119)</p> <p><b>OR</b></p> <p><u>One</u> of the 5 equivalency options listed below:</p> <ol style="list-style-type: none"> <li>1. Tested out of the Division of Child Development and Early Education NCECC standardized equivalency test prior to 1/1/08.</li> <li>2. Completed and hold a currently active <u>nationally</u> accredited credential certificate in child development, early childhood education or child care to include CDA, CCP and AMS or AMI Montessori (attach a copy of the certificate).</li> <li>3. Completed a post-secondary two-year degree or higher in Early Childhood, Child Development, Human Growth &amp; Development or Early Childhood Special Education from an accredited* institution of higher education.</li> <li>4. Completed a post-secondary two-year degree or higher in <u>any</u> subject area with at least 6*** sch in Early Childhood Education and/or Child Growth &amp; Development from an accredited* institution of higher education.</li> <li>5. Completed 12 sch (with or without a degree) in Early Childhood, Child Development, Human Growth &amp; Development and/or Early Childhood Special Education programs with at least 3*** sch in Child Growth &amp; Development from an accredited* institution of higher education.</li> </ol> <p><b>OR</b></p> <p>Completed and hold a currently active Level I or higher certification on the Early Care and Education Professional (ECE) scale issued by the NC Institute for Child Development Professionals (attach a copy of the certificate).</p>	<p>High School Diploma or equivalent</p> <p><b>OR</b></p> <p>Completed and hold a currently active Para-Professional or higher certification on the Early Care and Education Professional (ECE) scale issued by the NC Institute for Child Development Professionals (attach a copy of the certificate).</p>	<p>High School Diploma or equivalent</p> <p><b>OR</b></p> <p>Completed and hold a currently active Para-Professional or higher certification on the Early Care and Education Professional (ECE) scale issued by the NC Institute for Child Development Professionals (attach a copy of the certificate).</p>	<p>High School Diploma or equivalent</p> <p><b>AND</b></p> <p>Basic School-Age Care Certificate (BSAC) (attach a copy of the certificate)</p>	<p>High School Diploma or equivalent</p> <p><b>AND EITHER:</b></p> <p>NC School-Age Child Care Credential (earned by completion of EDU 145 and either EDU 235 or EDU 263)</p> <p><b>OR</b></p> <p>2 sch of Child/Youth Development courses <u>and</u> 2 sch of School-Age Program courses</p> <p><b>OR</b></p> <p>Lead Teacher qualification <u>and</u> BSAC (attach a copy of the certificate)</p> <p><b>OR</b></p> <p>Administrator qualification <u>and</u> BSAC (attach a copy of the certificate)</p> <p><b>OR</b></p> <p>Completed and hold a currently active Level I or higher certification on the School Age Professional (SA) scale issued by the NC Institute for Child Development Professionals (attach a copy of the certificate).</p>

\*\*\*The **criteria** for approving courses in Early Childhood Education and Child Growth & Development (ECE/CG&D) for the required six (6) sch in **Option #4** and the specific three (3) sch required in **Option #5** is for the course content to emphasize developmental understanding of young children, and/or developmentally appropriate educational approaches for the early years. When course content meets this criteria but the course title is not early childhood or age-specific, the course description will need to indicate that the course focuses on ages between birth and five years, and/or the early years, early childhood, preschool, and/or young children. The coursework needed for completion of **Option #5** (12 sch) includes ECE/CD related coursework that does not necessarily emphasize birth through 5 years (example - General Psychology) with at least 3 sch specific to child growth & development.

**sch** - semester credit hours