

EARLY CHILDHOOD EDUCATION AND CARE
 CERTIFICATION ENDORSEMENT REQUIREMENTS CHECKLIST
 Form EC315



Applicant's Full Legal Name: _____

Address: _____ City _____ State _____ Zip _____

Early Childhood Program / School: _____

I am seeking a first-time / renewal Early Childhood Education and Care Designated Service
 Check one

Certificate with the following endorsement:

- Early Childhood Education Service
- Assistant Director
- Director

I am seeking a renewal of my Conditional Certificate with the Early Care and Learning endorsement.

	Requirements	Date Completed	Clock Hours (If applicable)	End-orse-ment
1.	Hold a valid Administrator/Director Credential per state licensing/civil authorities, or			D
	Meet specific contractual agreement for Early Childhood Program employment/role per state licensing/civil authorities and SDA employing institution.			D AD ECES Cond1
2.	Have a Child Development Associate credential (CDA), a CDA Equivalency (CDAE), exemption or waiver.			D AD ECES
3.	Complete college courses: 2 a. Christian ministry and leadership b. Administration and supervision in preschools c. Human behavior and social/cultural environments d. Ministry of Jesus.			D D D AD
4.	Hold current First Aid and CPR certification for infants and children.			D AD ECES
5.	Have six months minimum experience as a director of a licensed SDA ECP within the last two years.			D
6.	Receive membership in a professional ECE association.			D AD ECES Cond
7.	Experience successful practice/work in a leadership role. ³			AD

8.	Attend a state/national convention(s) for ECEC.			D AD4 ECES
9.	Complete professional development visitation day.			AD ECES5 Cond
10.	Complete the Professional Growth reading assignment.			D AD ECES Cond
11.	Have successful evaluation by the principal/director.			Cond

- 1 For the Conditional certificate only, see CERTIFICATION REQUIREMENTS for EARLY CHILDHOOD EDUCATION and CARE FACILITATORS of the Southern Union Conference of Seventh-day Adventists booklet page 7, section 2.5.3 c.
- 2 See CERTIFICATION REQUIREMENTS for EARLY CHILDHOOD EDUCATION and CARE FACILITATORS of the Southern Union Conference of Seventh-day Adventists booklet page 3, section 2.3.1, # 3 for Director's courses and page 4, section 2.3.2, # 5 for Assistant Director's course options.
- 3 See CERTIFICATION REQUIREMENTS for EARLY CHILDHOOD EDUCATION and CARE FACILITATORS of the Southern Union Conference of Seventh-day Adventists booklet page 4, Section 2.3.2, # 4.
- 4 Requirement for Renewal time only.
- 5 For the Early Childhood Education Service Renewal only, applicant may opt to complete a full-day visit to another Seventh-day Adventist facility's early childhood education and care classroom for professional development in lieu of attending a state/national convention for early childhood education and care.

I have completed the requirements for obtaining / maintaining a current certificate. Proof of my eligibility is enclosed.

Applicant's Signature _____ Date _____

Upon completion, give this form to your director/principal.
For certification and renewals, this must be sent with the completed application form and all other required back-up documents to the local Conference Office of Education.

