**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://northernlightsccv.org/resource/career-ladder-level-certificate-guidance/>

**Section 1: Personal Information**

|  |  |
| --- | --- |
| Full Name | Click or tap here to enter text. |
| Phone Number | Click or tap here to enter text. |
| Home Mailing Address | Click or tap here to enter text. |
| Email Address | Click or tap here to enter text. |
| Workplace | Click or tap here to enter text. |
| BFIS Quality and Credential Account Number | Click or tap here to enter text. |

Which level are you applying for? (check one)

|  |  |  |  |
| --- | --- | --- | --- |
|[ ]  Level I |  |[ ]  Level II |  |
|[ ]  Level IIIA |  |[ ]  Level IIIB |  |
|[ ]  Level IVA |  |[ ]  Level IVB |  |
|[ ]  Level VA |  |[ ]  Level VB |  |

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

|  |  |  |  |
| --- | --- | --- | --- |
|[ ]  Recognition |  |[ ]  For STARS application |  |
|[ ]  For the certificate |  |[ ]  Job requirement |  |
|[ ]  Recognition bonus |  |[ ]  Other |  |

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

|  |
| --- |
| Click or tap here to enter text. |

**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)*:**

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| --- |
|[ ]  Completed Bachelor’s degree in early childhood education or a related field AND Vermont Agency of Education teacher licensure with qualifying endorsement |
|[ ]  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)*:**

|  |
| --- |
|[ ]  Completed Master’s degree in early childhood education or a related field  |
|[ ]  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*:**

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| --- |
|[ ]  Completed Master’s degree in early childhood education or a related field AND Vermont Agency of Education teacher licensure with qualifying endorsement |

**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 |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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**Section 4: Individual Professional Development Plan (IPDP)**

Check one box below:

|  |
| --- |
|[ ]  My current IPDP is already in my BFIS Quality and Credential account |
|[ ]  My current IPDP is attached |

**Section 5: Statement of Truth and Accuracy**

*This section is required for any applicants who will requesting a professional recognition bonus from the Child Development Division.*

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Click or tap here to enter text. |  | Click or tap here to enter text. |  |
|  | 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