





**SECTION 4 - COMMUNITY-BASED EDUCATION**

List the community-based education (examples include, but are not limited to, workshops, conferences, or local seminars) you have attended in the last five years. The specific criteria for inclusion follow:

- Community-based education must have been focused on one of the following topics: Child Growth and Development; Curriculum; Family and Community Relationships; Assessment and Evaluation; Professionalism and Leadership; or Program Organization and Management.
- Community-based education must have been completed within the last five years. **Dates (month and year) and the number of hours of each educational experience are required.**
- Evidence of attendance must be provided with this application. Examples include, but are not limited to, a certificate of attendance, a letter from the instructor, or director's staff professional development records.
- Attach additional sheets if necessary.

**SECTION 5 - CORE KNOWLEDGE AREAS**

I understand that if approved, my name, contact information, and Core Knowledge Areas and topics (below) may be entered into the Professional Impact NJ Directory of Instructional Resources as an Approved Instructor. This database is available over the Internet on [www.professionalimpactnj.org](http://www.professionalimpactnj.org) and other media and may be used by individuals seeking to hire instructors or attend a class taught by an Approved Instructor.

I understand that I may choose not to publish my personal information by checking the appropriate box below.

- Publish my name and personal contact information in the Directory of Instructional Resources.
- Publish my name and Sponsoring Agency information in the Directory of Instructional Resources.
- Do not publish my information in the Directory of Instructional Resources.

If you checked "Publish my name," fill out the following information as you wish it to appear in the Directory of Instructional Resources at [www.professionalimpactnj.org](http://www.professionalimpactnj.org):

Name: \_\_\_\_\_

Sponsoring Agency (if applicable): \_\_\_\_\_

Phone Number where you wish to be contacted: (        ) \_\_\_\_\_

E-mail: \_\_\_\_\_

List NJ counties you will serve (must list each county) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Section 5 Continued on Next Page**

**QUESTIONS? CALL (973) 391-2633 OR VISIT OUR WEBSITE AT [www.professionalimpactnj.org](http://www.professionalimpactnj.org)!!**

**Core Knowledge Areas and Competency Levels (check all in which you can provide instruction):**

**Child Growth and Development.**  
 Check all that apply:

1.  Brain Development
2.  Cognitive Development
3.  Language Development
4.  Guidance/Behavior Management
5.  Health, Safety and Nutrition
6.  Physical Development
7.  Self-Esteem
8.  Social/Emotional Development
9.  Child/Adult Relationships
10.  Ages and Stages
11.  Learning Environment
12.  Theories of Child Development
13.  Diversity
14.  Special Needs
15.  Other: \_\_\_\_\_

**Curriculum.**  
 Check all that apply:

1.  Creativity
2.  Emergent Literacy
3.  Emergent Numeracy
4.  Curriculum Development
5.  Adapting Curriculum for Inclusion
6.  Science/Technology
7.  World Languages
8.  Learning Environment
9.  Theories of Child Development
10.  Strategies for Teaching
11.  Best Practice
12.  Diversity
13.  Social/Emotional Learning
14.  Language Arts
15.  Strategies for Teaching the Bilingual Learner
16.  Physical Movement
17.  NJ State Core Curriculum Content Standards

**Family and Community Relationships.**  
 Check all that apply:

1.  Communication
2.  Family Involvement
3.  Learning Environment
4.  Diversity
5.  Special Needs
6.  Collaboration
7.  Advocacy
8.  Resources
9.  Partnering with Families
10.  Family Support Models
11.  Understanding Community
12.  Other: \_\_\_\_\_

**Assessment and Evaluation.**  
 Check all that apply:

1.  Learning Environment
2.  Theories of Child Development
3.  Diversity
4.  Special Needs
5.  Assessment and Evaluation Tools for Children
6.  Assessment and Evaluation Tools for Staff
7.  Assessment and Evaluation Tools for Program
8.  Record Keeping
9.  Observation
10.  Current Issues in Evaluation
11.  Using Assessment Results
12.  Other: \_\_\_\_\_

**Professionalism and Leadership.**  
 Check all that apply:

1.  Confidentiality
2.  Safe and Healthy Learning Environment
3.  Personnel Practices
4.  Ethical and Legal Issues
5.  Leadership Styles
6.  Child Development Theory and Practice
7.  Managing a Quality Program
8.  Promoting Professional Development
9.  Advocacy
10.  Best Practice
11.  Other: \_\_\_\_\_

