



Website: <http://northernlightscdc.org>

**Application for a Career Ladder Level I Certificate**

**Information:**

Detailed information about each Level of the Career Ladder and the applications are on the Northern Lights website: <http://northernlightscdc.org> see CAREER PATHWAYS: EARLY CHILDHOOD CAREER LADDER.

The **3** requirements for a **Career Ladder Level I certificate** are:

1. **completion of education requirements** (see below);
2. **a minimum of one year of experience** working with young children in a group setting; and
3. **a current Individual Professional Development Plan (IPDP)** written or updated in the last 3 months.

**Instructions:** Applications are accepted anytime. Provide complete information in order to process your application. The information you supply in this application will be verified. If you have any questions about any aspect of this application, please contact Northern Lights at the contact information above.

**1. Contact Information. Please type or print clearly.**

BFIS Credential Case ID<sup>1</sup>: \_\_\_\_\_ Name<sup>2</sup>: \_\_\_\_\_

<sup>[1]</sup> *About BFIS Credential Account: When you work in regulated child care, you may already have an account in the Bright Futures Information System (BFIS) called a Credential Account. This account has a number called your Credential Case ID. A BFIS Credential account is a free, online way to document and track the training, education, credentials and coursework you have completed. You can also create and maintain your Individual Professional Development Plan (IPDP) in your Credential account. For information on accessing your account, go to: [http://dcf.vermont.gov/sites/dcf/files/pdf/cdd/care/BFIS/How\\_To\\_Log\\_Into\\_BFIS.pdf](http://dcf.vermont.gov/sites/dcf/files/pdf/cdd/care/BFIS/How_To_Log_Into_BFIS.pdf)* <sup>[2]</sup> Name as it appears in your BFIS account.

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

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

Current Workplace: \_\_\_\_\_ Location: \_\_\_\_\_

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

**2. Education: I have completed and provide documentation of - (check one)**

- "Fundamentals for Early Childhood Professionals" course
- A 3-credit college course that includes early child development, earning a C- or higher; documented by a transcript issued by the college Registrar (you can request one from the college) AND  
    \_\_\_ one approved observation of me working with children (see Northern Lights website for forms and process); AND  
    \_\_\_ completed the workshops: Basic Specialized Care and Introduction to Child Care Regulations
- Northern Lights-approved Level I Portfolio: *you MUST be approved by Northern Lights before beginning this option*

### 3. Experience

Level I requires at least **one year** of accumulated professional experience working with children in a group (licensed, registered, legally exempt child care program or other group care setting). Work experience may be full-time or part-time (but not as an occasional substitute). Please list where you accumulated the year of work experience; it will be verified. Please print clearly.

Check the box below if the following statement is true, and submit documentation:

- Some of this experience was while I was a Technical Center student in high school.

Name of program/registrant As it appears on the child care license certificate, if known	Name of supervisor (or name of Resource Development Specialist)	Current phone number of this workplace	start date	end date
			Total number of years or months	

### 4. Individual Professional Development Plan (IPDP): *must be current within the last 3 months*

Please attach your IPDP which includes: a) self-assessment, b) goals for future professional development, c) strategies and resources, d) time line. Samples and blank forms are available on the Northern Lights website at <http://northernlightscdc.org> under CAREER PATHWAYS: IPDP. If you create your IPDP in your BFIS Quality & Credential Account (see page 1) you don't have to send it with this application.

- My IPDP is in my BFIS Quality and Credential Account. My BFIS Quality Case ID # is on page 1.

### 5. Statement of Truth and Accuracy

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

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date

I applied for this Level certificate because (check all that apply):

- gain recognition & certificate     
  CDD Recognition Bonus     
 Other: \_\_\_\_\_  
 STARS application score     
  required for my job

### 6. Mail complete application to the Northern Lights address on page 1, and include:

- this completed 3-page application, with your signature on this page and page 3.
- documentation of your education and related documents as checked on page 1. Documentation of college credit must be a transcript issued by the college or university registrar (or a copy).
- your current IPDP (or see number 4 above)

**NOTE:** You may be eligible for a Recognition Bonus from the Child Development Division, too! To speed up processing, please print, fill out and mail a completed Federal W-9 Form and send it with your completed application to Northern Lights; we will forward it with your certificate to CDD. The form can be found on the side bar of the Northern Lights Career Ladder webpage (<http://northernlightscdc.org>) and also on the CDD website (<http://dcf.vermont.gov/>); put "W-9 Form" in the search bar.

***Please read and sign the next page!***

**When you Achieve a Level I Certificate**  
**You may also receive a \$100 bonus from the Child Development Division!**

Once a Level Achievement is approved, here are the next steps:

- Northern Lights creates and signs a certificate which is forwarded (along with your application) to the Vermont Child Development Division (CDD). The certificate will be signed and mailed to you along with a recognition pin. The time frame to receive the certificate and pin is typically 2-3 weeks from when the application was received.
- The CDD will review your application to determine if you are eligible for a Recognition Bonus for your achievement. It can take up to 2 months from the time you receive your Level Certificate before eligible recipients receive a Recognition Bonus.
- Individuals receiving Level Award achievements are recognized in the next Northern Lights Newsletter.

These are the requirements for a Recognition Bonus from the Child Development Division:

- ✓ You have worked in a Vermont regulated child care program for the past six months;
- ✓ You are a Vermont resident or the children you serve live in Vermont;
- ✓ The education requirement in this application has been completed in the last two years;
- ✓ You are not a public school employee paid on the teacher salary schedule;
- ✓ You plan to stay working in regulated child care for at least one year from the date of this application;
- ✓ The program where you work meets regulatory requirements (see below);

Recognition Bonuses are only available for the highest level for which you are qualified. If you receive two Level Certificates that qualify for a Recognition Bonus within 6 months, only a Recognition Bonus for the total of the highest Level will be issued.

For questions about the Child Development Division Recognition Bonus contact:  
Lynne Robbins: 802-241-0823 or 800-649-2642

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I certify that the information contained in this application is true and correct. I also 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 plan to work in regulated child care or afterschool care setting serving Vermont children for at least 1 year after receiving any grant funds from the CDD.
3. I am a Vermont resident.
4. I am not a public school employee who is paid on the teacher salary schedule for my work in the regulated care setting.
5. My program, or the program with which I am employed: (choose one)
  - Is in good regulatory standing with the Child Development Division, which means that I also certify that within the past twelve months all regulatory violations are 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 no Parental Notification Letter violation in the previous 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.*

**Applicant's Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_