



North Carolina Institute for Child Development Professionals Frequently Asked Questions about Endorsements for Certified Early Educators

What is an endorsement? The North Carolina Institute for Child Development Professionals (Institute) offers three endorsements designed to reflect specific roles in early care and education and school age care. Individuals can apply for the Professional Development Endorsement (PDE) or the Technical Assistance Endorsement (TAE) with this application. An Administrator Endorsement is available as well, but requires a different application. Endorsements are held in conjunction with Early Educator Certification (EEC). You can learn more here: <http://ncicdp.org/certification-licensure/endorsements/>.

What is the Technical Assistance Endorsement (TAE)? The TAE verifies that an individual has met the guidelines established by the Institute for education, training and experience that reflect the needed qualifications to provide technical assistance about early care and education or school age care. It is intended for any professional providing technical assistance (mentoring, coaching, and/or consultation services and support) to other adults working in early care and education settings. The provision of the TAE in no way implies or results in endorsement of the quality of the technical assistance services provided.

What is the Professional Development Endorsement (PDE)? The PDE, previously titled the Adult Educator Endorsement, verifies that an individual has met guidelines established by the Institute for education, training and experience that reflect needed qualifications to teach other early educators. The PDE endorses qualifications only as they relate to the PDE guidelines. The provision of the PDE in no way implies or results in endorsement of the quality of continuing education sessions or the content of the sessions provided, nor does it imply that a CEU approval body will issue CEUs for an applicant's sessions.

Can I be endorsed if I do not hold a current Early Educator Certification (EEC) issued by the Institute? No. Applicants must hold a current EEC or must apply for EEC along with the endorsement. The EEC application can be downloaded here: http://ncicdp.org/documents/EEC_App.pdf. *If EEC is within six months of expiration, applicants must renew their EEC before an endorsement will be approved. Applications may be submitted together.*

How do I apply for an endorsement? Applicants should read the requirements for each endorsement on the following two pages to determine eligibility and application needs. To apply, submit the required application(s) along with the accompanying materials and fees as indicated on the endorsement application checklist. Endorsements can be added to an active certification at any time provided that the certification does not expire in six months or less. If the certification does expire in six months or less, the applicant must renew his or her EEC in order to apply for an endorsement.

Can I apply for multiple endorsements? Yes, as long as you meet the qualifications for each endorsement, you may apply for all three. With the following application you may apply for PDE and/or TAE. Indicate on the application checklist which endorsements you want and include all applicable materials and fees. An additional endorsement can be added at any time.

Does the endorsement expire? Yes, both EEC and endorsements have an expiration date and require continuing education and/or evidence of practice to renew. You can learn more about the endorsement renewal requirements on the following two pages. Learn more about EEC renewal requirements on our website at <http://ncicdp.org/certification-licensure/renewal/>. Individualized details about EEC and endorsement renewal are also shared in the certification letters enclosed in the applicant's certification packet. *If an EEC expires prior to the endorsement expiration date and EEC is not renewed, the endorsement will become invalid.*

Will my name be included in the online list of endorsed early educators to help inform consumers of these services? Yes, individuals who hold a TAE or PDE are automatically added to the online list once an endorsement is approved. The list of endorsed early educators is updated monthly and can be downloaded here: <http://ncicdp.org/certification-licensure/endorsements/>.



Professional Development Endorsement (PDE) Requirements

The following is the list of requirements for the Professional Development Endorsement (PDE).

