



## NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

*Dr. R. Scott Ralls, President*

September 4, 2009

TO: Presidents

FROM: Delores A. Parker  
Senior Vice President  
Academic and Student Services

SUBJECT: Memorandum of Agreement (MOA)

The North Carolina Community College System (NCCCS) has entered into a revised Memorandum of Agreement (MOA) with the Department of Public Instruction (DPI) and the Department of Health and Human Services, Division of Child Development (DCD), for the early childhood credential process. The MOA is a follow-up to the August 2008 revised high school to community college statewide agreement that allows high schools to teach the recently revised versions of Early Childhood Education I and II courses (*7111 ver. 2008 and 7112 ver. 2009*) to juniors and seniors and receive credit at colleges in the NCCCS for *EDU 119 Introduction to Early Childhood Education*. See numbered memo CC08-162 for more information:  
[http://www.nccommunitycolleges.edu/numbered\\_memos/docs/MemosFor2008/cc08-162.pdf](http://www.nccommunitycolleges.edu/numbered_memos/docs/MemosFor2008/cc08-162.pdf)

Under the new MOA, students meeting all criteria outlined in the August 2008 articulation agreement will also be eligible to receive the North Carolina Early Childhood Credential (NCECC) Equivalency through the Division of Child Development.

In addition, high school students shall be advised that in order to be eligible for the North Carolina Early Childhood Credential Equivalency awarded by the Division of Child Development they must:

1. Receive articulated college credit for Early Childhood Education I and II courses by meeting all criteria identified in the North Carolina High School to Community College Articulation Agreement referenced above,
2. Obtain a high school diploma or GED,
3. Be 18 years of age,
4. Be enrolled at a local community college, and
5. Submit completed application to the Division of Child Development after all aforementioned requirements have been met.

**CC09-027**  
**Email**

Memorandum of Agreement (MOA)  
September 4, 2009  
Page 2

This new MOA became effective Fall 2008. Students having taken the high school courses (7111-*Early Childhood Education I version 2000* and 7112-*Early Childhood Education II version 2002*) from Fall 2002 to Spring 2008, are eligible to receive community college credit (*EDU 111 and EDU 112*) and the credential equivalency through the previous Fall 2003 MOU. See numbered memo CC04-091 for more information:

[http://www.nccommunitycolleges.edu/Numbered\\_Memos/docs/MemosFor2004/cc04-091.pdf](http://www.nccommunitycolleges.edu/Numbered_Memos/docs/MemosFor2004/cc04-091.pdf)

We are excited about the revised collaborative initiative to improve the quality of child care in North Carolina through personnel preparation coordinated among state agencies. We have attached a final copy of the signed MOA and the form for requesting the credential equivalency from the Division of Child Development to this email. Should you have questions or concerns related to this MOA initiative, please contact one of the following:

DPI: Janis Meek, (919) 807-4014, [jmeek@dpi.state.nc.us](mailto:jmeek@dpi.state.nc.us)

DCD: Kathy Shepherd, (919) 662-4499, [kathy.shepherd@ncmail.net](mailto:kathy.shepherd@ncmail.net)

NCCCS: Erin Speer Smith, (919) 807-7122, [smithe@nccommunitycolleges.edu](mailto:smithe@nccommunitycolleges.edu)

Thank you for your support in this matter.

DAP/ES/gr

Attachments

c: Chief Academic Officers

Dr. Judith C. Mann

Ms. Jennifer Frazelle

Ms. Erin S. Smith

**CC09-027**

**Email**

**MEMORANDUM OF AGREEMENT**  
BETWEEN THE NORTH CAROLINA DEPARTMENT OF HEALTH AND HUMAN  
SERVICES, THE NORTH CAROLINA COMMUNITY COLLEGE SYSTEM AND  
THE NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION REGARDING  
THE NORTH CAROLINA EARLY CHILDHOOD CREDENTIAL COURSEWORK

INTENT

To improve the quality of child care through personnel preparation, the North Carolina Department of Health and Human Services (DHHS) implemented the North Carolina Early Childhood Credential (NCECC) in 1992 as an early care and education credential initiative targeting the state's child care teachers and directors. Sixteen years after the implementation of the credential initiative, over 75,081 credentials or equivalents have been awarded.

