



DEPARTMENT OF EARLY EDUCATION AND CARE

Professional Qualification Certification Application Out of State and International

ORIGINAL

Contact EEC at
(617)988-6600
ask for the
Professional Qualification Unit or email EEC at
eecprofdev@massmail.state.ma.us

Early Education and Care
Application Revised: October 2017

PROFESSIONAL QUALIFICATION CERTIFICATION OUT OF STATE AND INTERNATIONAL APPLICATION PACKET

Introduction

Thank you for your interest in applying for an EEC professional qualifications certification. This application packet includes information to help you complete your application correctly. Please carefully review the Professional Qualifications Certification Requirements and Frequently Asked Questions document prior to completing your application.

What is EEC Educator Qualification Certification?

To work in a large group child care program as a Teacher, Lead Teacher or Director, you must be qualified. There are six positions for which you may qualify:

Infant-Toddler Teacher
Preschool Teacher

Infant Toddler Lead Teacher
Preschool Lead Teacher

Director I
Director II

Please see EEC regulation 606 CMR 7.09(18) Additional Requirements for large Group and School Age Child Care Programs Serving Children Younger Than School Age. For additional information, please visit <http://www.mass.gov/edu/birth-grade-12/early-education-and-care/licensing/licensing-resources-for-group-and-school-age-child-care-programs/licensing-regulations-for-group-and-school-age-child-care.html>

Who Can Apply?

You must be working or plan to work in an early education and care program in Massachusetts. Applications will only be processed for someone who is already working or seeking a job in an early education and care program in Massachusetts.

You must fall into one of the follow categories:

- Massachusetts residents looking to be educators for early education programs in Massachusetts and has obtained coursework outside of the United States and Territories.
- Out of State Applicants who have a job pending within Massachusetts or planning to move to the state. Please provide verification of pending job or Massachusetts residency verification.

How to Apply for Educator Qualification Certification

1. You must complete the EEC Educator Qualification Certification application (see pages),
2. Submit it with the required **supporting documentation:**
 - a. Enclose an **official college transcript**. *Copies cannot be accepted.*
 - b. Attach copy of High School Diploma or G.E.D. if you are applying for teacher level OR are under 21 years of age.
 - c. Enclose a copy of your degree if it is not on your official transcript.
 - d. Enclose Work Experience in a letter form from verifying your work experience(s) by a supervising Director. **You cannot verify your own experience or alter the signed forms.**
 - e. Submit **Original** Child Development Associate (CDA) or Montessori Certificate. *Copies cannot be accepted; original will be returned to you once verified.*

- f. Submit **Original** copies of course certificates and assure that they clearly indicate that the training is approved for CEUs. *Copies cannot be accepted; original will be returned to you once verified. (PDPs or workshop attendance verification are not substitutes for CEUs and cannot be accepted).*
- g. If the **official** college transcript is from a foreign country, it must be submitted with an evaluation from an agency that provides foreign credential evaluation services and translates it into English. The evaluation must be listed course by course credit.

Examples of Agencies that provide these services:

Educational Credential
Evaluators, Inc.
P.O. Box 514070
Milwaukee WI 53202-3470
(414)289-3400
www.ece.org

Evaluation Service, Inc.
333 W. North Avenue, #284
Chicago, IL 60610
(847) 477-8569
www.evaluationservice.net

Center for Educational
Documentation
P.O. Box 170116
Boston, MA 02117
(617) 338-7171
www.cedevaluations.com

NOTE: EEC does not recommend or endorse any of these services but is providing contact information for them as a convenience for applicants. Applicants should also be aware that there are costs associated with evaluation and translation services.

Return Application to EEC:

**Department of Early Education and Care
Professional Qualifications Unit
51 Sleeper St. 4th Floor
Boston, MA 02210**

If you are missing documentation or do not meet any of the EEC qualification criteria, you will receive a notice in the mail that explains what you need in order to become certified. Your application will be return to you along with this letter.

Note: Applicants can, create a PQ Registry profile (which is required by regulation), however this **DOES NOT** certify you. EEC certification can only be obtained through the process defined in this application packet. Creating your individual profile on the PQ Registry **DOES NOT** certify an educator.

