



North Carolina Institute for Child Development Professionals Administrator Endorsement Application

Overview: North Carolina Early Educator Certification (EEC) is a field-wide certification system for all early educators working directly with or on behalf of children ages birth to twelve. Certification endorsements provide applicants serving in specific roles with verified documentation of education and experience in areas relevant to their careers.

The Administrator Endorsement is a voluntary endorsement held in conjunction with EEC and is intended for those who serve in administrator roles in early childhood and/or school age programs. It may be used by the applicant in a variety of ways, including, but not limited to, demonstrating relevant job skills for families served and funders, documenting professional growth, qualifying for participation in training or grant opportunities, and/or supporting an application for an administrator's position.

If you have not yet applied for EEC, you must submit the EEC application along with this application. The EEC application can be downloaded here: http://ncicdp.org/documents/EEC_App.pdf.

Eligibility: To be eligible for the Administrator Endorsement, you must:

1. Have at least one year of experience in child care administration. Experience must be in a child care center and include responsibilities such as hiring, staff evaluation, classroom evaluation, planning, oversight of rules and regulations and financial management. Experience in a small family child care home cannot count toward this requirement.
2. Have one of the following:
 - a. At least five semester hours of Early Childhood Administration coursework *or*
 - b. At least nine semester hours of Business Administration¹ coursework *or*
 - c. DCDEE-issued Administration Credential I, II or III (Certificate or equivalency as verified by DCDEE)
3. Hold a current EEC Level 4 (or higher) certification on the Early Care and Education (ECE) Scale or School Age (SA) Scale.

Application:

1. Complete the following application to document your administrator experience.
2. Ensure that all administrative or business related coursework is already on file with EEC or submit an updated official transcript showing this coursework. The DCDEE-issued Administrative Credential certificate is also accepted.
3. Include the \$50 endorsement fee made payable to the NC Institute for Child Development Professionals.

Renewal Requirements:

Like EEC, your endorsement will expire. The Administrator Endorsement is valid for five years. The following are the requirements to renew your endorsement:

1. Hold a current EEC Level 4 (or higher) on the ECE or SA scale.
2. Complete one continuing education unit (CEU) or one semester credit in early childhood administration or business administration from a regionally accredited college or university. College courses and/or CEUs attained to maintain your Administrator Endorsement may also count toward your EEC renewal requirements. CEUs must meet all standard EEC renewal requirements.

Please contact EEC staff at 919-942-7442 or info@ncicdp.org with any questions.

¹ The following categories may be considered Business Administration: Business, Marketing, Administration (General), Human Resources, Supervision, Business Accounting/Budgeting, Organizational Management, Business or Organizational Communication, Leadership. The nine hours must clearly cover a variety of topics to count. Not all classes can be in one category.



North Carolina Institute for Child Development Professionals Administrator Endorsement Application

I. Administrator Endorsement Checklist

- \$50 fee attached
- Administrative or business related coursework attached or on file with EEC.
- DCDEE-issued Administrative Credential certificate enclosed (optional)

II. Contact Information

Date:	County of Residence:	Last Four Digits of Social Security Number:		
First Name:	Middle Name:	Last Name:		Maiden Name (if applicable):
Mailing Address:			City:	State:
Home Phone: () ()	Cell Phone: () ()	Email Address:		

III. Administrative Experience

Please indicate your child care administration experience below. Experience must be in a child care center and include responsibilities such as hiring, staff evaluation, classroom evaluation, planning, oversight of rules and regulations and financial management. Experience in a small family child care home cannot count toward this requirement. A minimum of one year and up to five years of experience should be documented to ensure you are endorsed at the highest level possible. See the scale below for more details about the endorsement levels.

Dates of Employment	Child Care Center Name	Position Title

Administrator Endorsement Scale

	Endorsement 1	Endorsement 2	Endorsement 3
Minimum EEC Level ²	Level 4	Level 8	Level 11
Child Care Center Administration Experience	1 year	3 years	5 years
Administration Coursework	Any <u>one</u> of the following: a) at least five semester hours of Early Childhood Administration coursework <i>or</i> b) at least nine semester hours of Business Administration ³ coursework <i>or</i> c) DCDEE-issued Administration Credential I, II or III (Certificate or equivalency as verified by DCDEE)		

² Applicable coursework can count toward your certification level *and* endorsement.

