

**NC Division of Child Development Lead Teacher Equivalency Form for Approved High School Coursework (DCD.0162)**

<b>DCD 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 Apt 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 #: ( )	
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 – Copy of high school diploma/GED and NC Community College official transcript must be attached to form. Photocopies of transcripts, 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						
Are you a conversion applicant? <input type="checkbox"/> Yes <input type="checkbox"/> No						
Are you currently enrolled in a curriculum program at a NC Community College? <input type="checkbox"/> Yes <input type="checkbox"/> No						
If "Yes", where are you enrolled? _____ Date of Enrollment: _____						

<b>D) College Authorization – Must be signed by the Admissions Officer/Registrar <u>and</u> the Head of the Early Childhood Education Department at NC Community College.</b>	
<b>The above named student has completed the following criteria in order to be considered for the equivalency status:</b>	
<ol style="list-style-type: none"> <li>1. Successfully completed the approved Early Childhood Education I &amp; II courses (4 credit hours) with a grade of "B" or higher in each course</li> <li>2. Obtained a scaled score of 80 or higher on the standardized CTE post-assessment</li> <li>3. Enrolled at a local NC Community College offering an early childhood education program within two years of their high school graduation date</li> <li>4. Received articulated college credit for the Early Childhood Education I &amp; II courses by meeting all criteria identified in the North Carolina High School to Community College Articulation Agreement</li> <li>5. Obtained a high school diploma or GED</li> <li>6. At least 18 years of age</li> </ol>	
<b>I have verified all six criteria listed above have been met by the above named student.</b>	
_____	Admissions Officer/Registrar at _____ Community College
_____	Head of Early Childhood Education Department (verifies Admissions Officer's signature)

**NOTE: You must fill out the entire form, sign it, and attach a copy of your high school diploma/GED and your official transcript(s) from a NC Community College or the form will be returned to you unprocessed.**

I attest to the accuracy of the above information. I understand that completing the Early Childhood Education I & II coursework in high school will result in **EQUIVALENCY STATUS ONLY** (not the NC Early Childhood Credential Certificate) and approval of my **equivalency** status is conditional upon, **but not limited to**, successful completion of the coursework resulting in curriculum credit at a NC Community College. *This statement must be signed and dated by the applicant.*

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

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

**Instructions for Completing the  
North Carolina Division of Child Development  
Lead Teacher Equivalency Form for Approved High School Coursework (DCD.0162)**

\*\*\*This form only needs to be completed and submitted to the NC Division of Child Development (DCD) 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 (DCD.0120)**.

**Purpose:** The North Carolina Lead Teacher Equivalency for Approved High School Coursework is a Memorandum of Agreement between the NC Division of Child Development, the NC Community College System and the NC Department of Public Instruction to improve the quality of child care through personnel preparation. The *North Carolina Lead Teacher Equivalency Form for Approved High School Coursework* is an application used to gather identifying information and to request evaluation of your education in order to meet education standards for a child care lead teacher position.

**Note: This qualification is for current 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 DCD, 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:**

**High school completion information is required and a copy of your high school diploma/GED must be submitted to DCD.** The coursework completed in high school can only result in an equivalency to the NC Early Childhood Credential (NCECC) if certain conditions are met as is outlined in Section D of the *North Carolina Lead Teacher Equivalency Form for Approved High School Coursework*. If you completed these courses under the Huskins Bill program for high school students through a North Carolina Community College, please submit official transcripts from that college showing completion of EDU 111 and 112 or EDU 119 (only valid for Huskins).

**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 or continuing education documentation, as these are not considered college curriculum coursework. Photocopies of transcripts, student or internet copies, and grade reports are NOT accepted.

## **Section D. College Authorization:**

**You must complete the following requirements and one of the high school options (below) in order to be eligible for the lead teacher equivalency.**

### **Required Criteria:**

1. received articulated\* college credit for approved Early Childhood Education I and II courses by meeting all criteria
2. obtain a scaled score of 80 or higher on the standardized CTE post-assessment
3. obtained a high school diploma or GED
4. at least 18 years of age
5. enrolled at a local NC Community College offering Early Childhood Education within two years of high school graduation date

\*Articulated coursework has been accepted by a NC Community College and curriculum credit has been awarded on an official transcript.

### **High School Options:**

**You must complete one high school option below. You will also need to complete all of the required criteria listed above to be eligible for the lead teacher equivalency.**

#### **High School Option #1: (For conversion students only)**

High school students completing Early Childhood Education I and II prior to the school year 2008-2009 will need to complete the following in order to receive college credit:

1. successfully complete the Early Childhood Education I and the Early Childhood Education II with a grade of "B" or higher in each course
2. enroll at a local NC Community College offering an early childhood education program no later than Fall semester 2012.

#### **High School Option #2:**

High school students completing Early Childhood Education I and II during the school year 2008-2009 will need to complete the following in order to receive college credit:

1. successfully complete the Early Childhood Education I (7111-version 2000) course and the Early Childhood Education II (7112- version 2002 course with the History Competency from the 7111 version 2008) with a grade of "B" or higher in each course
2. enroll at a local NC Community College offering an early childhood education program within two years of your high school graduation date

#### **High School Option #3:**

High school students completing Early Childhood Education I and II during the school year 2009-2010 and beyond will need to complete the following in order to receive college credit:

1. successfully complete the approved and newly revised Early Childhood Education I (7111- version 2008) and II (7112- version 2009) courses with a grade of "B" or higher in each course
2. enroll at a local NC Community College offering an early childhood education program within two years of your high school graduation date

You will need to contact the Admissions Officer/Registrar at your local NC Community College. You will need to make an appointment to have her/him review your official high school transcripts and complete this form, if you qualify. Please note that all six (6) criteria must be met, verified and signed off on by the Department Head in Section D of this form before a lead teacher equivalency can be considered. The high school coursework must be shown on an official NC Community College transcript to verify that you have received articulated college credit. Once the Admissions Officer/Registrar has verified and signed off on all six criteria, the Head of the Early Childhood Education Department must sign and verify the Admissions Officer/Registrar's signature.

**This form must be signed and dated by the individual applicant. Once this process is completed, return the completed Equivalency form, a copy of your high school diploma/GED and the official NC Community College transcript for further consideration to the address below.**

**Mail to:**

NC Division of Child Development  
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)