

OEC Approved Licensing Education Consultant: Requirements and Steps

Step 1: Be sure you meet all of the requirements below and have uploaded all evidence to your OEC Registry account.

Step 2: After your documents have been verified, APPLY through your OEC Registry account (www.OECregistry.org) under **My Role Applications**.

Note: If you already have an Education Consultant certificate that is not linked to your Registry account: log in, go to My Role Applications > click apply to match.

	Requirement	Evidence
1	<p>Qualifying Education and Experience Birth to School-Age:</p> <p>a. Associate degree or higher in early childhood education* (ECE) PLUS at least one year overseeing and managing a legally operating child care center that meets standards comparable to those in Connecticut.</p> <p>b. Bachelor’s degree or higher in education leadership and 12 credits in early childhood education PLUS at least two years overseeing and managing a legally operating child care center that meets standards comparable to those in Connecticut.</p> <p>School Age ONLY:</p> <p>a. Associate degree or higher in elementary education / related school age field PLUS at least one year overseeing and managing a legally operating program serving children ages five to twelve (K and up) that meets standards comparable to those in Connecticut.</p>	<p>Upload transcripts from regionally accredited colleges to your OEC Registry account.</p> <p>*Find detail about how degrees and credits are determined by OEC policy under <i>General Information</i> on the OEC Registry landing page.</p>
2	<p>Verification of Prior Program Administrator Experience Find the form: Log in and go to <i>My Role Applications > About Technical Assistance Providers</i> and click <i>What is a Technical Assistance Provider</i></p>	<p>Upload this form in your OEC Registry account: Standard Documents > Verification of Prior Program Administrator Experience</p>
3	<p>Work Experience Current resume within 12 months of application</p>	<p>Upload your current resume to your OEC Registry account: Standard Documents > Technical Assistance Providers Only: Resume</p>
4	<p>Application Attestation: As an early childhood education consultant for a licensed center or group home your responsibilities to said program as defined in regulation include, but are not limited to:</p> <ol style="list-style-type: none"> 1. Annual review of written policies, plans and procedures; 2. Annual review of education programs; 3. Availability by telecommunication for advice regarding problems; 4. Availability, in person, as the consultant to the program; 5. Consulting with administration and staff about specific problems; 6. Acting as a resource person to staff and the parent(s); 7. Documenting the activities and observations required in a consultation log that is kept on file at the facility; and 8. Sign annually a written agreement with the program for your consultation services. <p>Specific duties: (i) Making, at a minimum, annual site visits to the facility; (ii) Reviewing daily plans, curriculum documents, and educational policies for the developmental and age appropriate practices; (iii) Observing program staff interactions, use of materials and equipment, implementation of plans and approaches to classroom management; and (iv) Providing feedback on documentation review and classroom observations to the director and head teacher.</p>	<p>Included in online application. Applicant must review terms and agree:</p> <ul style="list-style-type: none"> • I have read and accept the regulatory responsibilities of an OEC Approved Education Consultant. • I verify that all documentation submitted for this application is factual and up to date. • I accept that the OEC may revoke my Education Consultant status at any time for failure to comply with regulations inherent to this role.