



Northern Lights Career Ladder: Level Certificate Application

If you have any questions about this application, please contact Northern Lights at (802) 540-8168 or northernlights@ccv.edu. Only complete applications can be processed. All information will be verified by Northern Lights at CCV staff. Please refer to the Level Certificate Guidance document to help you complete this application. The guidance document is available at: <https://northernlightscv.org/resource/career-ladder-level-certificate-guidance/>

Section 1: Personal Information

Full Name	
Phone Number	
Home Mailing Address	
Email Address	
Workplace	
BFIS Quality and Credential Account Number	

Which level are you applying for? (check one)

<input type="checkbox"/>	Level I
<input type="checkbox"/>	Level IIIA
<input type="checkbox"/>	Level IVA
<input type="checkbox"/>	Level VA

<input type="checkbox"/>	Level II
<input type="checkbox"/>	Level IIIB
<input type="checkbox"/>	Level IVB
<input type="checkbox"/>	Level VB

Why are you applying for your Level Certificate? (check all that apply):

<input type="checkbox"/>	Recognition
<input type="checkbox"/>	For the certificate
<input type="checkbox"/>	Recognition bonus

<input type="checkbox"/>	For STARS application
<input type="checkbox"/>	Job requirement
<input type="checkbox"/>	Other

If you checked "other", please share more detail about why you are applying below:



Section 2: Education and Observations

To complete this section, please review **Section 2** of the guidance document. Once you have reviewed the guidance information, you should then complete the section below.

- **Find the level you are applying for below**
- **Use a checkmark to select one education option for your level**

Education Options for Level I (choose one):

	Completed Fundamentals for Early Childhood Professional training
	Completed 3 college credits in child development AND additional requirements (see guidance document for detail)
	Completed Northern Lights-approved Level I portfolio (prior approval required)

Education Options for Level II (choose one):

	Current Completed Child Development Associate (CDA) credential
	Completed 12 related college credits AND two observations of the practitioner
	Completed Northern Lights-approved Level II portfolio (prior approval required)

Education Options for Level IIIA (choose one):

	Completed Vermont Child Care Apprenticeship Program
	Completed Community College of Vermont (CCV) Child Care Certificate
	Completed 21 related college credits AND two observations of the practitioner

Education Options for Level IIIB (choose one):

	Completed associate degree in early childhood education or a related field
	Completed associate degree in an unrelated field AND 21 related college credits
	Completed associate degree in an unrelated field AND qualifying Waldorf or Montessori teacher training program (see guidance document for detail)

Education Options for Level IVA (choose one):

	Completed Bachelor's degree in early childhood education or a related field
	Completed Bachelor's degree in an unrelated field AND 30 related college credits
	Completed Bachelor's degree in an unrelated field AND qualifying Waldorf or Montessori teacher training program (see guidance document for detail)

[continued on next page]



Education Options for *Level IVB* (choose one):

<input type="checkbox"/>	Completed Bachelor’s degree in early childhood education or a related field AND Vermont Agency of Education teacher licensure with qualifying endorsement
<input type="checkbox"/>	Completed Bachelor’s degree in an unrelated field AND 30 related college credits AND Vermont Agency of Education teacher licensure with qualifying endorsement

Education Options for *Level VA* (choose one):

<input type="checkbox"/>	Completed Master’s degree in early childhood education or a related field
<input type="checkbox"/>	Completed Master’s degree in an unrelated field AND documentation of successful completion of appropriately accredited and qualifying Waldorf or Montessori teacher training program (see guidance document for detail)

Education Options for *Level VB* (choose one):

<input type="checkbox"/>	Completed Master’s degree in early childhood education or a related field AND Vermont Agency of Education teacher licensure with qualifying endorsement
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Section 3: Experience

Level I requires a minimum of one year experience. Levels II or higher require a minimum of two years. See Guidance document for detail about what experience can count toward requirements.

Workplace and Name of Supervisor	Current phone number of this workplace	Start Date	End Date	Total Years

Section 4: Individual Professional Development Plan (IPDP)

Check one box below:

<input type="checkbox"/>	My current IPDP is already in my BFIS Quality and Credential account
<input type="checkbox"/>	My current IPDP is attached



Section 5: Statement of Truth and Accuracy

This section is required for any applicants who will be requesting a professional recognition bonus from the Child Development Division. For more information about the requirements to obtain a bonus, visit: https://dcf.vermont.gov/sites/dcf/files/CDD/Docs/Early_Childhood_Bonus_Chart.pdf

The following statements are all true to the best of my knowledge:

1. I am employed by a child care program regulated by the Vermont Child Development Division
2. I plan to remain working in the field in a regulated child care or afterschool program in Vermont for at least the next year
3. I have not received a bonus from the Child Development Division for this level certificate, degree, or credential in the past
4. To the best of my knowledge, the program I work for is in good regulatory standing with the Child Development Division
5. I am not paid on a teacher's salary schedule or equivalent

Signature

Date

Section 6: Submission

Northern Lights at CCV prefers to receive level certificate applications and supporting documents by email. We are also able to accept applications and supporting documents by postal mail.

Submit the following information to Northern Lights:

1. A fully completed application form
2. Completed Federal W9 form [if you will be applying for a Child Development Division professional recognition bonus]
3. Any supporting documentation or required documents [see Guidance for details]. These may include transcripts, completed observation of the practitioner forms, and IPDPs.

Where to send your documents:

Email: northernlights@ccv.edu (PDF format strongly encouraged for all attachments)

Mail: Northern Lights at CCV, 1197 Main Street Suite 3, St. Johnsbury, VT 05819