

PLEASE PRINT CLEARLY IN INK

SECTION 1 – CONTACT INFORMATION

Name: _____
 Mailing Address: _____
 City: _____ State: ME Zip: _____ County: _____
 Home/Cell Phone: _____
 Date of Birth: _____ Social Security # (Last 5 digits): _____

SECTION 2 – WORK SETTING

Please indicate the category that best describes your *current work setting*. Check only one category.

<input type="checkbox"/> Family Child Care (licensed for 3-12 children)	<input type="checkbox"/> School Age Direct Care
<input type="checkbox"/> Center-based Direct Care (licensed for 13 or more children)	<input type="checkbox"/> Management/Coordination/Administrative
<input type="checkbox"/> Family Education and Support Professional	<input type="checkbox"/> License Exempt Provider
<input type="checkbox"/> Public Preschool Educator	

Please indicate the groups with whom **you** specifically work. (*Check all that apply*)

<input type="checkbox"/> Infant (6 weeks to 12 months)	<input type="checkbox"/> Toddler (12 months to 30 months)
<input type="checkbox"/> Preschool (30 months up to Kindergarten)	<input type="checkbox"/> Kindergarten
<input type="checkbox"/> School Age (6-9 years)	<input type="checkbox"/> School Age (10-12)
<input type="checkbox"/> School Age (13-15)	<input type="checkbox"/> Families
<input type="checkbox"/> Providers	

SECTION 3 – CURRENT EMPLOYMENT INFORMATION

A. Place of Employment: _____ **Program's State License Identification #:** _____
 City: _____ State: _____ Zip: _____
 Telephone #: _____ Email: _____

I started employment at this program on: _____ (MM/DD/YYYY)
 My current job title is (Please specify): _____

B. Accreditation:
 Is the program accredited? Yes No If yes, Accreditation Expiration Date: _____

If yes, what is the accrediting body?
 NAEYC NAFCC NAA/COA American Montessori Society
 Other: _____

Has your program been accepted for NAEYC candidacy? Yes No
 (*If so, please include a copy of acceptance letter.*)

C. If your program is part of an agency, family child care or food network, please complete the following:
 Agency or Network Name: _____
 Address (if different): _____ Telephone: _____

SECTION 4 – EARLY CARE AND EDUCATION WORK EXPERIENCE

Your Registry level depends in part on your early care and education work experience. Please use the worktable below to calculate your work experience with children and families. The worktable should include all paid experience. You should include supervised college practicum, but DO NOT include babysitting or occasional volunteer work. Check each employment responsibility that applies to the work you did while holding that position. (See worktable for example)

Employment Responsibility:

D = Direct Care

S = Supervisory responsibility

A = Administrative responsibility

Place of Employment	Position	From (date)	To (date)	Responsibility
<i>Example:</i> Mary's Child Care	Teacher	01-01-2011	01-01-2013	<input type="checkbox"/> D <input type="checkbox"/> S <input type="checkbox"/> A
				<input type="checkbox"/> D <input type="checkbox"/> S <input type="checkbox"/> A
				<input type="checkbox"/> D <input type="checkbox"/> S <input type="checkbox"/> A
				<input type="checkbox"/> D <input type="checkbox"/> S <input type="checkbox"/> A

SECTION 5 – EDUCATION

Your Registry level depends in part on your education level. Maine Roads to Quality must verify education. **If your highest level of education is high school diploma/GED, you MUST include a copy of your diploma or GED certificate. If you have completed any college course work or earned a degree, you MUST include a copy of a transcript and/or grade report from an accredited college or university in order for us to determine any Early Care and Education or related coursework or degree you have completed.*** If you do not provide documentation of education, you will be entered in the Registry as having less than a high school diploma until we receive documentation.

- * Accepted course work/ degrees from an accredited institution of higher education can be in Early Childhood Education, Child Growth and Development, Elementary Education, Early Childhood Special Education, Child & Family Studies, Child, Family and Community Relationships, and Recreation degrees applying to School-age children. Related degrees must include at least 36 college credits in the above categories.

Psychology, Sociology and Secondary Education are not considered related degrees unless the degree includes 36 college credits in Early Childhood Education. (See above)

A. Please indicate highest level of education to date. (Please check only one category)

- Some High School (Highest grade completed) _____
- High School Diploma/GED (Date graduated) _____
- Some ECE or related college classes
- 1-year ECE college certificate or related course work (include transcript or copy of certificate)
- Associate Degree Bachelor degree Master's degree PhD or EdD
- Other: _____

B. Formal Education after High School

List all institutions. Attach a photocopy (ies) of official transcripts or grade reports that reflect all college credit. **The name of the institution, dates of college course work and the date of graduation (if applicable) must be legible and clearly indicated on the transcript. We do not accept course audits and/or billing information.**

Institution	Degree Awarded and Date	Major	Dates attended

C. Professional Certification

Please indicate professional credentials that you hold. *(Please check all that apply.)* You must include a photocopy of the credential with your registry application for verification.

