

State of Connecticut: Office of Early Childhood

Head Teacher Experience Verification Form

THIS IS NOT THE APPLICATION! Use this form to legally verify the experience claimed in your application for ONE place of employment. If your experience hours are from multiple programs, use one form per place of employment.

Upload completed forms to your OEC Registry account at www.ccacregistry.org : log in > Participant Files > Upload New Document > Standard Documents > OEC Licensing Head Teacher Experience Verification Form

Once you receive your verification email for this form, apply: Log in to your OEC Registry account > Request Head Teacher.

This form is for work history at one place of employment.

Applicant's name:		Applicant's OEC Registry ID#:		
Program name where experience was gained (one program per form):				
Program Address:				
Program City / Town:		Program State:		Program Zip Code:
Program Telephone:		Program Fax:		
Type of program where experience was gained (check one):	<input type="checkbox"/> Licensed child care center License #: _____	<input type="checkbox"/> License exempt program	<input type="checkbox"/> Licensed group day care home License #: _____	<input type="checkbox"/> Licensed family day care home License #: _____

Age range of children taught by applicant (write in # months / years): _____ to _____		
Age range of children taught at the entire program (# months / years): _____ to _____		
Position/job title held by applicant:		
Describe applicant's job duties (or attach job description):		
Dates of employment: From ___/___/___ to ___/___/___ Must be at least 9-months (36 weeks). MM / DD / YYYY MM / DD / YYYY If still employed , write today's date for end.		
A. Hours per day = _____	B. Days per week = _____	C. # weeks from ABOVE = _____
A x B x C = _____ (Total hours worked during date range above)		

If the total number of hours is less than required, submit additional experience forms for other eligible employment hours.

State of Connecticut document: I hereby attest the above information to be true and accurate.

Signature of supervisor for work history noted above:	Date:
Printed Name of Supervisor:	
Supervisor Telephone (if different from program telephone above):	
Supervisor Email Address:	
Title of Supervisor:	
Signature of Applicant:	Date:

Use this tool to assess meeting the OEC’s Head Teacher requirements and when applying.

1. **CHECK the box** for the setting (center or group) and option (must meet the education AND Experience columns).
2. Be sure to follow the application steps: [How to Apply for the OEC Head Teacher Certificate](#)

Options for Head Teacher in a **Child Care Center**

Applicants must be at least 20 years old	A. Education Requirement	B. Experience Requirement (must be in a program with the same or comparable standards; early childhood covers age birth to under 6 years; school age covers age 5 to under 13 years)
Head Teacher in a Child Care Center for children age birth to 5 (under age 6 years)		
Option 1 <input type="checkbox"/>	A current center-based Child Development Associate Credential issued from the Council for Professional Recognition OR	Over not less than a nine (9) month span of time: At least one thousand and eighty (1,080) hours of documented supervised experience working with children in a program that serves children under the age of 6 years.
Option 2 <input type="checkbox"/>	Twelve (12) credits in early childhood education or child development from a regionally accredited higher education institution	
Option 3 <input type="checkbox"/>	A four (4) year college degree in early childhood education or child development from a regionally accredited higher education institution	
Head Teacher in a Child Care Center for school-age children only (within the age range of 5 years to under 13 years)		
Option 1 <input type="checkbox"/>	Twelve (12) credits in early childhood education or child development, elementary education, recreation, group social work or a related field from a regionally accredited higher education institution	Over not less than a nine (9) month span of time: At least five hundred and forty (540) hours of documented supervised experience working with children in a program that serves school-age children (within the age range of 5 years to under 13 years).
Option 2 <input type="checkbox"/>	A four (4) year college degree in elementary education, recreation, group social work or a related field from a regionally accredited higher education institution	At least two hundred and seventy (270) hours of documented supervised experience working with unrelated school-age children (within the age range of 5 years to under 13 years). This supervised experience could be student teaching or a practicum assignment.
Head Teacher in a Child Care Center for children age birth to school-age (birth to under 13 years)		
Option 1 <input type="checkbox"/>	A current center-based Child Development Associate Credential issued from the Council for Professional Recognition OR	Over not less than a nine (9) month span of time: At least one thousand and eighty (1,080) hours of documented supervised experience working with children in a program serving children under the age of 6 years AND school-age children (age 5 to under 13 years).
Option 2 <input type="checkbox"/>	Twelve (12) credits in early childhood education or child development from a regionally accredited higher education institution	
Option 3 <input type="checkbox"/>	A four (4) year college degree in early childhood education or child development from a regionally accredited higher education institution	

Options for Head Teacher in a **Group Child Care Home**

Applicants must be at least 20 years old	A. Education Requirement	B. Experience Requirement (must be in a program with the same or comparable standards; early childhood covers age birth to under 6 years; school age covers age 5 to under 13 years)
Head Teacher in a Group Child Care Home for children age birth to 5 (under age 6 years)		
Option 1 <input type="checkbox"/>	A high school diploma or GED	Over not less than a nine (9) month span of time: At least one thousand and eighty (1,080) hours of experience working with unrelated children under the age of 6 years.
Option 2 <input type="checkbox"/>	A four (4) year college degree in early childhood education or child development from a regionally accredited higher education institution	At least three hundred and sixty (360) hours of experience working with unrelated children under the age of 6 years AND at least one semester of student teaching with children under the age of 6 years.
Head Teacher in a Group Child Care Home for school-age children only (within the age range of 5 years to under 13 years)		
Option 1 <input type="checkbox"/>	Twelve (12) credits in early childhood education or child development, elementary education, recreation, group social work or a related field from a regionally accredited higher education institution	Over not less than a nine (9) month span of time: At least five hundred and forty (540) hours of experience working with children in a program that serves school-age children (within the age range of 5 years to under 13 years).
Option 2 <input type="checkbox"/>	A four (4) year college degree in elementary education, recreation, group social work or a related field from a regionally accredited higher education institution	At least two hundred and seventy (270) hours of experience working with unrelated school-age children (within the age range of 5 years to under 13 years). This supervised experience could be student teaching or a practicum assignment.
Head Teacher in a Group Child Care Home for children age birth to school-age (birth to under 13 years)		
Option 1 <input type="checkbox"/>	A high school diploma or GED	Over not less than a nine (9) month span of time: At least one thousand and eighty (1,080) hours of experience working with unrelated children under the age of 6 years.
Option 2 <input type="checkbox"/>	A four (4) year college degree in early childhood education or child development from a regionally accredited higher education institution	At least three hundred and sixty (360) hours of documented supervised experience working with unrelated children under the age of 6 years in a program also serving school-age children (age 5 to under 13 years) AND at least one semester of student teaching with children under the age of 6 years.

This At-A-Glance contains sections of licensing regulations. Be sure to review the [full regulations](#).

For detail on assessing credits and degrees, refer to the [CT Common Standard for Assessing Early Childhood Credits and Degrees](#) and the [CT Common Standard for Assessing School-Age Credits and Degrees](#).