

State of Connecticut: Office of Early Childhood

Head Teacher Experience Verification Form

Use this form to legally verify the experience claimed in your application (see subsequent pages)

Mail your documentation to:

- CT Early Childhood Professional Registry
- 450 Columbus Blvd, Suite 304
- Hartford, CT 06103

OR fax to:

- CT Early Childhood Professional Registry
- 860-713-7040

**This form to be completed by SUPERVISOR of work history noted below;
and signed by both the Supervisor AND Applicant.**

Applicant's name:		Applicant's OEC Registry ID#:		
Program name where experience was gained:				
Program Address:				
Program City / Town:		Program State:		Program Zip Code:
Program Telephone:		Program Fax:		
Type of program where experience was gained (check one):	__ Licensed program License #:	__ License exempt program	__ Licensed group day care home License #:	__ 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 ___/___/___ (covering NO LESS than a 9-month span of time). 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, the applicant must submit additional experience forms.		

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

Supervisor Signature:	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	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.

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](#).