- | | |
|---|------------------------|
| <input type="checkbox"/> Child Development Associate (CDA) | Expiration Date: _____ |
| <input type="checkbox"/> Maine State Education Technician Authorization | Expiration Date: _____ |
| <input type="checkbox"/> Maine State Teacher Certification | Expiration Date: _____ |
| <input type="checkbox"/> First Aid | Expiration Date: _____ |
| <input type="checkbox"/> CPR | Expiration Date: _____ |
| <input type="checkbox"/> Other: _____ | Expiration Date: _____ |

SECTION 6 – TRAINING IN EARLY CARE AND EDUCATION IN THE LAST 5 YEARS

Your placement on the Registry Career Lattice is based on three criteria: 1) Experience working in an Early Care and Education Setting; 2) your level of education to date; and 3) your participation in ongoing training.

If you do not hold a degree or a CDA credential in Early Care and Education, Social Services, or a related field, you may use up to **30 hours** of Early Care and Education training hours delivered in the past **five** years to determine your **initial** Registry Level. Please note that the Registry already has a current record of the Maine Roads Core Knowledge Training hours that you have completed. *All workshop and conference certificates MUST clearly show the name of the training, the date of the training, the number of hours of training earned and the name of the trainer or they will not be counted. Please send copies of your certificates. We cannot return originals. You may also submit a signed training log from your employer that documents training from the past five years. If you are using a signed training log do not also include certificates for training on that log.*

SECTION 7 – PROFESSIONAL CONTRIBUTIONS

- Member of an early care and education association _____
- Validator for a professional association _____
- CDA Field Advisor _____
- Peer Mentor _____

SECTION 8 – OPTIONAL INFORMATION

The following information is optional and will in no way affect your Registry application or Registry certificate status. In order to ensure that the Registry is providing useful statistical information about the child care workforce in Maine, we encourage you to provide the following information. Please be assured that this information is confidential.

A. Gender: Male Female Non-binary

B. Race/Ethnicity: *Please check all that apply.*

- | | | |
|---|-----------------------------------|--|
| <input type="checkbox"/> American Indian/Alaskan Native | <input type="checkbox"/> Hispanic | <input type="checkbox"/> African American/Black |
| <input type="checkbox"/> Asian | <input type="checkbox"/> White | <input type="checkbox"/> Native Hawaiian or Pacific Islander |
| <input type="checkbox"/> Other: _____ | | |

Do you speak another language at your place of employment? Yes No
Native language spoken: _____ Secondary language spoken: _____
If other languages are spoken, please list: _____

C. Do you work?

- Part time (twenty or fewer hours per week) Full time (more than twenty hours per week)

AND

Do you work?

- 12 months a year Less than 12 months yearly

SECTION 9 – SIGNATURE AND MAILING INSTRUCTIONS

Please use the checklist below to make sure you have included all information along with your completed application. If you have any questions concerning the Registry Application or what materials to submit, please contact Pamela Prevost at 780-5846. After we have received your completed application, your application will be processed and a certificate mailed to you.

- A copy of your certificates of attendance at professional child care and early education workshops and conferences that you have attended in the past 5 years.
- A copy of your high school diploma or proof of GED (only if this is your highest level of education achieved to date).
- A copy of your CDA Certificate or Renewal (and transcript if taken through a college program).
- A copy of completed college courses or grade report (if you have not completed your degree).
- A copy of your Degree and transcript (Associate, Bachelor's, Master's, or Doctorate).
- A copy of the accreditation certificate (if applicable).
- You must print, sign and send in your Registry application before it can be processed and your Registry membership can be considered "Active." Please to be sure to send it in to one of the options listed below.**

Your Registry certificate will be sent to you in four to six weeks if all essential materials are included with your application.

Release Statement

I, the undersigned, hereby agree that the information provided in this enrollment form is complete, accurate and will be entered into Maine's Professional Achievement and Recognition System – the Maine Roads to Quality (MRTQ) Registry. I understand that I am responsible for information included in this application. I do hereby indemnify the Registry, employees and agents against any claims whatsoever arising out of or connected with the information and/or any subsequent professional placement. I understand that the Registry is a public entity and will protect the confidentiality of personal information provided to the extent permitted under state and federal law.

*I understand that the information in my file **will be** used for the following purposes:*

- *The Cutler Institute for Health and Social Policy at the Muskie School of Public Service, University of Southern Maine **may** use the information provided in the enrollment form to compile and publish group data reports, and to recognize individual's educational attainments.*
- *The MRTQ Registry may use personal information to verify training/education provided by external agencies.*
- *Maine Roads to Quality Professional Development Network staff, MRTQ contracted trainers/technical assistance providers, and relevant State agencies and programs may access this information to verify Career Lattice level and training attendance, provide technical assistance to individuals and early care and education programs, and to support individual professional development.*
- *Data compiled from the Registry may be released to aid community planning to increase the quality and services of the early care and education community.*
- *Your name will not be released to advertisers.*
- *Social security numbers are masked in the Registry and will not be provided to any partners for any reason.*

Signature: _____

Date: _____

Please return your completed and signed Registry Application to:

Maine Roads to Quality
USM/Muskie School of Public Service
PO Box 9300
Portland, ME 04104-9300

Or email to: mrtq.registry@maine.edu

Or fax to: (207) 780-4511

Maine Roads to Quality is funded by the Maine Department of Health and Human Services, Office of Child and Family Services and is located at the University Of Southern Maine, Muskie School of Public Service, Cutler Institute for Health and Social Policy.