



North Carolina Institute for Child Development Professionals Adult Educator Endorsement Application

Overview - To apply for the North Carolina Institute for Child Development Professionals' Adult Educator Endorsement (AEE), review the information below and complete the application form on the back page. Note: AEE applicants must hold a current certification or apply for Early Educator Certification (EEC) as part of the AEE process. AEE applicants may choose to be certified on one or both certification scales currently available.

The AEE endorses only your qualifications as they relate to the AEE guidelines and EEC renewal requirements. The provision of the AEE in no way implies or results in endorsement of the quality of your continuing education sessions or the content of the sessions you may provide, nor does it imply that a CEU approval body will issue CEUs for your sessions.

Eligibility - To be eligible for the AEE, you must:

- 1) Have a minimum of Level 9 on the EEC scale; those at Level 10 must have a Bachelor's Degree plus 12 semester hours focused on the age groups of their certification scale.
- 2) Have at least three years of experience working with and/or on behalf of children ages birth to twelve. Note: CEU topic approval may require at least one year of direct experience (teaching, facility administration).

Application - To apply, you must:

- 1) Complete the questions on the AEE application and check list on the opposite side.
- 2) Attach a current and dated resume. The date helps provide context for present employment.
- 3) Attach two AEE reference forms completed within the last three years by professionals with direct knowledge of your instructional experience and effectiveness. To be accepted, your average reference score must be at least 3.5 on a 5 point scale.
- 4) Enclose payment as required. Two scales are available: Early Care and Education Professional Scale and School Age Professional Scale.
 - a. The fee for certification on one scale is \$50; renewal is \$25.
 - b. The fee for certification on both scales is \$65; renewal on both is \$35.
 - c. The fee for Adult Educator Endorsement is \$15; renewal is \$15.

Optional at Application: Adult learning training is required prior to renewal.¹ If you have already attained adult learning training, please attach it now. If this requirement has already been met, it will be noted on your certificate. To be accepted, the session or course title must specifically state that it is adult learning content or the printed course/session description must be provided. You may submit either of the following forms of verification:

- A certificate from a CEU session (five clock hours minimum) clearly indicating the topic to be adult learning and including the contact hours, CEU credits, instructor name and date.
- A one-semester hour course on or including adult learning documented by an official transcript.

Renewal Requirements

- EEC: Earn or teach CEUs and/or formal coursework as required by EEC policy every five years.
- AEE:
 - 1) Verification of Adult Learning as described above if not documented with initial endorsement.
 - 2) Sample of two courses (workshops, CEU sessions and/or credit-bearing classes) taught within the EEC validity period, which could be five years or less, dependent upon your EEC renewal date.² Must submit the following for each course within 60 days of its completion: a) course title, date, time, place, method and desired learning outcomes; b) sample certificate and agenda; c) session attendee list with names and email addresses.
 - 3) Satisfactory evaluation of those courses. EEC will electronically survey a minimum of five participants and no less than 10% of participants who sign the session attendee list. Questions will focus on preparation and effectiveness of the adult educator and the clarity of the session's goals and objectives. To receive renewal of the Adult Educator Endorsement, you must score an average of 3.5 on a 5 point scale.

EEC Application
http://ncicdp.org/documents/EEC_App.pdf

EEC Scales
<http://ncicdp.org/certification-licensure/eeec-overview/>

EEC Renewal Requirements
<http://ncicdp.org/certification-licensure/renewal/>

Adult Educator Endorsement
<http://ncicdp.org/continuing-education/trainer-guidelines-tools/>

¹ Full-time faculty working in regionally accredited colleges or universities are exempt from this renewal requirement. However, to have the recognition of adult learning printed on your certificate, the requirement must be met.

² If the endorsement validity period is not initially the same as your renewal period for EEC, the cycles will be made into one. If your EEC certificate expires less than two years from the date of original endorsement, you will not be obligated to meet endorsement renewal requirements until the following EEC validity period. If you have at least two years to meet endorsement renewal requirements, the expiration dates will be made the same at the time of endorsement.



North Carolina Institute for Child Development Professionals Adult Educator Endorsement Application

Date: _____ Last 4 digits of SSN: _____
First name: _____ Middle name: _____ Last name: _____
Mailing address: _____
Street City State Zip
Home phone: (____) _____ Cell phone: (____) _____ Work phone: (____) _____
County of Residence: _____ Email address: _____
Current Employer: _____ Position Title: _____

Adult Educator Endorsement Application Check List (see opposite side for additional detail)

I am submitting the following documents:

Early Educator Certification

- EEC Application attached* or
- Already certified or
- Application on file with EEC, but not yet certified

*CEU session approval may depend upon area of expertise and the scale(s) upon which the adult educator is certified.

Adult Educator Endorsement

- Current and dated resume
- Two AEE reference forms about instructional experience and effectiveness
- OPTIONAL: Verification of Adult Learning course/session that I have taken (needed for renewal). Choose one:
 - My official transcript includes this. The name of the course is: _____.
 - A copy of my CEU certificate showing at least .5 CEU (five clock hours) is included.
 - A course or session description has been provided since the title of my course is not Adult Learning.

I am enclosing my required fee (select one):

- \$65 for certification on one scale and Adult Educator Endorsement
Select scale: Early Care and Education or School Age
- \$80 for certification on both scales and Adult Educator Endorsement
- \$15 for Adult Educator Endorsement (I am already certified and my certification is not expired)

Statement of Understanding

By providing this application to the Institute, I understand that if approved, the Institute will endorse only my qualifications as it relates to the AEE guidelines in support of EEC renewal requirements. The provision of the AEE in no way implies or results in endorsement of the quality of my continuing education sessions, the content of the sessions I may provide nor does it imply that an CEU approval body will issue CEUs for my sessions.

I have read and will adhere to the NAEYC Code of Ethical Conduct and Statement of Commitment and Supplement for Adult Educators (http://www.naeyc.org/positionstatements/ethical_conduct).

I understand that as an endorsed adult educator, my name, agency/employer and county of residence will be posted on the website for the North Carolina Institute for Child Development Professionals. I understand that it is my choice to include additional contact information. I have identified my choices below (if applicable). Information listed above will be used unless alternate information is noted below:

- Work phone _____
- Home phone _____
- Cell phone _____
- Email address _____

Signature: _____ Date: _____

Send your completed application and required documentation to:
North Carolina Institute for Child Development Professionals
Attn: Adult Educator Endorsement
PO Box 959, Chapel Hill, NC 27514