

Individual Staff Qualifications Reporting Form

Quality Counts Career Center Training Registry for Early Care and Education

Individual Staff Person Name	Date of Hire
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Title/Average # of hours worked per week in that position:
 Director/____ hrs. Assistant Director/____ hrs. Lead Teacher/____ hrs. Assistant Teacher/____ hrs.
 Curriculum Specialist/____ hrs. Other: _____/____ hrs.

Center Name	Today's Date
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CERTIFICATES, DEGREES AND CREDENTIALS
(Check all levels achieved and attach appropriate documentation to this form)

Training Completed	Date Completed <i>and expiration date if applicable</i>	Institution Attended <i>and location (city, state, country)</i>	Document Type attached <i>(diploma, transcript, certificate, DCF 5206)</i>
<input type="checkbox"/> High School Diploma or GED			
<input type="checkbox"/> DCF Staff Credential			
<input type="checkbox"/> National CDA <input type="checkbox"/> CDA-E <input type="checkbox"/> FCCPC <input type="checkbox"/> Other: _____			
<input type="checkbox"/> Associate (AA or AS) degree <i>(note specialization)</i>			
<input type="checkbox"/> 60 College Credits <i>(in lieu of Associate degree)</i>			
<input type="checkbox"/> Bachelors degree <i>(note specialization)</i>			
<input type="checkbox"/> Master's degree <i>(note specialization)</i>			
• For degree or 60 credits: 18 credits in early childhood? <input type="checkbox"/> Yes or <input type="checkbox"/> No <i>(transcript required—unofficial accepted)</i>			
<input type="checkbox"/> Foundational Level (I or II) Director Credential			
<input type="checkbox"/> Advanced Level Director Credential			

ENROLLMENT IN TRAINING OR EDUCATION PROGRAM

(List program of study the staff person is currently enrolled in. Attach documentation to this form)

Course or degree program <i>(ex. FCCPC/CDA, Associate)</i>	Enrollment Date(s) <i>(and expected completion date)</i>	Institution(s) Attending	Document Type attached

IN-SERVICE/TRAINING IN THE LAST YEAR

*Must meet DCF requirements for approved topics. Attach ALL documentation to this form. List all contact hours of in-service training, number of CEUs obtained and number of college credits successfully completed for this staff person in the 12 months prior to today's date. Do not duplicate any training hours in multiple categories; even if you received CEUs and contact hours for the same training, you may only count it in one category.
 Note: 1 college credit = 15 in-service hours; 1 CEU = 10 in-service hours (Use the formula in row "D" to obtain total)*

A. Total number in-service contact hours	Dates	Institution(s)	Document Type
_____ in-service hours	From: _____ To: _____		
B. Total number CEUs	Dates	Institution(s)	Document Type
_____ X 10 = _____ in-service hours	From: _____ To: _____		
C. Total number of college credits <i>(in any subject)</i>	Dates	Institution(s)	Document Type
_____ X 15 = _____ in-service hours	From: _____ To: _____		
D. Add the calculated number of in-service hours in the above three categories to obtain total number of in-service hours.	A: _____ + B: _____ + C: _____ = D: _____ Total in-service/Training		