



Participant Application for Career Ladder Placement Checklist

Thank you for planning to attend an upcoming Nevada Registry orientation/enrollment fair!

The application processing time will be expedited if, in addition to your completed Participant Application form, you also **bring copies of the items listed below***:

Basic Licensing Requirements:

- Work Permit/Background Check or Sheriff's Card
- TB Test/Health Card
- CPR/1st Aid Certificate of Completion
- Signs and Symptoms of Illness/Infectious Disease Certificate of Completion
- Recognition and Reporting of Child Abuse and Neglect Certificate(s) of Completion
- Sudden Infant Death Syndrome (if applicable)

Career Ladder Placement Documentation:

- CDA Certificate
- High School Diploma/GED Certificate
- College Transcripts/Degree
- College/University Course Description Form (if coursework is not ECE but applicant believes it is related to ECE)
- Translation of International College Transcripts (if applicable)
- Start and End Dates of Current Employment
- Prior Work History (including name of business and start and end dates by day/month/year)

A Nevada Registry representative will verify that your application is complete. Complete applications will be submitted to the Registry at the conclusion of the orientation, saving you time and postage!

** A copy machine is available to use during orientations held at the Professional Development Center in Reno.*

Notes:

- Applicants with at least 8 ECE college credits, a degree in the field of ECE* (Early Childhood Education, Child Development, Human Development and Family Studies, etc.) or a current CDA certificate, are not required to submit the first 6 items on the list above (basic licensing requirements).
** The degree must be in ECE or in another field with at least 30 credit hours of ECE coursework. If neither of these situations apply, the basic licensing items listed above must be submitted with your application.*
- Proof of high school graduation is not required if you have completed 20 or more credits from an accredited college or university (i.e., Level 3.2 on the Career Ladder) and/or have obtained a degree*. In these cases, copies of your degrees and college transcripts provide the necessary documentation and will be accepted in lieu of a High School Diploma/High School Transcripts. *In other words, if you are applying for Level 1.1, 1.2, 1.3, 2.1 or 2.2, you must submit a copy of your High School Diploma or GED.*