Early Educator Certification (EEC)	Early Educator Certification on the Early Care and Education (ECE) and/or School Age Professional Scale is required to apply for this endorsement.
Education	Minimum of Level 9 ¹ (See EEC scales for details as applicable for endorsement.)
Experience	At least three years of experience working <i>on behalf of or with</i> children birth to twelve as documented by resume (reference checks may be done on random basis). ²
Quality Assessment	Two PDE reference forms about instructional experience and effectiveness from professionals who have experience with the applicant's instruction. To be accepted, the average reference score must be at least 3.5 on a 5 point scale. Reference forms may be obtained through the EEC office or the Institute website: http://ncicdp.org/certification-licensure/endorsements/
Optional Training (Required for Renewal)	Adult Learning CEU training or college course. Must be at least .5 CEU as verified by session description <i>or</i> 1 semester hour course from a regionally accredited college or university verified as adult learning via course description. ³
Initial Application Packet	<ul style="list-style-type: none"> ▪ If not already certified, application to EEC, including full official transcripts ▪ TAE/PDE Application ▪ Current and dated resume ▪ Two PDE reference forms ▪ Optional: Verification of Adult Learning Completion (if applicable) ▪ EEC and PDE fees (see application for current rates)
Renewal	<ul style="list-style-type: none"> • Certification: Complete or teach CEUs and/or formal coursework and provide documentation as required by EEC policy every five years. • Endorsement: 1) Verification of Adult Learning as described above if not documented with initial endorsement. 2) Two PDE reference forms about instructional experience and effectiveness from professionals who have experience with the applicant's instruction within the PDE validity period. To be accepted, the average reference score must be at least 3.5 on a 5 point scale. Reference forms may be obtained through the EEC office or the Institute website: http://ncicdp.org/certification-licensure/endorsements/
Validity	Five years from issuance. If EEC expires and is not renewed, PDE will automatically become invalid.

¹ The PDE requires a minimum of a Bachelor's Degree; those with a Level 10 on the EEC scale must have a Bachelor's Degree plus 12 focused semester hours in the field to meet requirements. Please note that an endorsement cannot be issued if the applicant's Early Educator Certification expires within six months of application. *The certificate must be current for the endorsement to be valid.*

² Approval of CEU session *content* may require at least one year of *direct* experience (teaching, facility administration) working with children ages birth to twelve and the PDE will include this assessment.

³ Current and past faculty who worked in regionally accredited colleges or universities are exempt from this renewal requirement. However, to have the recognition of adult learning printed on the certificate, the requirement must be met.



Technical Assistance Endorsement (TAE) Requirements

The following is the list of requirements for the Technical Assistance Endorsement (TAE).

Certification	Early Educator Certification on the Early Care and Education (ECE) and/or School Age (SA) Professional Scale is required to apply for this endorsement.
Education	Minimum of Level 11 ¹ (See EEC scales for details as applicable for endorsement.)
Experience	<p>A minimum of one year of experience as a TA practitioner in an early care and education and/or school age setting and at least two years experience working directly with children in a teaching or administrative capacity.</p> <p>OR</p> <p>At least five years of experience as a TA practitioner with less than two years experience working directly with children in a teaching or administrative capacity.</p> <p>Experience should be documented by a current resume (reference checks may be done on random basis).</p>
Quality Assessment	Two TAE evaluation forms. Both forms must be from either an employer/supervisor or previous client ² who has experience with the applicant's technical assistance. To be accepted, the average evaluation score must be at least 3.5 on a 5 point scale. All evaluations should be completed by individuals with a defined professional relationship with the applicant. Forms may be obtained through the EEC office or the Institute website: http://ncicdp.org/certification-licensure/endorsements/
Initial Application Packet	<ul style="list-style-type: none"> ▪ If not already certified, application to EEC, including full official transcripts ▪ TAE/PDE Application ▪ Current and dated resume ▪ Two TAE evaluation forms ▪ Submit documentation of completed TA CEU "The Art and Science of TA" (or graduate-level course)³, PFI Training or NCDPI Mentor Training. (Required at application as of January 1, 2015.) ▪ EEC and TAE fees (see application for current rates)
Renewal	<ul style="list-style-type: none"> • Certification: Complete or teach CEUs and/or formal coursework and provide documentation as required by EEC policy every five years. • Endorsement: Evaluation forms from two different professionals (supervisors and/or previous clients) for at least two different technical assistance experiences within the TAE validity period. To receive renewal of the TAE, an average of 3.5 on a 5-point scale must be earned. Forms may be obtained through the EEC office or the Institute website: http://ncicdp.org/certification-licensure/endorsements/
Validity	Five years from issuance. If EEC expires and is not renewed TAE will automatically become invalid.