There are two collaborating partners in this endeavor---the North Carolina Community College System (NCCCS) and the North Carolina Department of Public Instruction (NCDPI). The NCCCS continues to offer its early childhood education curriculum, including coursework (EDU 119- Introduction to Early Childhood Education) leading to the NCECC. The North Carolina Department of Public Instruction (NCDPI) has revised, through the Family and Consumer Sciences Education program area of Career and Technical Education, a set of Early Childhood Education courses that align with the required competencies covered in the NCECC EDU 119 coursework offered in the NCCCS.

The intent of this Memorandum of Agreement (MOA) is twofold:

1. to reaffirm the basic responsibilities of the relationship between DHHS and NCCCS and
2. to define the responsibilities of NCDPI regarding the ongoing implementation of the North Carolina Early Childhood Credential program.

OBJECTIVE

The objective of all parties is that all children in early childhood facilities will be safe and have educated, caring adults working with them. Child development research supports the importance of increased education and specific professional training, and its effect on the promotion of optimal development for children.

RESPONSIBILITIES OF THE PARTIES

The parties agree to the following strategies for the ongoing implementation of the NCECC equivalent:

1. DHHS and NCCCS agree that the competencies of the EDU 119 course (Introduction to Early Childhood Education) fulfill the requirements for the NCECC. This course will be offered as a curriculum course for curriculum credit through the NC Community Colleges.
2. DHHS, NCCCS and NCDPI agree that the high school classes, Early Childhood Education I and II as specified in the most current *North Carolina High School to Community College Articulation Agreement (revision effective Aug. 2008)*, will satisfy the competencies for the NCECC equivalent. (See also Community College Numbered memo- CC08-162; available through:

[http://www.ncccommunitycolleges.edu/Numbered\\_Memos/docs/MemosFor2008/cc08-162.pdf](http://www.ncccommunitycolleges.edu/Numbered_Memos/docs/MemosFor2008/cc08-162.pdf) )

3. DHHS will be responsible for communicating to the NCCCS, suggested revisions/adaptations that should be considered for coursework (EDU 119) that leads to the NCECC.
4. NCCCS will be responsible for any necessary revisions of the course content of EDU 119. Any changes in the course will be made in consultation with DHHS and NCDPI.
5. NCDPI, in collaboration with NCCCS, will be responsible for revising the Early Childhood Education (ECE) I and II course content in accordance with revisions incorporated in EDU 119 in order to maintain the articulation outlined in the aforementioned *North Carolina High School to Community College Articulation Agreement*.
6. NCDPI will be responsible for ensuring that high school students are 16 years of age before beginning an internship in a licensed child care facility.
7. NCDPI will be responsible for advising high school students wishing to become eligible for the NCECC equivalent of all criteria for the approval of college credit and eligibility for the NCECC equivalency.

High school students completing Early Childhood Education I and II during the school year 2008-2009 shall be advised, as referenced in the aforementioned *North Carolina High School to Community College Articulation Agreement*, that in order to receive college credit they must:

- *successfully complete the Early Childhood Education I (7111-version 2000) course and the Early Childhood Education II (7112- version 2002 course **with the History Competency from the 7111 version 2008**) with a grade of "B" or higher in each course (pg. 4)*
- *obtain a raw score of 80 or higher on the standardized VoCATS post-assessment (pg. 4)*
- *enroll at a local community college offering an early childhood education program within two years of their high school graduation date (pg. 4)*

High school students completing Early Childhood Education I and II during the school year 2009-2010 and beyond shall be advised that in order to receive college credit they must:

- *successfully complete the approved and newly revised Early Childhood Education I (7111- version 2008) and II (7112- version 2009) courses with a grade of "B" or higher in each course (pg. 4)*
- *obtain a raw score of 80 or higher on the standardized VoCATS post-assessment (pg. 4)*
- *enroll at a local community college offering an early childhood education program within two years of their high school graduation date (pg. 4)*

