



**Vermont Northern Lights
Career Development Center**

CCV, PO Box 489, Montpelier, VT 05601
Phone: 802.828-2876 FAX: 802-828-2805
Email: vtnlight@ccv.edu
Website: <http://northernlightscdc.org>

Application for a Career Level III 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 (information at the end of this application) if you have any questions. We are happy to help you.

Level IIIA requires the successful completion of one of the following educational certificate programs: the Vermont Child Care Apprenticeship Program, Community College of Vermont (CCV) Child Care Certificate Program, or obtaining Highly Qualified Paraprofessional status, **Level IIIB** requires the successful completion of an Associate Degree in a related field. Both **Levels** also require two or more years experience working with young children in a regulated setting and a current Individual Professional Development Plan (IPDP).

After you are awarded a **Level III** certificate, you *may* also be eligible for a Recognition Bonus from the Vermont Child Development Division. Information about this is on page 3.

1. Contact Information. Please type or print clearly.

Name _____ BFIS Quality Case ID¹: _____

Mailing Address: _____

Email _____ Phone _____

I am applying for: Level IIIA Level IIIB

2. Education (check one)

I have attached a copy of (check one):

- certificate of completion from the Vermont Child Care Apprenticeship Program
- Community College of Vermont (CCV) Child Care Certificate
- evidence of Highly Qualified Paraprofessional status from the school I work in
- Associate Degree in early childhood or related field*.

**Related fields include either early childhood, child development, human development, education or child and family studies*

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.

3. Experience

Level IIIA and **Level IIIB** require **two or more years** of accumulated professional experience working with children in a Vermont regulated setting (licensed, registered, or legally exempt child care or other setting). A year is a full-time or part-time commitment lasting at least 12 months in all. Please list where you have accumulated work experience. Please type or print clearly. Attach additional sheets 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 IPDP which includes an assessment of your skills and knowledge, and your goals for future professional development. You can find a sample and some blank forms on the Northern Lights website <http://northernlightscdc.org> under: *Planning your Professional Growth*. 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 # on Page 1.

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 (all sides)**
- copy of certificate or diploma**
- your recent IPDP (or see No. 4)**

Good luck in Career Level IV and beyond! 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 Professional Recognition 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

You may ALSO be eligible for a bonus from the Child Development Division in recognition of your accomplishment: Level IIIA (\$750) Level IIIB (\$1,000)!

Do you meet the following criteria?

- ✓ You are a Vermont resident.
- ✓ The education requirement above is completed in 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 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 1 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. 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 _____

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 completed _____
Certificate issue date: _____ Certificate mailed: _____

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