

Additional Documentation Submission Form

September 2026

Use this form to add documentation **not currently on file** with The Nevada Registry.

Do not use this form to update your address, phone number, or current employment. These changes must be made electronically through your Online Portal. ([Contact](#) The Nevada Registry directly to update your email address).

Documentation may include:

- College transcripts or educational credentials (*Official copies preferred; unofficial accepted.*)
- High school diploma/GED or equivalency
- Credentials, certifications, endorsements, or licenses
- Training certificates or other professional development documentation
(*Please do not submit certificates for training already listed on your Professional Development Profile/Transcript.*)
- Documentation of prior direct service in Early Childhood Education and Care (ECEC)
(*Complete the Record of Previous Early Childhood Experience on Page 2.*)
- Other professional documentation that may impact your Career Ladder level

Please indicate the primary reason for your submission:

- ☐ Add education or credentials to my Career Development File
- ☐ Add or update training/professional development information
- ☐ Add prior direct service experience in ECEC
- ☐ Other: _____

Submission Process

Complete this form and email clear copies of all applicable documentation to:
nevadaregistry@washoeschools.net

The Nevada Registry will review your submission and update your **Career Development File**, as appropriate, based on Registry policies and requirements. Documentation that is already reflected in your Career Development File does not need to be resubmitted. Additional information or verification may be requested if documentation is incomplete.

Submitting documentation does not guarantee a change in your Career Ladder level. Documentation may, however, provide a more complete and accurate **Career Development File** reflecting your education, training, credentials, and ECEC experience.

Review & Processing Time

Please allow **3–5 business days** for review. Requests are reviewed in the order received.

If your submission results in a change to your Career Ladder level, you will receive an email confirming the change. Otherwise, you can review/view updates to the contents of your Career Development File in your Online Portal on your Job Seeker Profile and/or Professional Development Profile/Transcript.

I certify the information provided is true and correct.

Signature: _____ Date: ____/____/____



Record of Previous Early Childhood Experience

Use the table below to document previous ECEC employment experience not provided at the time of your initial application. Previous employment listed with incomplete information (i.e., missing position titles, missing start/end dates) will not be added to your account or factored into your total number of direct service hours on file. This could result in an inaccurate Career Ladder level and/or total number of self-reported years in the field listed on your certificate.

Directions: Choose a position code from the list in **Part A** and enter the corresponding number in **Part B**. If the exact title is not reflected in the list, please choose the title code that **MOST CLOSELY** aligns with your previous position(s).

A. Position Title Codes (to be used in Part B below)

Direct Service Positions*	Direct Service Positions* (continued)	Indirect Service Positions
1. Center/Preschool Director/Administrator	22. Licensed Group Home Provider	13. Early Childhood Trainer/Coordinator
2. Assistant Director/Program Director	25. School District PreK Teacher	15. Child Care Resource & Referral (CCR&R)
3. Infant/Toddler Director	27. School District Teacher K-3 Grade	16. Higher Education Faculty
4. Infant/Toddler Assistant Director	28. School District Special Education PreK Teacher	17. Program Administrator (indirect)
5. Lead/Head Teacher	29. School District Special Education Teacher K-3rd Grade	24. TA Provider (Coach, Mentor, Consultant)
6. Assistant Teacher/Aide	21. Registered Family, Friend or Neighbor Care (Unlicensed)	18. Other child/family agency (indirect):
7. Floater/Breaker/Substitute	30. Unlicensed Kinship and Kin Provider	Other: _____
10. Before/After School Teacher		
11. Licensed Family Child Care Provider		
14. Early Intervention Provider		

*Direct service positions refer to the direct care of children; most commonly in a licensed child care setting.

B. All Previous and Verifiable Early Childhood Education and Care Work Experience (Direct and Indirect)

Complete this section thoroughly. All fields are required. Resumes cannot be submitted in lieu of completing the table below.

- List each position separately. If you have held more than one position for the same employer, list those positions separately.
- If you have held the same position at more than one place of employment, list each experience separately.
- Do not include any previous employment that is not ECEC-related (i.e., retail, food service, etc.).
- Information provided on this form may replace existing employment information already on file in your account if there is a discrepancy.

Make a copy of this page if more space is needed to report on previous experience.

Previous Work Experience in ECEC <i>Enter one employer per row. Complete all applicable fields.</i>	City	State	Position Title Code (choose from list in Part A above)	Hours Worked Per Week	Hourly Wage	Months Worked Per Year	Reason for Leaving Code (choose from list in Part C below)	Dates of Employment Start (MM/DD/YYYY)	Dates of Employment End (MM/DD/YYYY)
Employer: Phone: Address:								___/___/___	___/___/___
Employer: Phone: Address:								___/___/___	___/___/___
Employer: Phone: Address:								___/___/___	___/___/___
Employer: Phone: Address:								___/___/___	___/___/___
Employer: Phone: Address:								___/___/___	___/___/___

C. Reason for Leaving (applies to all previous positions). Please select only one for each position above.

Select one reason for each previous position listed in Part B.

A. New job in ECE	L. Insufficient classroom materials	W. Retirement
B. New job outside the field of ECE	M. Lack of adequate on-the-job training	X. Scheduling conflict
C. Benefits not provided	N. Maternity Leave	Y. Stressful working environment
D. Business closed	O. Military duty	Z. Termination
E. Conflict with co-workers	P. New ownership (same location, new name)	AA. Too few hours offered
F. Conflict with supervisor	Q. Philosophical differences	BB. Too many hours required
G. Dissatisfaction with job duties	R. Program not participating in QRIS	CC. Transfer to different location/site
H. Family obligations	S. Program not participating in T.E.A.C.H.	DD. Workforce reduction/layoff
I. Free child care not offered	T. Program out of compliance with Child Care Licensing	EE. Medical Conditions
J. Hourly wage too low	U. Promotion	FF. Other: _____
K. Illegal employment/labor practices	V. Relocation	