

Career Ladder Application Information

What is the Northern Lights Early Childhood Career Ladder?

The Northern Lights Early Childhood Career Ladder is a tool for tracking and planning professional growth that identifies the six levels of professional development in the field of early childhood care and education. There are many different paths to develop your career, and you may enter at any level that matches your education and experience. Each new Level Certificate recognizes your accumulated skills and knowledge.

How do I apply for a Level Certificate?

- Visit the [Career Ladder Application Page](https://go.northernlightsccv.org/portal/career_ladder) (go.northernlightsccv.org/portal/career_ladder)
- Sign in using your Northern Lights Account
- Click “Create Application”
- Begin your Northern Lights Career Ladder Level Certificate Application

What information should I have prepared to apply for a Level Certificate?

- List of prior work experience in the early childhood field and employer contact information
- Your current Individual Professional Development Plan (IPDP), written or updated within the past six months
- The most recent versions of your transcript(s), unless it has already been submitted to Northern Lights, (requirements may vary by Level)
- Completed Observation of the Practitioner Form (if applicable, requirements may vary by Level)

I submitted my application, what happens next?

After you have submitted your Northern Lights Career Ladder Level Certificate Application, you will receive an email notifying you that your application has been submitted. This email will include a link back to your Northern Lights Account, where you can refer to your application checklist for any additional materials that may be needed, and to keep updated on the status of your application.

Where do I see my application status?

Log in to your Northern Lights account and click “Early Childhood Career Ladder” then “Open Application”. This will take you to your Application Status page. On this page, you can see if there are any additional steps that you need to take to complete your application.

My application is complete, when will I get my certificate?

Most certificates will be emailed to recipients, and credentials entered into BFIS, after about 30 days.

I received my certificate, when will I get my bonus?

Once your Level Certificate has been listed in BFIS, it will take approximately an additional four weeks for bonus payments to be issued by the Vermont Association for the Education of Young Children (VTAEYC) to those who qualify. Any questions about bonuses should be directed to VTAEYC at pdsupports@vtaeyc.org or by calling (802) 234-1090.