¹ Please note that an endorsement cannot be issued if the applicant's Early Educator Certification expires within six months of application. The *certificate must be current for the endorsement to be valid.*

² Clients who complete evaluation forms may not be currently working in a TA capacity with the applicant. The information should be based on a completed TA experience.

³ The TA CEU "The Art and Science of TA" became available as of April 2014. The graduate-level course is currently under development. This became an application requirement as of January 2015. Prior to January 2015, it was a renewal requirement.



North Carolina Institute for Child Development Professionals PDE and/or TAE Endorsement Application

To apply for the Professional Development Endorsement (PDE) or Technical Assistance Endorsement (TAE), please complete the following information and use the checklist below to ensure all materials are included with your application packet.

Date:		County of Residence:		Last Four Digits of Social Security Number:	
First Name:		Middle Name:	Last Name:		Maiden Name (if applicable):
Mailing Address:				City:	State:
Home Phone: ()	Cell Phone: ()		Email Address:		
Current Employer			Position Title:		

Initial/Renewal Application Checklist

Professional Development Endorsement (PDE)	Technical Assistance Endorsement (TAE)
<input type="checkbox"/> Early Educator Certification status (select one) <ul style="list-style-type: none"> <input type="checkbox"/> EEC application materials included OR <input type="checkbox"/> Already hold current EEC (If EEC expires within 6 months, please renew now.) 	
<input type="checkbox"/> Current dated resume (Please be sure to include all experience working directly with children ages birth to 12 in a teaching or administrative capacity and all experience working on behalf of children, including technical assistance. Make sure the responsibilities of each role are clearly stated.)	
<input type="checkbox"/> \$25 PDE fee	<input type="checkbox"/> \$25 TAE fee
<input type="checkbox"/> Two reference forms	<input type="checkbox"/> Two evaluation forms
<input type="checkbox"/> Verification of Adult Learning course/session (OPTIONAL at time of initial application; required for renewal). Choose one: <ul style="list-style-type: none"> <input type="checkbox"/> My official transcript includes this. The name of the course is: _____. <input type="checkbox"/> A copy of my CEU certificate showing at least .5 CEU (five clock hours) is included. 	
<input type="checkbox"/> Submit documentation of completed TA CEU "The Art and Science of TA", PFI Training or NCDPI Mentor Training. (Required at application as of January 1, 2015.)	

Statement of Understanding

By providing this application to the North Carolina Institute for Child Development Professionals (Institute), I understand that if approved, the Institute will endorse only my qualifications as it relates to the PDE and TAE guidelines. The provision of the PDE or TAE in no way implies or results in endorsement of the quality of my services or approval of those services by a qualifying body.

I have read and will adhere to the NAEYC Code of Ethical Conduct and Statement of Commitment and Supplement for Adult Educators (http://www.naeyc.org/positionstatements/ethical_conduct). If I have applied for TAE, I have read the Framework for the North Carolina Technical Assistance Practitioner Competencies (<http://www.ncicdp.org/documents/TAPractitionerCompsJune2013.pdf>).

I understand that as an endorsed early educator, my name, agency/employer and county of residence will be posted on the North Carolina Institute for Child Development Professionals' website (www.ncicdp.org). I understand that it is my choice to include additional contact information. I have identified my choices below (if applicable). Information listed above will be used unless alternate information is noted below:

- | | |
|---|--|
| <input type="checkbox"/> Work phone _____ | <input type="checkbox"/> Home phone _____ |
| <input type="checkbox"/> Cell phone _____ | <input type="checkbox"/> Email address _____ |

Signature: _____ Date: _____

Send your completed application and required documentation to: NCICDP, PO Box 959, Chapel Hill, NC 27514