

Child Care Position	Where to send Paperwork	Additional Information
Lead Teacher, Teacher, Group Leader or Program Coordinator		Once an individual has applied to the Institute for certification, all paperwork should always be sent to the Institute for assessment. This applies to anyone who is required to be certified based on DOH ¹ or if the individual voluntarily applied for certification.
DOH ¹ prior to 10/1/10	Either Workforce or EEC ³ /Institute	
DOH ¹ 10/1/10 or after	EEC ³ /Institute Only	Paperwork only needs to be sent to Workforce if the individual has not applied to the Institute for certification. Note: BSAC certificates may also be mailed to the Institute if you are applying for certification. The BSAC certificate will be forwarded to Workforce for evaluation.
Family Child Care Home Provider		
Open new FCCH ² prior to 10/1/10	Either Workforce or EEC ³ /Institute	
Open new FCCH ² 10/1/10 or after	EEC ³ /Institute Only	

Note: Effective January 19, 2011, the Institute will no longer accept Transcript Release Forms to allow an individual's official transcripts to be shared with the Institute by the Division of Child Development. Official transcripts will have to be submitted directly to the Institute with the EEC application.

Administrator	Workforce Only	All individuals need to send their paperwork to Workforce if they need to be assessed for Administrator qualification. Certification is not required if an individual is working as an Administrator until July 2012.
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The Institute will share the data from an individual's Early Educator Certification with the Division of Child Development, Workforce Education Unit. A separate official transcript will not need to be submitted to Workforce once an individual is certified by the Institute. Please contact the following agencies if you have questions:

- ★ Questions about Early Educator Certification requirements: Contact the Institute at 919-942-7442, email info@nceec.org or go to the website at www.ncicdp.org
- ★ Questions about the Division of Child Development education requirements: Contact the Workforce Education Unit at 1-800-859-0829 or 919-662-4567 or go to the website at www.ncchildcare.net

¹DOH – Date of Hire

²FCCH – Family Child Care Home

³EEC – Early Educator Certification