Additionally, high school students shall be advised that in order to be eligible for the NCECC equivalency they must:

- have received articulated college credit for approved Early Childhood Education I and II courses by meeting all criteria identified in the aforementioned *North Carolina High School to Community College Articulation Agreement* referenced above.
- have obtained a high school diploma or GED
- be 18 years of age
- be enrolled at a local community college offering Early Childhood Education

After meeting both sets of criteria, students applying for the NCECC equivalency should request an official college transcript showing articulated courses. The official college transcript, a copy of their high school diploma or GED, and the NCECC equivalency completion form/application should be mailed by the student to the DHHS Division of Child Development to determine eligibility for the NCECC equivalent.

8. DHHS, NCCCS, and NCDPI will be collaboratively responsible for advising individual community colleges and high schools on the implementation of the NCECC equivalency and/or approved Early Childhood Education I and II courses.
9. DHHS will be responsible for issuing the NCECC equivalency letters; approving student eligibility for NCECC equivalency; and administering the early childhood credential program according to DHHS policies and procedures.
10. NCCCS and NCDPI will be responsible for updating all instructors who teach EDU 119 or Early Childhood Education I and II coursework, as applicable.
11. The courses defined in the 2004 MOU (EDU 111 and 112) (Numbered memo CC04-091) were archived in the NCCCS effective Fall 2008. This resulted in some high school students that had completed the ECE I and II courses between May 2007 and December 2008 to be unable to utilize the 2004 MOU.

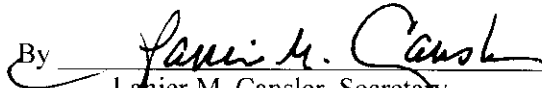
These affected students **will be** allowed to follow the terms stated in the 2004 MOU. The NCCCS will provide colleges with guidance on a conversion method for providing credit on a student's transcript for the archived EDU 111 and EDU 112 even if that particular college no longer has EDU 111 and EDU 112 as options in the college's program of study or offers those courses.

These students following the 2004 MOU and receiving credit for EDU 111 and 112 will then be able to apply for the NCECC equivalency through the end of the Fall semester 2012 at which point this option will be null and void.

12. The content of this MOA will be evaluated at a minimum of every three years (beginning in April 2012) or at the discretion of the three aforementioned agencies.
13. All provisions of this MOA are contingent upon applicability of state and federal program and funding regulations.
14. The MOA is contingent upon signatures of all parties.

In witness whereof, the DHHS, NCCCS and NCDPI have executed this MOA in triplicate originals, one of which is retained by each of the parties.

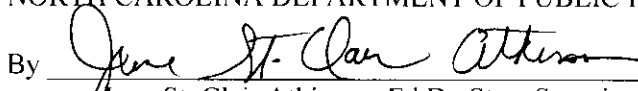
NORTH CAROLINA DEPARTMENT OF HEALTH AND HUMAN SERVICES

By  7/3/09  
Lanier M. Cansler, Secretary Date

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

By  9/13/09  
Dr. R. Scott Ralls, President Date

NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION

By  6/24/09  
June St. Clair Atkinson, Ed.D., State Superintendent Date

By  6/24/09  
William C. Harrison, Ed.D., Chief Executive Officer Date

**NC Division of Child Development Lead Teacher Equivalency Form for Approved High School Coursework (DCD.0162)**

<b>DCD Use Only</b>
WFID# _____

<b>A) Applicant Information – Fill in every blank or write N/A</b>				SSN (Last 4 Digits Only): _____	Date of Birth (mm/dd/yy): / /
Mr./Ms.	First Name:	MI:	Last Name:		
Maiden Name:			Email Address:		
Home Mailing Address (Include Apt or Lot # if applicable):				City:	State: Zip Code:
Home Phone #: ( )	Cell Phone #: ( )		County of Residence:		

