

College/University Course Description Form

January 2017

Use this form to submit additional information about your college coursework.

Name: _____	Registry ID# (if applicable): _____
Phone Number: () _____	Email Address: _____

The Nevada Early Care and Education Career Ladder is specific to Early Childhood Education. Individuals with degrees in fields other than ECE may still place at their degreed level, but must submit college transcripts showing at least 30 college credits in ECE or possess a state teaching license with an Early Childhood, Early Childhood Special Education, O-K or O-2 Special Endorsement in order to do so.

In order to help attain your desired level on the Career Ladder, you may need to submit additional documentation about your academic history/educational background. Please follow the instructions below if your degree is not in ECE and/or the majority of your coursework is not specific to ECE.

1. Review your transcripts to determine the courses you would like the Registry to consider as ECE. In order for a course to be considered ECE and/or ECE-related, there must be a direct correlation between the course content and Early Childhood (specifically ages 0-8).
2. Complete a course description for each identified Non-ECE course. Further clarification of course content could be shown through statements from professors, course syllabi, research papers, etc.
3. Include this form with your application.

Note: Elementary Education/General Education is considered a distinct and separate discipline from ECE. Therefore, degrees and college credits in Education do not automatically guarantee placement on the Career Ladder at the corresponding level.

The following is an example of a statement that helped demonstrate that a Non-ECE course included an emphasis/focus on Early Childhood Education (0-8).

Course Number: SOC 316	Name of Course: Youth and Society	Credits: 3
Syllabi for this course is attached: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Name of School/Institution: UNR
Course description is attached: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<small>If the course number, syllabi and/or course title do not clearly depict Early Childhood content, please tell us which portion(s) of the course were specific to working with and/or the development of children 0—8 years of age. A course must contain at least partial focus on, as well as a direct correlation to, early childhood in order to be considered.</small>		
<p>This class dealt with children and their place in society. It had a large focus on elementary-aged children through second grade and their special needs. We discussed the emotional and social development of young children and discussed why children behave and react in certain ways.</p>		



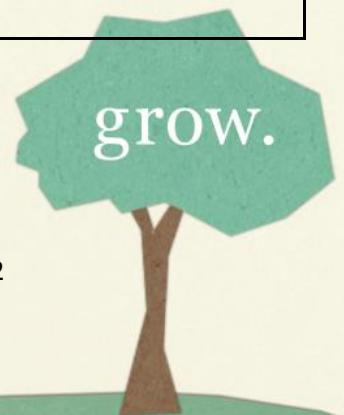
Use the next page to enter your course descriptions.

Please make copies of this page as needed.

Course Number:	Name of Course:	Credits:
Syllabi for this course is attached: <input type="checkbox"/> Yes <input type="checkbox"/> No	Name of School/Institution:	
Course description is attached: <input type="checkbox"/> Yes <input type="checkbox"/> No		
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Mail, fax or email this form to:
The Nevada Registry, 240 South Rock Blvd., Ste. #143, Reno, NV 89502
Fax: (775) 857-3158 | Email: nevadaregistry@washoeschools.net