



Website: <http://northernlightscdc.org>

**Application for a Career Ladder Level II 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 II certificate** are:

1. **completion of education requirements** (see below);
2. **a minimum of two years of experience** working with young children (0-8) 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 any time. Only complete applications can be processed. The information you supply in this application will be verified. If you have any questions about 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 hold and track the training, education, credentials, documents, and coursework you have completed. For information on accessing your account, go to <http://dcf.vermont.gov/childcare/providers/bfis>

<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 (check one)**

- Current Child Development Associate (CDA) Credential **Initial CDA award DATE:** \_\_\_\_\_  
 \_\_\_ Attached is a copy of my current Child Development Associate Credential - *OR*-  
 \_\_\_ My current CDA credential is documented in my BFIS Quality Credential account (# above)

- 12 college credits (see page 2\*) with a grade of C- or higher (generally 4 college courses) in at least two core knowledge areas, AND two approved observations (see *Northern Lights website for approved observation forms and process*)  
 My Transcript is already in my BFIS Credential Account

- Level II Portfolio approved by Northern Lights. *Request and get approval of this option by Northern Lights before beginning this process - see Northern Lights website*

**\*Education: College Credits** must meet BOTH Criteria A and B below:

- A) College coursework directly related to working with children ages birth to 8, their families or administration of these programs (see “Related Credits?” list on the Northern Lights website: Early Childhood Career Ladder page)  
AND
- B) Covers at least two of the Core Knowledge areas: 1) Families and Communities, 2) Child Development, 3) Observing and Assessing Children, 4) Health, Safety, and Nutrition, 5) How we Teach/What we Teach, 6) Professionalism and Program Organization

**NOTE:** Documentation of college credit must be a transcript originally issued by the college or university Registrar and sent to Northern Lights ONLY as a PDF or by mail. The college name, student name, course titles, grades, and dates must be included and readable.

**3. Experience**

Level II requires at least **two years** of accumulated professional work experience working with children in a group (licensed, registered, legally exempt child care program in Vermont or other states). Work experience may be a full-time or a part-time (but not as an occasional substitute). Please list where you accumulated work experience, **starting with the most current**. It will be verified. Please print clearly. *Add additional pages if needed.*

Name of program As it appears on the child care license certificate, if known	Name of supervisor	Current phone number of this workplace	start date	end date
			Total number of years or months	

**4. Individual Professional Development Plan (IPDP):** *written or updated within the last 3 months*

Please attach your IPDP which includes: a) date written, b) self-assessment, c) goals for future professional development, d) strategies and resources, e) 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 page1.

**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
- STARS application score
- Recognition Bonus
- required for my job
- Other: \_\_\_\_\_

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

- this completed 3-page application with your signature on pages 2 & 3
- documentation of your education and related documents as checked on page 1. College credit must be a transcript issued by the college or university registrar (or a copy) received as a PDF or mail ONLY.
- your current IPDP (or see number 4 above)

**NOTE:** You may be eligible for a Recognition Bonus too! To speed up processing, please print, fill out and mail a completed Federal W-9 Form with your completed application to Northern Lights; we will forward it with your certificate to Vtaeyc. The form can be found on the web: <http://w9-form-online.com/>

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

**Another benefit of achieving a Career Ladder Level II Certificate may be a \$500 bonus!**

- Please read and sign below -

Once a Career Ladder Level Achievement is approved, these are the next steps:

1. Northern Lights enters into your BFIS Credential Account that you have earned a Career Ladder certificate. The **BFIS Credential Account will default to Bonus: No**. This does *not mean* you won't receive a bonus if eligible.
2. Northern Lights staff create and sign your Career Ladder certificate and forward it to the Vermont Child Development Division (CDD) who signs the certificate and mails it to you. It typically takes 1-2 weeks for you to receive the certificate, after you see it listed in your BFIS account.
3. Northern Lights also forwards your approved application to the Vermont Association for the Education of Young Children (Vtaeyc) to review and determine if you are eligible for a Recognition Bonus.
4. If approved (see list of requirements below), **they will change your BFIS Credential account to indicate Bonus: Yes**. Vtaeyc issues a Recognition Bonus only when they have a current and complete W-9. This form is on the web <http://w9-form-online.com/> and can be submitted with your Career Ladder application.
5. The next Northern Lights e-Newsletter will list those individuals who recently received Level Certificates.

**These are the requirements for a Recognition Bonus:**

- ✓ You have worked in a direct care position with children in a Vermont regulated child care program for the past six months;
- ✓ The education requirement in this application has been completed in the last two years;
- ✓ You are not a public-school teacher 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;
- ✓ You have sent a completed federal W9 form identifying your personal information (not your program) in with your 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, you will be issued a Recognition Bonus for no more than the highest Level earned.

**For questions about the Recognition Bonus contact Brenda Schramm at: 802-379-7267**

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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 work directly with children in regulated child care and plan to work in regulated child care or afterschool care setting serving Vermont children for at least 1 year after receiving any grant funds on behalf of the Child Development Division (CDD).
3. I am a Vermont resident or work with Vermont children in regulated child care.
4. I am not a public-school teacher paid on a teacher salary for my work in the regulated care setting.
5. I do not owe any funds to the State of Vermont and am in good standing with the Vermont Department of Taxes.
6. 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** \_\_\_\_\_