



Application for a Career Level V Certificate

Completion of each of the different Career Levels requires education, experience in the field of early childhood and a copy of your current Individual Professional Development Plan. When you send these to us, you will receive a certificate recognizing your completion of that level. Applications are accepted anytime. Incomplete applications cannot be processed. Please contact Northern Lights if you have any questions. We are happy to help you.

The requirements for **Level VA** and **Level VB** are the awarding of a Master of Arts or Science degree from a regionally accredited higher education institution. The degree needs to be in the fields of either early childhood, child development, human development, education (including special education), or child and family studies. **Levels VA and VB** both require at least 2 or more years experience working in the early childhood field (student teaching may be included) and a current Individual Professional Development Plan (IPDP). **Level VB** requires Vermont State Education Teacher Licensure with an early childhood or an early childhood special education endorsement.

1. Contact Information. Please type or print clearly.

Name _____ BFIS Quality Case ID¹: _____

Mailing Address _____

Email _____ Phone _____

I am applying for Level VA Level VB

2. Education (check those that apply)

I have attached a copy of -

- my Master's Degree in the field of either early childhood, child development, human development, education (may include special education) or child and family studies
- my current Vermont Department of Education Teaching License with an endorsement in either early childhood or early childhood special education

3. Experience

Level VA and **Level VB** require at least **two or more years (may include student teaching)** of accumulated professional experience working with children in a Vermont regulated setting (licensed, registered, or legally exempt child care or other setting). One year of experience is defined as a full-time or part-time commitment lasting at least 12 months in all.

¹ BFIS Quality Case ID: When you sign up for a Quality and Credential Case Account in the Bright Futures Information System (BFIS) at <https://bfishelp.ahs.state.vt.us/> you are assigned a Quality Case ID number. A BFIS Quality and Credential account provides you with free access to a resume tool, which you can use to track training and coursework that you have completed, and to write your Individual Professional Development Plan (IPDP) as a child care professional in Vermont. Please check out the Northern Lights website at <http://northernlightscdc.org> to learn more about BFIS and what it can do for you.

Name: _____ BFIS Q and C ID: _____

Please list where you have accumulated your experience. Please type or print clearly. Attach additional pages if needed.

Name of Program	Name of Supervisor (or if unsupervised, name of Resource Development Specialist)	Current Phone Number of this Workplace	Start Date	End Date
			Total Number of Years or Months	

4. Your Individual Professional Development Plan (IPDP)

Please attach your current IPDP which includes a) self-assessment of your skills and knowledge, b) your goals for future professional development and c) an action plan with timeline for how you will achieve these goals. You can find a sample and some blank forms on the Northern Lights website <http://northernlightscdc.org> under: *Planning your Professional Growth*. A current Department of Education IPDP is also acceptable. Remember to contact Northern Lights if you have any questions. If you want to create your IPDP on your BFIS resume (see footnote on Page 1), you don't have to send it, just check the box below.

My IPDP is on my BFIS resume. See my BFIS Quality Case ID # above.

5. Statement of Truth and Accuracy

The information you supply in this application will be verified. Applications with inaccurate or misleading information will not be processed.

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

Applicant's signature

Date

6. Please send to the address on page 1:

- this completed application (3 sides)
- copy of degree certificate or transcript indicating date of graduation
- copy of Vermont Teachers License (for VB)
- recent IPDP (or see No. 4 above)

Contact Vermont Northern Lights so we can help you plan your future professional development.

Website: <http://northernlightscdc.org>

You may ALSO be eligible for a bonus from the Child Development Division in recognition of your accomplishment! (see the next page)

For more information about the Recognition Bonus contact:
Heather Mattison; 802-241-4551 or 800-649-2642 ext. 4551

Name: _____ BFIS Q and C ID: _____

You may be eligible for a one-time award of \$1,200 (paid in two installments, six months apart) and an additional bonus of \$500 for achieving initial teacher licensure with endorsements related to the setting in which you work.

Do you meet the following criteria?

- ✓ You are a Vermont resident
- ✓ The education requirement above is completed within the last two years
- ✓ You have worked in a Vermont regulated child care program for the past six months
- ✓ 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)

If you meet all of the above criteria, please read and if you agree, then sign below.

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 have worked directly with children at 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 the regulated care setting.
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.
 - 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 _____

Northern Lights Career Development Center will forward your application to the Vermont Child Development Division for consideration of a bonus. Bonuses are only available for the highest level to which you are qualified.

<i>For office use only:</i> Date received: _____		
Entered in BFIS _____	Spreadsheet _____	Certificate complete _____
Certificate issue date: _____	Certificate mailed: _____	

_____ Regulated setting past 6 months	_____ Vermont Residence	_____ Education completed within last 2 yrs
Referred to CDD _____	(date)	
NOTES:		