<b>B) Facility Information – Fill in every blank or write N/A</b>		Date Employed at Facility: / /	County of Employment:	
Facility ID # (on license):	Name of Facility:	Facility Phone #: ( )		
Facility Address:		City:	State:	Zip Code:
<b>Current Position:</b> <input type="checkbox"/> Director <input type="checkbox"/> Lead Teacher <input type="checkbox"/> Teacher <input type="checkbox"/> FCCH Provider <input type="checkbox"/> Group Leader <input type="checkbox"/> Program Coordinator <input type="checkbox"/> Other _____				Date Employed in Current Position: / /

<b>C) Educational Background – Copy of high school diploma/GED and NC Community College official transcript must be attached to form. Photocopies of transcripts, student or internet copies and grade reports are NOT accepted.</b>				
<b>High School Information (Required):</b> <input type="checkbox"/> HS Diploma <input type="checkbox"/> Adult HS Diploma <input type="checkbox"/> GED <input type="checkbox"/> Currently Enrolled <input type="checkbox"/> None Are you a conversion applicant? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you currently enrolled in a curriculum program at a NC Community College? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes", where are you enrolled? _____ Date of Enrollment: _____				

<b>D) College Authorization – Must be signed by the Admissions Officer/Registrar <u>and</u> the Head of the Early Childhood Education Department at NC Community College.</b>	
<b>The above named student has completed the following criteria in order to be considered for the equivalency status:</b> <ol style="list-style-type: none"> <li>1. Successfully completed the approved Early Childhood Education I &amp; II courses (4 credit hours) with a grade of "B" or higher in each course</li> <li>2. Obtained a raw score of 80 or higher on the standardized VoCATS post-assessment</li> <li>3. Enrolled at a local NC Community College offering an early childhood education program within two years of their high school graduation date</li> <li>4. Received articulated college credit for the Early Childhood Education I &amp; II courses by meeting all criteria identified in the North Carolina High School to Community College Articulation Agreement</li> <li>5. Obtained a high school diploma or GED</li> <li>6. At least 18 years of age</li> </ol>	
<b>I have verified all six criteria listed above have been met by the above named student.</b>  _____ Admissions Officer/Registrar at _____ Community College _____ Head of Early Childhood Education Department (verifies Admissions Officer's signature)	

**NOTE: You must fill out the entire form, sign it, and attach a copy of your high school diploma/GED and your official transcript(s) from a NC Community College or the form will be returned to you unprocessed.**

I attest to the accuracy of the above information. I understand that completing the Early Childhood Education I & II coursework in high school will result in **EQUIVALENCY STATUS ONLY** (not the NC Early Childhood Credential Certificate) and approval of my **equivalency** status is conditional upon, **but not limited to**, successful completion of the coursework resulting in curriculum credit at a NC Community College. *This statement must be signed and dated by the applicant.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Applicant should retain a copy of this form and any attached documentation for his/her records.**

**Instructions for Completing the  
North Carolina Division of Child Development  
Lead Teacher Equivalency Form for Approved High School Coursework (DCD.0162)**

\*\*\*This form only needs to be completed and submitted to the NC Division of Child Development (DCD) ONCE.\*\*\*

**Any future changes** in the applicant's personal information, facility information, education status or requests to qualify for additional child care positions indicated on this form **should be submitted on a Workforce Change of Information Form (DCD.0120)**.

**Purpose:** The North Carolina Lead Teacher Equivalency for Approved High School Coursework is a Memorandum of Agreement between the NC Division of Child Development, the NC Community College System and the NC Department of Public Instruction to improve the quality of child care through personnel preparation. The *North Carolina Lead Teacher Equivalency Form for Approved High School Coursework* is an application used to gather identifying information and to request evaluation of your education in order to meet education standards for a child care lead teacher position.

**Note: This qualification is for current education requirements only. It does not indicate compliance with age, pre-service, criminal record, medical or in-service training requirements.**

**Please read these instructions carefully. Retain a copy of this form and any attached documentation for your records.**

**General Instructions:** Print clearly in ink or type your answers. If a question does not apply to you, write N/A ("Not Applicable") in the space. This form should be completed fully, accurately, legibly and be signed by the applicant. **Incomplete forms will be returned and delay processing of your education evaluation.**

**Section A. Applicant Information:**

Complete all requested information in this section. Please include your maiden name (if applicable). Do not abbreviate street names, cities or counties.