³ The following categories may be considered Business Administration: Business, Marketing, Administration (General), Human Resources, Supervision, Business Accounting/Budgeting, Organizational Management, Business or Organizational Communication, Leadership. The nine hours must clearly cover a variety of topics to count. Not all classes can be in one category.



North Carolina Institute for Child Development Professionals Administrator Endorsement Application

IV. Employment Information

This section is only required if you already hold a current EEC and you are adding the endorsement at a later date. If you are submitting your EEC application along with this endorsement application, you may skip this section.

Please select one of the following that best describes your current employment:

<input type="checkbox"/> DCDEE licensed child care facility	<input type="checkbox"/> child care resource and referral agency	<input type="checkbox"/> federal, state or government agency
<input type="checkbox"/> unlicensed child care program	<input type="checkbox"/> community college, college or university	<input type="checkbox"/> other employment: _____
<input type="checkbox"/> K-3 classroom	<input type="checkbox"/> local or state smart start partnership	
<input type="checkbox"/> afterschool program		

Skip to signature at the end if one of the following is true:

<input type="checkbox"/> College student not employed in field, but intend to work with children ages: <input type="checkbox"/> birth to five OR <input type="checkbox"/> five to twelve
<input type="checkbox"/> Currently work in another field, but intend to work with children ages: <input type="checkbox"/> birth to five OR <input type="checkbox"/> five to twelve
<input type="checkbox"/> Unemployed, but intend to work with children ages: <input type="checkbox"/> birth to five OR <input type="checkbox"/> five to twelve

Employer Name: _____		County of Employment: _____	
Employer Mailing Address: _____		City: _____	State: _____
Employer Phone: () ()	Employer Fax: () ()	Employer Email Address: _____	Employment Start Date: / /
Position Title: <input type="checkbox"/> Assistant Director <input type="checkbox"/> Floater <input type="checkbox"/> Agency Director <input type="checkbox"/> Assistant Teacher/Aide <input type="checkbox"/> Group Leader (Schoolage) <input type="checkbox"/> Consultant <input type="checkbox"/> Assistant Group Leader <input type="checkbox"/> Owner/Director <input type="checkbox"/> Faculty Member <input type="checkbox"/> Director/Administrator <input type="checkbox"/> Program Coordinator <input type="checkbox"/> Professional Development Coordinator/Provider <input type="checkbox"/> Education Coordinator (Schoolage) <input type="checkbox"/> Researcher <input type="checkbox"/> Family Child Care Provider <input type="checkbox"/> Program Coordinator (Preschool) <input type="checkbox"/> Specialist: _____ <input type="checkbox"/> Teacher/Lead Teacher <input type="checkbox"/> Technical Assistance Coordinator/Provider <input type="checkbox"/> Other: _____ <div style="text-align: right;">(Please give full position title.)</div>			
DCDEE Facility License Number: _____		Total Hours Worked Per Week: _____	How many hours per week are spent directly with children? _____
<input type="checkbox"/> Check here if you do not work in a licensed child care facility			
Ages of Children With Whom You Work (directly or indirectly):			
<input type="checkbox"/> Infants <input type="checkbox"/> Ones <input type="checkbox"/> Twos <input type="checkbox"/> Threes <input type="checkbox"/> Fours <input type="checkbox"/> Preschool Fives <input type="checkbox"/> Schoolage (K to 3 rd grade) <input type="checkbox"/> Schoolage (4 th grade and above)			
Do you spend at least 15% of your time working with children ages birth to five? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If you work in a classroom or child care home, please indicate funding sources your classroom/home receives:			
<input type="checkbox"/> NC PreK <input type="checkbox"/> Part B: Preschool Disabilities Program <input type="checkbox"/> Title I <input type="checkbox"/> None of the above <input type="checkbox"/> Head Start <input type="checkbox"/> Part C: Infant/Toddler/CDSA <input type="checkbox"/> Don't know			

I, _____ (name), attest that the information provided on this form and the supporting documentation is true to the best of my knowledge. I understand that falsifying any information or documentation may result in the inability to be certified or in the later loss of certification and endorsement.

Signature

Date

NC Institute for Child Development Professionals | www.ncicdp.org

Mail application packet to: Early Educator Certification | PO Box 959 Chapel Hill, NC 27514
info@ncicdp.org | Phone: 919-942-7442 | Fax: 919-442-1998