

**Vermont Early Childhood and Afterschool Program Director Credential**

**Application for a Step 3 Certificate**

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Current Place of Employment \_\_\_\_\_

Current position and responsibilities \_\_\_\_\_

\_\_\_\_\_

If you work in regulated child care, Licensed or Registered program Certificate # \_\_\_\_\_

Number of children in program \_\_\_\_\_ Age range of children \_\_\_\_\_ Number of staff \_\_\_\_\_

Is this program accredited? (Specify type: NAEYC, NAFCC, NAA, COA, # of STARS, etc.)

\_\_\_\_\_

**EDUCATION**

I meet the education requirements for an early childhood or afterschool program director based on Vermont's current early childhood or afterschool licensing regulations.

Yes  No

**EXPERIENCE**

Step 3 applicants are required to have a minimum of 1 year of direct care experience in an early childhood or afterschool program.

Program \_\_\_\_\_ Phone \_\_\_\_\_

Position/Title \_\_\_\_\_ Dates of employment \_\_\_\_\_

Program \_\_\_\_\_ Phone \_\_\_\_\_

Position/Title \_\_\_\_\_ Dates of employment \_\_\_\_\_

Step 3 applicants are required to have a minimum of 2 years of administrative experience as a program director, or 3 years of supervised administrative practice.

Program \_\_\_\_\_ Phone \_\_\_\_\_

Position/Title \_\_\_\_\_ Dates of employment \_\_\_\_\_

Program \_\_\_\_\_ Phone \_\_\_\_\_

Position/Title \_\_\_\_\_ Dates of employment \_\_\_\_\_

### **SPECIFIC COURSEWORK**

Step 3 applicants are required to have completed the following coursework, and must complete Steps 1 and 2 before being issued a Step 3 certificate.

**Step 1:** Successful completion of approved coursework or its equivalent in Child Development, Curriculum and Program Management

Step 1 Certificate Date: \_\_\_\_\_

**Step 2:** Successful completion of approved coursework or its equivalent in Leadership, Mentoring and Supervision, Human Resources Management, and Legal and Financial Issues.

Step 2 Certificate Date: \_\_\_\_\_

**Step 3:** Successful completion of the Culminating Seminar for Early Childhood and Afterschool Program Directors

Culminating Seminar Completion Date: \_\_\_\_\_

### **BRIGHT FUTURES INFORMATION SYSTEM**

Step 3 applicants are required to join the Bright Futures Information System (BFIS) as a Credential Account User. This will allow you access to a statewide system that tracks your professional development for you. If you already use BFIS as an e-provider, your same user-name and password will allow you to log in to your Quality and Credential Account. Your ID number is posted on the top left corner of your Q&C page. **BFIS Quality and Credential ID#** \_\_\_\_\_

If you are not an e-provider, you can sign up for a BFIS Credential Account at <https://bfishelp.ahs.state.vt.us>

### **STATEMENT OF TRUTH AND ACCURACY**

With this signature, I attest to the truth and accuracy of the information provided in this application.

Signature \_\_\_\_\_ Date \_\_\_\_\_

<p><b>Send your completed application to:</b> Northern Lights Career Development Center          CCV – 307 South Street          Springfield, VT 05156          Attn. Program Director Credential – Step 3</p>
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***You may be eligible for a recognition bonus of \$500 for achieving Step 3 of Vermont’s Early Childhood and Afterschool Program Director Credential!***

If you meet the following criteria, Northern Lights Career Development Center will forward your application to the Vermont Child Development Division (CDD) for consideration of a Recognition Bonus.

- ✓ You are a Vermont Resident
- ✓ Your final credential requirements were completed within the last 2 years
- ✓ You have worked in a Vermont regulated child care program for the last 6 months
- ✓ You are not a public school employee paid on the teacher salary scale
- ✓ You plan to stay working in regulated child care for at least one year from the date of this bonus application
- ✓ The program where you work meets regulatory requirements (see below)

Please read the following criteria carefully. If the statements are accurate, sign below.

I certify that the following statements are true:

1. My program will comply with applicable eligibility criteria of the Child Care Development Fund including not discriminating or barring participation on the basis of race, religion, sex, color, handicap or national origin.
2. I have worked in a CDD regulated child care facility for the past six months.
3. I plan to work in regulated child care or afterschool care setting serving Vermont children for at least one year after receiving any grant funds from the CDD.
4. I am a Vermont resident.
5. I am not a public school employee who is paid on the teacher salary schedule for my work in a regulated care setting.
6. My program, or the program in which I am employed:
  - Is in good regulatory standing with the Child Development Division, which means that within the past twelve months all regulatory violations have been corrected, no Parental Notification letter(s) have been mailed and the program does not have a pattern of repeated regulatory violations with the CDD
  - OR**
  - Has received the following violations, but has no Parental Notification Letter violations in the past 12 months. I have attached a statement detailed the violations(s) and what I am personally doing to make sure the violations do not happen again.

Signature \_\_\_\_\_ Date \_\_\_\_\_

For Questions about the Child Development Division Recognition Bonus contact:  
Heather Mattison: 802-241-4551 or 800-649-2642 ext. 4551

<p><b>For State Use Only</b></p> <p>Date Received: _____ Invoice #: _____</p> <p>Reviewed/approved: _____ Date: _____</p> <p>Payment entered: _____ Date: _____</p> <p>License check: _____</p>	<p><b>Program Manger Approval/Denial</b></p> <p><input type="checkbox"/> Approved: \$ _____</p> <p><input type="checkbox"/> Denied</p> <p>Signature: _____</p> <p>Date: _____</p>
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