**Program Organization and Management.**  
 Check all that apply:

1.  Legal and Regulatory Requirements
2.  Strategic Planning for Administrators/Directors
3.  Confidentiality
4.  Safe and Healthy Learning Environment
5.  Personnel Practices
6.  Ethical and Legal Issues
7.  Efficient Business and Management Procedures
8.  Child Development Theory and Practice
9.  Supervision of Children
10.  Supervision of Program
11.  Managing a Quality Program
12.  Grant Writing
13.  Child Abuse Identification
14.  Child Abuse Prevention
15.  Best Practice
16.  Supervision of Staff
17.  Other: \_\_\_\_\_

**AGE LEVELS (check all that apply):**  
 Infant (birth to 18 months )  
 Toddler (19 months to 36 months)  
 Preschool (3 to 5 years)  
 School-age (5 to 13 years)  
**Additional information, include areas of specialization** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**SECTION 6 - DOCUMENTATION CHECKLIST**

**Be sure you have included the following documentation with your application:**

- Copies of high school diploma or GED document (**Not required for NJ Registry renewals**) **OR**
- All **official** higher education transcripts and verification of degree completion, if applicable.

\*The *NJ Registry* only recognizes higher education credits and degrees granted by accredited higher education institutions. Refer to <http://ope.ed.gov/accreditation> or [www.chea.org](http://www.chea.org) for information.

- Early Childhood Degree:            AA    BA    MA    Ph.D.    Graduation Date: \_\_\_\_\_
- Non-Early Childhood Degree:    AA    BA    MA    Ph.D.    Graduation Date: \_\_\_\_\_
- Major: \_\_\_\_\_

Foreign transcripts must be evaluated **course-by-course** by a transcript evaluation service before submitting. Send us your **course-by-course** evaluation report.

- Copy of valid First Aid and/or CPR certificates.
- Copy of other certificates, such as CDA, CCP, Group Teacher, Directors' Academy, Montessori, Principals/Supervisors, NAFCC, Infant Toddler Credential, Director's Credential, School Age Credential
- Director's signature in Section 3, if applicable.
- Documentation of community-based education, as instructed in Section 4.
- Application fees:
  - \$25 Initial Application Fee
  - \$10 Current Renewal (if your present certificate has not yet expired.)
  - \$35 Expired Renewal (if your current certificate has expired.)

Group rates are available for those submitting more than 10 applications.

**SECTION 7 - APPLICANT'S SIGNATURE**

Applicant's signature at the bottom of this section attests to all of the statements that follow.

**●Section 1 - (refers to Instructor level being applied for)**

I certify that I have accumulated a minimum of the following number of hours **RESPONSIBLE FOR THE INSTRUCTION OF ADULTS within the last five years:**

- Associate Instructor: 40 clock hours *after* receiving my Associate's degree or 60 college credits
- Instructor: 100 clock hours
- Master Instructor: 300 clock hours

**●Section 3 - References**

I authorize the staff of the *NJ Registry for Childhood Professionals* to contact the individuals named in Section 3 who can verify my experience as an instructor of adults.

**(Continued on next page)**

**●Memorandum of Understanding**

PART I: I have received and read the *Core Knowledge and Competency Areas: Professional Standards for Adults Working with Young Children Birth Through Age Eight and in Out-of-School-Time Programs* document prepared by Professional Impact NJ (formerly the NJ Professional Development Center for Early Care and Education). Having a clear understanding of each knowledge base and their seven corresponding levels of competencies, I verify that the ratings assigned to each course that I will offer meet the criteria established by this document.

PART II: I have received, read, understand, and agree to abide by the ideals and principles delineated in the *NAEYC Code of Ethical Conduct for Early Childhood Adult Educators*, especially the following sections:

To be familiar with the knowledge base of early childhood care and education and to keep current through continuing education and in-service training.

To provide the community with high-quality (age and individually appropriate, and culturally and socially sensitive) education/care programs and services.

To further the professional development of the field of early childhood care and education and to strengthen its commitment to realizing its core values as reflected in this Code.

We shall communicate openly and truthfully about the nature and extent of services that we provide.

We shall not accept or continue to work in positions for which we are personally unsuited or professionally unqualified. We shall not offer services that we do not have the competence, qualifications, or resources to provide.

The information presented in this application is complete and accurate to the best of my knowledge. I have enclosed all required documentation and understand that participation in *The NJ Registry for Childhood Professionals* will be denied or revoked if I do not successfully complete the application process.

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

**Mail this application and all required documentation to:**

**The NJ Registry  
Professional Impact NJ  
PO Box 718  
Union, NJ 07083**

**[www.professionalimpact.org](http://www.professionalimpact.org) / (973) 391-2633**