

## TEACHING STAFF QUALIFICATIONS Continued

Complete a copy of this page for each teaching staff member.

Teaching Staff Name: \_\_\_\_\_ Group Name: \_\_\_\_\_

If teaching staff member works with other groups, please list:

Job Title (Choose one of the following):  Teacher (primary responsibility for a group of children)  
 Teacher Assistant/Aide (works under the direct supervision of a teacher)

### Documentation of Teaching Staff Educational Qualifications

1. **Attach documentation immediately following this page** for each teaching staff member showing all relevant educational qualifications listed.
2. **Check the box(es)** next to all evidence you are submitting.
3. **Circle the letter(s)** of all options the teacher fully meets in the "Option" column. Highlight information as indicated.

Teaching Staff Member has this qualification:	Must Provide this documentation: (check all that apply)	Circle Option:
A current Child Development Associate (CDA) credential awarded by the Council for Professional Recognition	<input type="checkbox"/> a copy of the CDA credential awarded by the Council for Professional Recognition <i>Always submit the CDA (if the teaching staff member has earned it) in addition to other qualifications/credentials.</i>	<b>C</b>
Associate's degree (AA) OR Baccalaureate degree (BA) or higher in <ul style="list-style-type: none"> <li>• Early Childhood Education (ECE),</li> <li>• Child Development (CD),</li> <li>• Elementary Education (EI Ed), OR</li> <li>• Early Childhood Special Ed ( EC Spec Ed )</li> </ul>	<input type="checkbox"/> a copy of the transcript that specifies major and reflects that the degree was earned ( <i>highlight major</i> )AND/OR <input type="checkbox"/> a copy of the diploma that lists the major field of study	<b>F</b>
Equivalent of an AA degree in ECE	Transcripts documenting ( <i>highlight credits</i> ): <input type="checkbox"/> at least 60 college/university credits <input type="checkbox"/> INCLUDING at least 30 credits in ECE, CD, EI Ed, or EC Spec Ed*	<b>H</b>
Equivalent of a BA degree in ECE	<input type="checkbox"/> a copy of the diploma reflecting that the degree was completed AND <input type="checkbox"/> a copy of a transcript reflecting a BA degree in any discipline, WITH <input type="checkbox"/> at least 36 credits in ECE, CD, EIEd, or EC Spec Ed*. ( <i>highlight credits</i> )	<b>I</b>
<ul style="list-style-type: none"> <li>• AA degree or higher in a non-ECE related field <b>AND</b></li> <li>• at least 3 years experience in an NAEYC Accredited program.</li> </ul>	<input type="checkbox"/> a copy of the degree OR <input type="checkbox"/> a transcript that reflects the degree was earned <b>AND</b> <input type="checkbox"/> a resume or letter that includes the program name, location, length of employment, role constituting 3 years of experience, and note that the program was/is accredited by NAEYC during employment.	<b>J</b>
<ul style="list-style-type: none"> <li>• AA degree or higher in non-ECE related field <b>AND</b></li> <li>• at least 3 years experience in a non-accredited program, <b>AND</b></li> <li>• at least 30 contact hours of training</li> </ul>	<input type="checkbox"/> a copy of the degree OR <input type="checkbox"/> a transcript that reflects the degree was earned <b>AND</b> <input type="checkbox"/> a resume or letter that includes the program name, location, length of employment, and role constituting 3 years of experience; <b>AND</b> <input type="checkbox"/> documentation of 30 contact hours of relevant training from the last 3 years.	<b>K</b>
CDA credential equivalent as defined by NAEYC as at least 12 college credits in ECE, CD, EI Ed, or EC Spec Ed	<input type="checkbox"/> a transcript documenting 12 ECE* credits ( <i>highlight credits</i> ) OR <input type="checkbox"/> documentation from a college/university that would grant a minimum of 12 credits for a specified training program OR <input type="checkbox"/> military training modules.	<b>D</b>
Working on an AA degree or higher degree in ECE, CD, EI Ed, or EC Spec Ed	<i>"Working on" means some evidence of educational progress must be within one year of the Candidacy/Renewal Materials Due date. This can include work scheduled to begin less than 1 year following the Candidacy/Renewal Materials Due date. Acceptable documentation that is dated within one year of the Candidacy/Renewal Materials Due date includes one or more of the following:</i>	<b>E</b>
Working on the equivalent of an AA degree or higher in ECE, CD, EI Ed, or EC Spec Ed		<b>G</b>
Working on the CDA credential awarded by the Council for Professional Recognition		<b>A</b>
Working on the equivalent of the CDA credential (as defined by NAEYC as 12 credits)	<input type="checkbox"/> copy of an application <input type="checkbox"/> CDA preparation course flyer <input type="checkbox"/> copy of grade report <input type="checkbox"/> receipt of tuition payment, <input type="checkbox"/> copy of transcript <input type="checkbox"/> military training modules. <input type="checkbox"/> letter from an advisor <input type="checkbox"/> course description from a course catalog	<b>B</b>
None of the above qualifications apply.	<input type="checkbox"/> No additional documentation is included.	<b>NONE</b>

**\*ECE = Early Childhood Education; CD = Child Development; EIEd = Elementary Education; EC Spec Ed = Early Childhood Special Education**  
**All college credits and degrees must be from a regionally accredited institution of higher education. The U.S. Dept. of Education maintains a listing of recognized accredited institutions of higher education at <http://ope.ed.gov/accreditation>. International degrees must be verified through a process of matching US equivalent degrees.**

Program ID # \_\_\_\_\_