



Early Childhood Professional Credential Renewal Application

An Early Childhood Professional Credential may be renewed by completing appropriate activities totaling 6 semester hours or the equivalent. Credits or certificates can not be more than **five years old** in order to submit a renewal application to Smart Start Colorado Office of Professional Development.

★ **Level I Credential Renewal**

A Level I Credential is valid for 3 years and is renewable 2 times.
Requirements for renewal:

College or University Credit. A minimum of 6 semester credits which are part of Colorado Core ECE course work—child growth and development, methods and techniques, child guidance strategies, nutrition, health and safety, administration of an early childhood center, and early childhood administration/human relationships. The courses must be taken at a regionally accredited two or four-year college or university with a grade of “C” or better. Transcripts must be sent directly from the institution.

★ **Levels II, III, and IV Credential Renewal**

The Level II-IV Credentials are valid for 5 years and can be renewed indefinitely.
Must complete one of the following requirements for renewal:

College or University Credit. A minimum of 6 semester credits in early childhood or a subject related to the operation of a child care facility. The courses must be offered at a regionally accredited two or four-year college or university with a grade of “C” or better. Transcripts must be sent directly from the institution.

Teacher License. You may submit a copy of your new teaching license as proof of course work taken in order to renew your credential for Credential Levels IV. Your teaching license cannot be more than 5 years old.

Infant Toddler Endorsement. The qualifications to meet an Infant Toddler Endorsement may be used to renew a Credential Level II, III, or IV. If you currently have an infant toddler endorsement, it will remain on your credential when it is renewed.

★ Level IV Credential and a Masters Degree in a Related Field ONLY

This option is available only to individuals holding a Level IV Credential and a Masters degree in a related field such as Education, Human Development, Social Work or Family Studies from a regionally accredited college or university. The Office of Professional Development must have your official transcript that states that you earned the Masters degree.

Continuing Education Units (CEUs). Continuing education units may be used alone or in combination with semester credits to total 6 semester credit hours or the equivalent. CEUs are not the equivalent of semester credit hours. One CEU equals 10 contact hours or 2/3 semester hour. CEUs must be issued by a regionally accredited college or university. Please see the chart at the end of page two.

★ Levels V and VI Credential Renewal:

The Level V and VI Credentials are valid for 5 years and can be renewed indefinitely. Must complete one of the following requirements for renewal:

College or University Credit. A minimum of 6 semester credits in early childhood or a subject related to the operation of a child care facility. The courses must be offered at a regionally accredited two or four-year college or university with a grade of “C” or better. Transcripts must be sent directly from the institution.

Teacher License. You may submit a copy of your new teaching license as proof of course work taken in order to renew your credential for Credential Levels V and VI. Your teaching license cannot be more than 5 years old.

Infant Toddler Endorsement. The qualifications to meet an Infant Toddler Endorsement may be used to renew a Credential Level V or VI. If you currently have an infant toddler endorsement, it will remain on your credential when it is renewed.

Major Contribution. Documented major contribution to the early childhood profession in research or publications and 3 semester credit hours or the equivalent CEU’s from a regionally accredited college or university relevant to the early childhood profession may be submitted for credential renewal.

Continuing Education Units. Continuing education units may be used alone or in combination with semester credits to total 6 semester credit hours or the equivalent. CEUs are not the equivalent of semester credit hours. One CEU equals 10 contact hours or 2/3 semester hour. CEUs must be issued by a regionally accredited college or university.

0.5 CEU = 5 Contact hours

- | | |
|---|-------------------------------------|
| 1 CEU = 10 Contact hours = 2/3 semester hours | 15 Contact hours = 1 semester hour |
| 2 CEU = 20 Contact hours = 1 1/3 semester hours | 30 Contact hours = 2 semester hours |
| 3 CEU = 30 Contact hours = 2 semester hours | 45 Contact hours = 3 semester hours |
| 6 CEU = 60 Contact hours = 4 semester hours | |
| 9 CEU = 90 Contact hours = 6 semester hours | |



Colorado Early Childhood Professional Credential Renewal Application

Please complete the following:

First Name MI Last Name

List Other Names Used (**maiden name, previous married names**)

Social Security Number _____

Address _____
Number Street

City County State Zip Code

Home Phone _____ Work Phone _____

Fax Number _____ E-mail Address _____

Date of Birth _____
Month Day Year

Gender [1] Female [2] Male

Ethnicity:

- [1] African American/Black [4] Asian/Asian American
[2] Hispanic/Latino(a) [5] White Non-Hispanic/Anglo
[3] Native American/American Indian [6] Other _____

Bilingual: [1] Yes [2] No

Primary (1st) Language: [1] English [2] Spanish [3] Other _____

Other Languages spoken: [1] English [2] Spanish [3] Other _____



EMPLOYMENT INFORMATION

This information will help determine the impact of the credentialing system within the early childhood field. Your specific information will not be made public.

