

Guidelines for Childcare Providers:

How to confirm an individual has met minimum education requirements per NC Child Care Rules

Has the Individual submitted appropriate paperwork to receive a Letter of Qualification from the Division of Child Development (DCD) for either Lead Teacher or Administrator?		
YES		NO
Does the individual have a copy of the qualifying letter ?		
Yes	No	
Paperwork Submitted Letter Not Received	Letter Received Does not have copy	<ol style="list-style-type: none"> 1. Individual needs to complete an Education & Equivalency form for appropriate position (Administrator, Lead Teacher, Teacher, Program Coordinator, Group Leader, or FCCH provider see Footnote). 2. Individual needs to request original transcript(s) from all colleges where degrees and/or coursework have been completed.
Copy the qualifying letter.	If mailed more than 6 weeks ago, call DCD Workforce Education Unit at (800) 859-0829 to check on status. Make copy of letter once received.	Call DCD Workforce Education Unit at (800) 859-0829 to request a copy of the qualifying letter.
Place copy of qualifying letter in staff file.		
Update individual's information in DCD database:		
<ol style="list-style-type: none"> a. Individual will also need to complete a Child Care Change of Information Form (DCD.0120) to indicate change of facility, name and/or address (DO NOT need to complete another Education and Equivalency application form) b. Copy Change of Information form and place in staff file. Document the date mailed to DCD Workforce on form. c. Mail the original Change of Information form to the Division of Child Development, Workforce Education Unit, 2201 Mail Service Center, Raleigh, NC 27699 		<ol style="list-style-type: none"> 3. Place a copy of the request(s) for transcript(s) in staff file until original transcript(s) are received. If no copy of transcript(s) request is available, note date request was made for transcript(s) in staff file. 4. After receipt of original transcript(s), do the following: <ol style="list-style-type: none"> a. Copy the completed Education & Equivalency form and original transcript(s) and place copies in staff file. Document the date paperwork is mailed to DCD Workforce on forms. b. Mail the original, signed Education & Equivalency form and original transcript(s) to the Division of Child Development , Workforce Education Unit, 2201 Mail Service Center, Raleigh, NC 27699. c. When qualifying letter is received from DCD, place copy in staff file with the copies of Education & Equivalency form and transcript(s). Individual keeps the original qualifying letter.

Footnote: Administrator and Lead Teacher are the only positions which currently receive a qualifying letter. However, an Education & Equivalency form and original transcript(s) still must be submitted for Teacher, Group Leader, Program Coordinator, or FCCH provider for staff education to be qualified toward a facility's star rated license.

If no response after 6 weeks, call DCD Workforce at (800)859-0829 to check on status of paperwork.