

## Guidelines for Submitting Paperwork for Education Assessment

Child Care Position	Where to send Paperwork	Additional Information
<b>Lead Teacher, Teacher, Group Leader or Program Coordinator</b>		Paperwork should always be sent to the Institute for educational assessment once an individual has applied for Early Educator Certification. This applies to anyone who is required to be certified based on DOH <sup>1</sup> or if the individual voluntarily applies for certification.
DOH <sup>1</sup> prior to 10/1/10	Either Workforce or EEC <sup>3</sup> /Institute	
DOH <sup>1</sup> 10/1/10 or after	EEC <sup>3</sup> /Institute Only	Paperwork only needs to be sent to Workforce if the individual is not required to be certified based on DOH <sup>1</sup> or if the individual has not voluntarily applied to the Institute for certification.
<b>Family Child Care Home Provider</b>		
Open new FCCH <sup>2</sup> prior to 10/1/10	Either Workforce or EEC <sup>3</sup> /Institute	Note: BSAC certificates may also be mailed to the Institute if you are applying for certification. The BSAC certificate will be forwarded to Workforce for evaluation.
Open new FCCH <sup>2</sup> 10/1/10 or after	EEC <sup>3</sup> /Institute Only	

**Note:** Effective January 19, 2011, the Institute will no longer accept Transcript Release Forms to allow an individual's official transcripts to be shared with the Institute by the Division of Child Development. Official transcripts will have to be submitted directly to the Institute with the EEC application.

<b>Administrator</b>	Workforce Only	All individuals need to send their paperwork to Workforce if they need to be assessed for Administrator qualification. Certification is not required if an individual is working as an Administrator until July 1, 2012.
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The Institute will share the data from an individual's Early Educator Certification with the Division of Child Development, Workforce Education Unit. A separate official transcript will not need to be submitted to Workforce once an individual is certified by the Institute. Please contact the following agencies if you have questions:

- ★ Questions about Early Educator Certification requirements? Contact the Institute at 919-942-7442, email [info@nceec.org](mailto:info@nceec.org) or go to the website at [www.ncicdp.org](http://www.ncicdp.org)
- ★ Questions about the Division of Child Development education requirements? Contact the Workforce Education Unit at 1-800-859-0829 or 919-662-4567 or go to the website at [www.ncchildcare.net](http://www.ncchildcare.net)

<sup>1</sup>DOH – Date of Hire

<sup>2</sup>FCCH – Family Child Care Home

<sup>3</sup>EEC – Early Educator Certification