1. Years in the field of early childhood, including both direct and indirect services:

- [1] less than 6 months
- [2] 6-12 months
- [3] 1-2 years
- [4] 3-5 years
- [5] 6-10 years
- [6] more than 10 years

2 a. Check **one** which most closely defines your **current** position:

- [1] Licensed family child care provider
- [2] Family child care provider legally exempt from licensing
- [3] Experienced Family Child Care Provider
- [4] Aide in a Head Start program
- [5] Teacher in a Head Start program
- [6] Montessori teacher
- [7] Educational Specialist in a Head Start program
- [8] Director in a Head Start program
- [9] Family Outreach Worker in a Head Start Program
- [10] Aide in an early childhood, school age program or infant/toddler
- [11] Teacher/Group Leader in an early childhood, school age or infant/toddler program
- [12] Assistant Director of an early childhood or school age program
- [13] Director of an early childhood or school age program
- [14] Infant Nursery Supervisor
- [15] Public school teacher in an early childhood program
- [16] Nanny
- [17] Parent Educator/Support Provider
- [18] Early Childhood Instructor/Trainer
- [19] Child Care Resource and Referral Specialist
- [20] Mentor
- [21] Other _____

2 b. [1] Current hourly wage: _____ **OR** [2] Current Annual Salary _____



2 c. **Other** position(s) currently held, please check all that apply:

- [1] Licensed family child care provider
- [2] Family child care provider legally exempt from licensing
- [3] Experienced Family Child Care Provider
- [4] Aide in a Head Start program
- [5] Teacher in a Head Start program
- [6] Montessori teacher
- [7] Educational Specialist in a Head Start program
- [8] Director in a Head Start program
- [9] Family Outreach Worker in a Head Start Program
- [10] Aide in an early childhood, school age program or infant/toddler
- [11] Teacher/Group Leader in an early childhood, school age or infant/toddler program
- [12] Assistant Director of an early childhood or school age program
- [13] Director of an early childhood or school age program
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- [15] Public school teacher in an early childhood program
- [16] Nanny
- [17] Parent Educator/Support Provider
- [18] Early Childhood Instructor/Trainer
- [19] Child Care Resource and Referral Specialist
- [20] Mentor
- [21] Other: _____

2 d. Do you hold a paying position outside of the early childhood field?

- [1] Yes
- [2] No

3. Does your employer provide incentives for you to get advanced training/education?

- [1] Yes
- [2] No
- [3] Don't know

4. If yes, please check all that apply:

- [1] One time cash bonus
- [2] Wage increase
- [3] Book allowance
- [4] Scholarship funds
- [5] Release time
- [6] Transportation allowance
- [7] Don't know
- [8] Other _____

5. Name of current agency where employed _____

(Examples: Mile High Montessori, Logan Public Schools, Catholic Charities.)

6. If applicable, name of early care and education program/center where currently employed:

(Examples of education program/center: Jessie Whaley Maxwell Elementary, Rude Park Child Care)

7. Address of current education program/center _____

Number Street

City County State Zip Code



8. If applicable, name of classroom (**Examples: Frogs, PreK, Toddler, Stars**) _____
9. If applicable, Colorado Department Human Services child care license number _____
10. Check all that apply:
- | | |
|----------------------|-----------------------|
| [1] Part Day Program | [3] Part Year Program |
| [2] Full Day Program | [4] Full Year Program |
11. How long have you worked with this program?
- [1] less than 6 months
 - [2] 6-12 months
 - [3] 1-2 years
 - [4] 3-5 years
 - [5] 6-10 years
 - [6] more than 10 years
12. Ages of children served in or by this program; please check all that apply:
- [1] Infants (6 weeks - 1 year of age)
 - [2] Toddlers (1 - 2 ½ years of age)
 - [3] Preschoolers (2 ½ - 5 years of age)
 - [4] Kindergarten (5 – 6 years of age)
 - [5] School-age (5 – 12 years of age)
13. Ages of children with whom you work directly, please check all that apply:
- [1] Infants (6 weeks - 1 year of age)
 - [2] Toddlers (1 - 2 ½ years of age)
 - [3] Preschoolers (2 ½ - 5 years of age)
 - [4] Kindergarten (5 – 6 years of age)
 - [5] School-age (5 – 12 years of age)
 - [6] not applicable

I am applying to renew my Colorado Early Childhood Professional Credential Level _____ Number _____.

I certify that all information pertaining to my application for a Colorado Early Childhood Professional Credential is true and correct in accordance with Sections 26-6-105.5, 26-6-108, and 26-6-114, Colorado Revised Statutes. I understand that providing false or misleading information constitutes perjury in the second degree and can also result in my being fined as much as \$100 a day to a maximum of \$10,000.

Signature

Date



Statements for course work completed for Renewal of Levels II-VI.
Please provide a brief statement that explains how each course or training is related to the operation of a childcare facility or how the course will be applied. Make copies of this page if needed.

Course Completed: Title _____ # _____

Statement: _____

Course Completed: Title _____ # _____

Statement: _____

Course Completed: Title _____ # _____

Statement: _____

Course Completed: Title _____ # _____

Statement: _____



Transcript Request Form
(Sent to College/University by Applicant)

I am requesting that an official copy of my transcript be sent with this form to:

Colorado Early Childhood Professional Credential Office
3607 Martin Luther King Blvd
Denver, CO 80205

I attended _____ from _____ to _____
Print Name of College or University mm/yy mm/yy

My name used when I attended your college or university:

Print: First Name MI Last Name

My current name (if different from above):

Print: First Name MI Last Name

Social Security Number/Identification Number: _____

Signature _____ Date _____

Please make copies of this form as needed.