For Questions, contact EEC at:

Phone: (617)988-6600 (ask for the Professional Qualification Unit)

Email: eecprofdev@massmail.state.ma.us

Application for Professional Qualification Certification

Please complete this entire application and attach all supporting documentation. *Incomplete applications or those missing necessary documentation will be returned to you for resubmission with requested materials.*

CHECK ONE

☐ This is my first application to EEC

☐ Upgrade application for Certificate # _____ for _____

Name: _____
First Name Middle Name Last Name

Maiden Name (if applicable): _____ Date of Birth: __/__/__
(DOB required)

Last four digits of your Social Security #: XXX-XX-____ Email: _____
(Last four digits of SSI# required)

Home Address: _____
Street Apt. #

City/Town State Zip Code

Home Phone: (____) _____ Work Phone (____) _____ Cell Phone (____) _____

Mailing Address (if different from home address) _____
Street Apt. #

City/Town State Zip Code

PLEASE ATTACH THE FOLLOWING REQUIRED DOCUMENTS

- ☐ Enclose Application Form (signed and dated) **(required)**
- ☐ Enclose an ***official college transcript***. Copies cannot be accepted. **(required)**
- ☐ Attach copy of High School Diploma or G.E.D. if you are applying for teacher OR are under 21 years of age; **(if applicable)**
- ☐ Enclose a copy of your degree if it is not on your transcript. **(if applicable)**
- ☐ Enclose Work Verification Form(s) verifying your work experience(s) by a supervising Director. A letter from the program must accompany the form. ***You cannot verify your own experience or alter the signed forms. (required)***
- ☐ Enclose of copy of your License if you hold a Licensure from the Department of Elementary and Secondary Education (DESE). See section for a list of acceptable licenses. **(if applicable)**

- ☐ **Original** Child Development Associate (CDA), Montessori Certificate, or Early Intervention Specialist Certificate (DPH). *Copies cannot be accepted; original will be returned to you once verified. (if applicable).*
- ☐ Submit **Original** copies of course certificates and assure that they clearly indicate that the training is approved for CEUs. *(PDPs or workshop attendance verification are not substitutes for CEUs and cannot be accepted).* **(if applicable)**
- ☐ Keep a copy of your complete application packet for your records. **(required)**

NOTE: Only submit necessary documentation. Please do NOT send resumes, CORI forms, First Aid, CPR, or medical information.

I attest, to the best of my knowledge, that all information contained herein is true and accurate.

Applicant Signature: _____ **Date** _____
(Signature is required)

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EEC VERIFICATION OF PRACTICUM/WORK EXPERIENCE

To Be Completed by Employer in Licensed Center Based Child Care within the United States.

To be certified by Center Director, applicants must have verification of experience caring for children under age 7 (not yet enrolled in first grade) or children with special needs under age 16.

Center Name (where experience was gained) (Please include State/County License #)

Center Address

Applicant Name

Applicant Address

Please copy this form to complete a separate sheet for each position held and each age group.

Position: _____

Check applicable age group/s:

- ☐ Infant/Toddler (Ages 0 months to age 2.9)
- ☐ Preschool (Age 2.9 to age 5)
- ☐ Mixed Toddler/Preschool (Age 15 months to age 5)

- ☐ Preschool/School Age (Age 2.9 to age 6)
- ☐ Special Needs? If yes, list Ages _____

Check work experience type

- ☐ General work experience
- ☐ Practicum through accredited College or University (Credit for the practicum must be verified by the official transcript **and** a practicum verification form signed by the college supervisor).

Indicate dates worked:

From: Mo/Day/Year to: Mo/Day/Year
____/____/____ ____/____/____

Was work experience more than 12 hrs per week?

Circle One: Yes or No If no how many hrs/week _____

Circle one type of year:

- ☐ Full year (January through December)
- ☐ School year (September through June)

Note: This form cannot be completed by Human Resource Department. EEC will verify all out of state work experience. *Work experience outside of United States is currently not acceptable.*

I attest that the above information is, to the best of my knowledge, true and accurate.

Printed Name: _____ Signature: _____

Date: _____ Title: _____ Telephone: _____

Email address: _____