**Section B. Facility Information:**

If you are currently employed in a child care center or family child care home regulated by DCD, you must provide all of the requested information. If you are not currently employed put N/A in the "Name of Facility" space and this section is complete.

**Section C. Educational Background:**

**High school completion information is required and a copy of your high school diploma/GED must be submitted to DCD.** The coursework completed in high school can only result in an equivalency to the NC Early Childhood Credential (NCECC) if certain conditions are met as is outlined in Section D of the *North Carolina Lead Teacher Equivalency Form for Approved High School Coursework*. If you completed these courses under the Huskins Bill program for high school students through a North Carolina Community College, please submit official transcripts from that college showing completion of EDU 111 and 112 or EDU 119 (only valid for Huskins).

**Official transcripts must be attached for ALL completed college level coursework, certificates, diplomas and/or degrees.** Please do not attach copies of in-service training or continuing education documentation, as these are not considered college curriculum coursework. Photocopies of transcripts, student or internet copies, and grade reports are NOT accepted.



## **Section D. College Authorization:**

**You must complete the following requirements and one of the high school options (below) in order to be eligible for the lead teacher equivalency.**

### **Required Criteria:**

1. received articulated\* college credit for approved Early Childhood Education I and II courses by meeting all criteria
2. obtain a raw score of 80 or higher on the standardized VoCATS post-assessment
3. obtained a high school diploma or GED
4. at least 18 years of age
5. enrolled at a local NC Community College offering Early Childhood Education within two years of high school graduation date

\*Articulated coursework has been accepted by a NC Community College and curriculum credit has been awarded on an official transcript.

### **High School Options:**

**You must complete one high school option below. You will also need to complete all of the required criteria listed above to be eligible for the lead teacher equivalency.**

#### **High School Option #1: (For conversion students only)**

High school students completing Early Childhood Education I and II prior to the school year 2008-2009 will need to complete the following in order to receive college credit:

1. successfully complete the Early Childhood Education I and the Early Childhood Education II with a grade of "B" or higher in each course
2. enroll at a local NC Community College offering an early childhood education program no later than Fall semester 2012.

#### **High School Option #2:**

High school students completing Early Childhood Education I and II during the school year 2008-2009 will need to complete the following in order to receive college credit:

1. successfully complete the Early Childhood Education I (7111-version 2000) course and the Early Childhood Education II (7112- version 2002 course with the History Competency from the 7111 version 2008) with a grade of "B" or higher in each course
2. enroll at a local NC Community College offering an early childhood education program within two years of your high school graduation date

#### **High School Option #3:**

High school students completing Early Childhood Education I and II during the school year 2009-2010 and beyond will need to complete the following in order to receive college credit:

1. successfully complete the approved and newly revised Early Childhood Education I (7111- version 2008) and II (7112- version 2009) courses with a grade of "B" or higher in each course
2. enroll at a local NC Community College offering an early childhood education program within two years of your high school graduation date

You will need to contact the Admissions Officer/Registrar at your local NC Community College. You will need to make an appointment to have her/him review your official high school transcripts and complete this form, if you qualify. Please note that all six (6) criteria must be met, verified and signed off on by the Department Head in Section D of this form before a lead teacher equivalency can be considered. The high school coursework must be shown on an official NC Community College transcript to verify that you have received articulated college credit. Once the Admissions Officer/Registrar has verified and signed off on all six criteria, the Head of the Early Childhood Education Department must sign and verify the Admissions Officer/Registrar's signature.

**This form must be signed and dated by the individual applicant. Once this process is completed, return the completed Equivalency form, a copy of your high school diploma/GED and the official NC Community College transcript for further consideration to the address below.**

**Mail to:**

NC Division of Child Development  
Workforce Education Unit  
2201 Mail Service Center  
Raleigh, NC 27699-2201

**Questions?**

Call the Workforce Education Unit  
919-662-4567 or 1-800-859-0829

**Website:**

[www.ncchildcare.net](http://www.ncchildcare.net)