

College/University Course Description Form

Updated November 2019

Use this form to submit additional information about your college coursework if your degree is not in ECE and/or your coursework is not clearly related to ECE.

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 the level commensurate with their degree, but must submit official (preferred) or unofficial college transcripts showing at least 30 college credits in ECE or possess a state teaching license with an Early Childhood, Early Childhood Special Education, 0-K or 0-2 Special Endorsement in order to do so.

Coursework Classification

In order for a course to be considered ECE or related to ECE, it must contain content specific to the direct care, education and development of children between birth and eight years of age, as evidenced by the course title. Courses must have been awarded a letter grade of C or better and attained at a regionally accredited institution of higher education to be considered.

Instructions

1. Submit this form with your initial Membership Application or Update/Renewal Form.
2. List each course in the table below. Make additional copies of this page if more space is needed.
3. Using the Coursework Classification guidelines above, review your transcripts to determine if there are additional courses you would like The Nevada Registry to consider in the calculation of your level.
4. Obtain a course description from the college/university's course catalog for **each** course you are submitting for review. Courses will not be considered without the course description. A course syllabus may also be submitted but is not required. **Descriptions and syllabi must correspond to the semester when the courses were taken.**
5. If submitting after your application has been processed, log in to your Online Portal to review the courses that were factored in to your Career Ladder level (See 'Education Documentation'). Email this completed form with the required documentation to nevadaregistry@washoeschools.net.

1.	Call Letter/Course Number:	Course Title:	Credits Earned:
	Name of School/Institution:		Grade Awarded:
	Course description is attached (required): <input type="checkbox"/> Yes <input type="checkbox"/> No		Course syllabus is attached (optional): <input type="checkbox"/> Yes <input type="checkbox"/> No
2.	Call Letter/Course Number:	Course Title:	Credits Earned:
	Name of School/Institution:		Grade Awarded:
	Course description is attached (required): <input type="checkbox"/> Yes <input type="checkbox"/> No		Course syllabus is attached (optional): <input type="checkbox"/> Yes <input type="checkbox"/> No
3.	Call Letter/Course Number:	Course Title:	Credits Earned:
	Name of School/Institution:		Grade Awarded:
	Course description is attached (required): <input type="checkbox"/> Yes <input type="checkbox"/> No		Course syllabus is attached (optional): <input type="checkbox"/> Yes <input type="checkbox"/> No
4.	Call Letter/Course Number:	Course Title:	Credits Earned:
	Name of School/Institution:		Grade Awarded:
	Course description is attached (required): <input type="checkbox"/> Yes <input type="checkbox"/> No		Course syllabus is attached (optional): <input type="checkbox"/> Yes <input type="checkbox"/> No

Notes:

- Each course will be granted no credit, partial credit or full credit based on the course description and whether the content is specific to the direct care, education and development of children between birth and eight years of age. A total of 33.33% of the total credits earned will be granted if full credit cannot be granted.
- Final determinations about coursework acceptance are made by The Nevada Registry in accordance with our coursework review policies.

