

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

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).

If you completed Early Childhood Education I & II in high school, you need to complete the **NC DCDEE Lead Teacher Equivalency for Approved High School Coursework form (DCDEE.0162)** and submit with an official transcript from a community college which has articulated the coursework for evaluation of your education.

If you are requesting to be qualified as an Administrator, then you must submit an original **NC DCDEE Child Care Administrators Education and Equivalency Form (DCDEE.0173)** for evaluation of your education.

The form is also to be used for any future changes in personal information (name, address, phone number and/or email), facility information, education status or additional requests to qualify for child care position(s) listed on this form.

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.**

Credential Certificates: To earn approval for a credential certificate(s), all courses must be completed at a NC Community College with a grade of C or better and receipt of a high school diploma or GED. Grade PE (Credit Received), CE (Credit by Exam) or EL (Experiential Learning) disqualifies you from receiving the credential certificate.

Credential Certificates:

NC Early Childhood Credential (NCECC) = EDU 111 and EDU 112 OR EDU 119

NC Family Child Care Credential (NCFCCC) = EDU 111 and EDU 113 OR EDU 119 and EDU 113 OR EDU 114

NC School-Age Child Care Credential (NCSACCC) = EDU 145 and EDU 235 OR EDU 145 and EDU 263

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

Section B. Facility Information: If you are currently employed in a NC 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 in a NC child care facility, check the box under facility information and do not complete the information in this section.

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). Refer to the DCDEE website for accreditation links.

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 or a nationally accredited credential certificate**.

****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.

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
919-527-6600 or 1-800-859-0829

Website:

www.ncchildcare.nc.gov