



## EARLY CHILDHOOD EDUCATION LEVEL I

### PRESCHOOL LICENSING FORMS AND INFORMATION

Keeping children safe while they are in your care is an important responsibility. Ohio protects children by making sure people with a history of child abuse or violence are not allowed to work in early childhood programs. Because you will be student teaching on a weekly basis, you will need an Ohio BCII Records Check and FBI Check. (finger prints and background check)

During the beginning of the school year, Mrs. Grimm will be making an appointment for you to get your fingerprints taken. The fingerprinting office is located right here at the Career Center and it can be done during the school day. **You will need a valid state ID such as a driver's license or state identification card.** If you do not have an ID card, please go to the following website: <https://www.bmv.ohio.gov/dl-id-card.aspx> . It will explain what you need to get a state issued ID card. Please get this taken care of over the summer if needed.

If you are under the age of 18, your parents will need to fill out paperwork for you IN PERSON at the career center. This needs to be done BEFORE your fingerprints can be taken. We apologize for this inconvenience, but state regulations require us to do it this way. If you would like to get this paperwork taken care of over the summer, please contact Dianne Miller at 740-622-0211 ext. 1108.

Ohio law also requires people working with children to obtain a physical to ensure that they are able to work with young children and are up to date on their shots. This is also required of student teachers in the ECE program. It must be filled out by your physician on the included form labeled "EMPLOYEE MEDICAL STATEMENT FOR CHILD CARE". **No other forms will be accepted.**

Last year, some students went to the rapid care in Coshocton to get their physicals done because it was close and convenient. This is fine, just remember you will also need to attach your shot records (you can get a copy from your high school) and it cannot be done on rapid care's form, it must be done on the form included.

If you recently had a physical this year for sports or a job, most doctor's offices will fill out the form based on your last physical.

**These forms are important and need to be on file before you can be with the children. Do not delay in taking care of your paperwork and scheduling your physical appointment or you will not be able to participate in the program.**

**If you have any questions over the summer, please contact me through e-mail at:  
Megan.Grimm@CoshoctonCareers.Org**

# CDA Credential Hours



While in the Early Childhood Program, you will have the opportunity to earn a Child Development Associate (CDA) Credential. The CDA is the most widely recognized credential in early childhood education (ECE) and is a key stepping-stone on the path of career advancement in ECE.

There are 5 steps to earning a CDA credential.

Step 1: Complete 480 hours of experience working with children ages 3, 4, or 5.

Step 2: Complete 120 hours of professional training

Step 3: Create a professional portfolio.

Step 4: Apply for the credential and have a representative from the CDA council observe you working with children.

Step 5: Take the CDA exam

Steps 2-5 can be completed while in the classroom or your field placement sites during your junior and senior year. However, you can start working towards completing step 1 over the summer. Maybe you volunteer through your church's VBS program? Or work with children through a sports camp? All these types of volunteer experiences can be counted towards your CDA credential. A work verification form has been included with this mailing. If you complete any type of volunteer experience with children over the summer, please start recording your hours.

Volunteering this summer is NOT a requirement of the program. There will be plenty of opportunities for you to earn CDA hours during the school day and school year. I just wanted to make sure that any student who did volunteer, had an opportunity to record them.

