

Teaching Staff Qualification Option Guide

Use the guide below as a reference to indicate the qualifications of the teaching staff members for each group. Be sure to choose one option per teaching staff member, using the highest level of education when reporting staff qualifications for the group.

Option	Teaching Staff Member has this qualification:	Must Provide this documentation:
A	(Meets Candidacy for Assistant Teachers-Teacher Aides only – Not for Teachers.) Working on the CDA Credential issued by the Council for Professional Recognition.	<p><i>“Working on” means some evidence of educational progress must be within one year of the Candidacy Due date. This can include work scheduled to begin less than 1 year following the Candidacy Due date. Acceptable documentation that is dated within one year of the Candidacy Due date includes one or more of the following:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> copy of an application <input type="checkbox"/> copy of grade report <input type="checkbox"/> copy of transcript <input type="checkbox"/> letter from an advisor <input type="checkbox"/> CDA preparation course flyer <input type="checkbox"/> receipt of tuition payment <input type="checkbox"/> military training modules <input type="checkbox"/> course description from course catalog
B	(Meets Candidacy for Assistant Teachers-Teacher Aides only – Not for Teachers.) Working on the NAEYC-defined equivalency of the CDA Credential issued by the Council for Professional Recognition (12 Credits in ECE, CD, EIEd, or EC Spec Ed.)	<p><i>“Working on” means some evidence of educational progress must be within one year of the Candidacy Due date. This can include work scheduled to begin less than 1 year following the Candidacy Due date. Acceptable documentation that is dated within one year of the Candidacy Due date includes one or more of the following:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> copy of an application <input type="checkbox"/> copy of grade report <input type="checkbox"/> copy of transcript <input type="checkbox"/> letter from an advisor <input type="checkbox"/> CDA preparation course flyer <input type="checkbox"/> receipt of tuition payment <input type="checkbox"/> military training modules <input type="checkbox"/> course description from course catalog
C	A current Child Development Associate (CDA) Credential issued by the Council for Professional Recognition.	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>
D	A CDA Credential equivalent as defined by NAEYC as at least 12 college credits in ECE, CD, EIEd, or EC Spec Ed.	<ul style="list-style-type: none"> <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.
E	Working on an Associate’s or higher degree in ECE, CD, EIEd, or EC Spec Ed.	<p><i>“Working on” means some evidence of educational progress must be within one year of the Candidacy Due date. This can include work scheduled to begin less than 1 year following the Candidacy Due date. Acceptable documentation that is dated within one year of the Candidacy Due date includes one or more of the following:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> copy of an application <input type="checkbox"/> copy of grade report <input type="checkbox"/> copy of transcript <input type="checkbox"/> letter from an advisor <input type="checkbox"/> CDA preparation course flyer <input type="checkbox"/> receipt of tuition payment <input type="checkbox"/> military training modules <input type="checkbox"/> course description from course catalog
F	An Associate’s or higher degree in ECE, CD, EIEd, or EC Spec Ed.	<ul style="list-style-type: none"> <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
G	Working on the NAEYC-defined equivalency of an Associate’s or higher degree in ECE, CD, EIEd, or EC Spec Ed.	<p><i>“Working on” means some evidence of educational progress must be within one year of the Candidacy Due date. This can include work scheduled to begin less than 1 year following the Candidacy Due date. Acceptable documentation that is dated within one year of the Candidacy Due date includes one or more of the following:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> copy of an application <input type="checkbox"/> copy of grade report <input type="checkbox"/> copy of transcript <input type="checkbox"/> letter from an advisor <input type="checkbox"/> CDA preparation course flyer <input type="checkbox"/> receipt of tuition payment <input type="checkbox"/> military training modules <input type="checkbox"/> course description from course catalog
H	The equivalency to an Associate’s degree in ECE, which is defined by NAEYC as at least 60 college/university credits with at least 30 college credits in ECE, CD, EIEd, or EC Spec Ed.	Transcripts documenting (<i>highlight credits</i>): at least 60 college/university credits INCLUDING at least 30 credits in ECE, CD, EI Ed, or EC Spec Ed
I	The equivalency to a Baccalaureate degree in ECE degree which is defined by NAEYC as a Baccalaureate degree in any discipline with at least 36 college credits in ECE, CD, EIEd, or EC Spec Ed	A copy of the diploma reflecting that the degree was completed AND a copy of a transcript reflecting a BA degree in any discipline, WITH at least 36 credits in ECE, CD, EIEd, or EC Spec Ed. (<i>highlight credits</i>)
J	An Associate’s or higher degree in a non-ECE related field with at least 3 years experience in an NAEYC-Accredited program.	A copy of the degree OR a transcript that reflects the degree was earned AND 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.
K	An Associate’s or higher degree in non-ECE related field with at least 3 years experience in a non-accredited program, and at least 30 contact hours of relevant training during the past 3 years.	A copy of the degree OR a transcript that reflects the degree was earned AND a resume or letter that includes the program name, location, length of employment, and role constituting 3 years of experience; AND documentation of 30 contact hours of relevant training from the last 3 years.