



QUALIFICATIONS APPLICATION  
EARLY CARE and EDUCATION CENTERS



Name: \_\_\_\_\_ Date: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Home/cell phone: \_\_\_\_\_

Home Address: \_\_\_\_\_ Work phone: \_\_\_\_\_

\_\_\_\_\_ E-Mail: \_\_\_\_\_

Current or Perspective Employer: \_\_\_\_\_

Select **one** position you wish to apply for along with how you meet the education requirement. Please refer to Delaware rules for all requirements to qualify for each position. Documentation of age, education and experience must accompany this form and be sent to address on back. Please send copies of training certificates, originals will not be returned. Official transcripts (in a sealed envelope from college/university) are required for college coursework or degrees. **No faxes will be accepted.**

\_\_\_\_ **EARLY CHILDHOOD INTERN** (Rule #27.10)

\_\_\_\_ Successful completion of at least 15 clock hours of quality assured training in early care and education **OR**

\_\_\_\_ 3 college credits in ECE

\_\_\_\_ **EARLY CHILDHOOD ASSISTANT TEACHER** (Rule #27.8)

\_\_\_\_ High school/equivalent – Name/location: \_\_\_\_\_ year graduated: \_\_\_\_\_

**AND** (check appropriate one)

\_\_\_\_ TECE 1

\_\_\_\_ Successful completion Early Childhood High School Career Path

\_\_\_\_ 6 college credits in ECE

\_\_\_\_ **EARLY CHILDHOOD TEACHER** (Rule #27.7)

\_\_\_\_ High school/equivalent – Name/location: \_\_\_\_\_ year graduated: \_\_\_\_\_

**AND** (check appropriate one)

\_\_\_\_ TECE 1 and TECE 2

\_\_\_\_ CDA-Expiration date: \_\_\_\_\_

\_\_\_\_ Early Childhood Apprenticeship Journey Person’s Certificate

\_\_\_\_ 9 college credits in ECE (must be in early childhood education, child development, and positive behavior management)

\_\_\_\_ Three year Vocational/technical high school program

\_\_\_\_ Montessori Infant and Toddler Full/Associate Credential

\_\_\_\_ Montessori Early Childhood Full/Associate Credential

\_\_\_\_ Early Childhood diploma program from 2 year college

\_\_\_\_ Associate degree with 6 credits in early childhood development or early childhood education

\_\_\_\_ Bachelor degree with 6 credits in early childhood development or early childhood education

Please see back for additional positions

**EARLY CHILDHOOD CURRICULUM COORDINATOR** (Rule #27.5)

High school/equivalent – School/location \_\_\_\_\_ year graduated: \_\_\_\_\_  
**AND** 15 college credits in early childhood education (including 6 curriculum credits)

**OR**

An Associate degree in early childhood education or related degree with 15 credits in early childhood (including 6 credits in early childhood curriculum development and planning)

A Bachelor degree with in early childhood education or related degree 15 credits in early childhood education (including 6 credits in early childhood curriculum development and planning)

**EARLY CHILDHOOD ADMINISTRATOR** (Rule #27.4)

An Associate or Bachelor’s degree from a regionally accredited college or university with 15 college credits with at least 3 credits in each: child development/learning, environment/curriculum, social-emotional development, observation/assessment; and one three credit elective in early childhood

**SPECIALTY TRAINING** (Rule #27.6)

Administration

Infant and/or toddler development

School-Age Care

**CAREER LATTICE** (check if you are only applying for a career lattice)

I understand that information regarding my qualification level may be shared.

I hereby swear/affirm that the information provided in this document is a full and complete disclosure of the facts required, and the information is true and correct to the best of my knowledge.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

*Note: 27.3.2 In the event that false qualifications documentation is submitted to the OCCL or its designee, the applicant will be notified that the applicant will be unable to submit new or updated documentation for one year.*

**Send completed packet to the following address:**  
DE Department of Education/Delaware First  
John G. Townsend Building  
401 Federal Street, Suite #2  
Dover, DE 19901-3639

- Completed packet must include the following documents:**
- Signed Qualifications Application for Early Care and Education
  - Verification of Experience form (signed by employer)
  - Copy of high school/equivalent (for Assistant Teacher/Teacher positions)
  - Photocopy of driver’s license or other identification documenting proof of age
  - Copies of diplomas and training certificates to document training
  - Official college transcripts or documentation of degrees (in a sealed envelope from college/university)  
*If sending transcript separately, it must be marked “Attn: Delaware First”*