

## Career Ladder Placement Checklist

Please review the checklist below to ensure that your application includes the necessary support documentation to place at the highest level possible.

### Minimum Requirements for Career Ladder Placement

To ensure compliance with the Child Care Licensing regulations for mandatory participation, the following basic licensing requirements are required. When all of the items below are submitted, a Level of 1.1 will be granted.\*

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

*\*A minimum of 1000 hours of direct work experience is required to place on the ladder. If you have less than 1000 hours of direct work experience in ECE at the time of application, you will receive a Certificate of Participation (pre-level) until the necessary hours have been accrued. Members at this level are considered active participants of the Registry and are in compliance with Child Care Licensing, despite not yet having an assigned level on the ladder.*

Note: 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.), a degree in another field with at least 30 credit hours of ECE coursework, or a current CDA certificate, are not required to submit the items considered to be basic licensing requirements. However, if none of these situations apply, the items listed above must be submitted with your application. Basic licensing requirements are also not required for individuals who do not work in licensed child care settings.

### Supplemental Requirements for Career Ladder Placement

To receive recognition for professional development activities above and beyond the basic licensing requirements outlined above, please also submit the following. Doing so will likely result in a Career Ladder Level of 1.2 or higher and will result in a more complete and accurate reflection of your professional history.

- High School Diploma/GED Certificate  
*Requirement for HS diploma will be waived for applicants with 8 or more ECE college credits or 20 or more general college credits.*
- Training Certificates  
*Submit all of the training certificates accumulated throughout your entire career for the most complete record of your professional development.*
- CDA Certificate
- College Transcripts  
*Unofficial transcripts are acceptable. Your name must be printed on your transcripts or a copy of your student ID must be included. A copy of your completed degree can also be included but should not be submitted in lieu of transcripts.*
- College/University Course Description Form (if applicable)  
*This form can be submitted to highlight ECE-related coursework obtained in a Non-ECE degree.*
- Translation of International College Transcripts (if applicable)  
*In order for degrees earned in countries other than the United States to be considered for Career Ladder placement, you must obtain a letter of equivalency/translation from an approved US evaluation agency/institution of higher education prior to submitting an application.*

Applications submitted without sufficient documentation to place on the Career Ladder will be considered incomplete and will be returned.  
Incomplete applications are NOT in compliance with Child Care Licensing.

