



# Field Counselor Application and Recruitment Manual



The CERTIFIED CHILD CARE PROFESSIONAL  
Early Childhood Specialist

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A Credential Awarded by the National Child Care Association

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## QUALIFICATIONS OF CCP FIELD COUNSELORS

**QUALIFICATIONS:** CCP Field Counselors are approved by the Professional Standards Council of the National Child Care Association. Eligibility as a CCP Field Counselor requires:

- **EDUCATION**

The individual, whether a director, teacher, CDA, or CCP, must hold an Associate Degree in early childhood education, or a B.A., B.S., or Master's or Doctoral Degree in education / early childhood education, vocational / home economics education, or home economics / child development. For any particular area listed above, the individual must document 18 credit hours / 270 clock hours in early childhood education / child development focusing on children birth through 6 years of age.

- **EXPERIENCE**

The individual must have two (2) years of experience in a licensed early childhood / child care setting serving children birth through 6 years of age including one year of direct service to children as a teacher, care provider, child life worker, social service provider, or similar role; and one year experience related to assisting in or having primary responsibility for the professional development of another adult.

- **PROFESSIONALISM**

The individual must provide documentation through

- three (3) independent ratings utilizing the "CCP Field Counselor Reference Form"
- resume / vita
- Optional - other supporting documents indicating her / his capability to: (1) relate to the broad diversity of individuals representing a variety of cultural, regional, and socioeconomic backgrounds working in early childhood settings; (2) organize and facilitate small group learning activities, discussions, seminars, and problem-solving sessions with adults; and (3) understand and articulate local and national regulations, standards, and guidelines related to early childhood programs serving children between birth and 6 years of age.

*NCCA reserves the right to waive specific educational and experiential requirements upon submission of alternative documentation and explanations of experience, education / training. The Professional Standards Council periodically evaluates CCP Field Counselors.*

# **RESPONSIBILITIES OF CCP FIELD COUNSELORS**

**RESPONSIBILITIES:** Field Counselors provide technical assistance and procedural guidance to individuals wishing to proceed through the CCP-MIE process as well as promotion of the CCP. The Field Counselor will be provided technical assistance from NCCA and Assessment Technology (ATI) through teleconferencing and on-site meetings when possible and if needed.

## **Technical Assistance and Procedural Guidance:**

- Periodic meetings and/or telephone contacts with CCP Candidates to assist them in preceding through the credentialing process.
- Proctoring of the National Credentialing Examination.
- Collection and verification of CCP-MIE process documentation.

## **CCP Promotion:**

- Collaboration with local and state child care professional organizations to provide informational material to child care center directors and staff about the CCP Credentialing Program.
- Availability to respond to questions regarding the CCP Credentialing Process from center directors and staff.

## CCP FIELD COUNSELOR APPLICATION

*Please fax or scan completed application to 800-543-7161 or gleatherwood@NCCAnet.org*

Name of Applicant \_\_\_\_\_

Last

First

Middle /Maiden

Present Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # (\_\_\_\_\_) \_\_\_\_\_ Alternate Phone # (\_\_\_\_\_) \_\_\_\_\_

Email Address \_\_\_\_\_

Current Employer \_\_\_\_\_

.....

**Education** – High School, College, Graduate School (List chronologically)

Name of School	Location	Degree Earned	Year Graduated	Major	Minor

**Professional Experience** – List chronologically beginning with student teaching (if applicable)

Employer	City/ State	From / To	Job Description	Reason for leaving



# CCP FIELD COUNSELOR REFERENCE FORM

*(To be completed by an individual having work related, professional knowledge of the applicant. References by relatives or subordinates are not acceptable.)*

**APPLICANT - Please complete only this section BEFORE giving this form to the individual you have selected to complete this reference.**

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

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

Street Address: \_\_\_\_\_

Apt/Ste#: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

**Please complete all the information below and fax to 800-543-7161 or scan to [gleatherwood@NCCAnet.org](mailto:gleatherwood@NCCAnet.org). If you have any questions please call Gary at 800-543-7161.**

The above applicant is seeking a position as a CCP Field Counselor. Responsibilities involve local dissemination, technical assistance and procedural guidance to teachers and staff in center-based child care programs wishing to attain the Certified Childcare Professional (CCP) Early Childhood Education Specialist Credential. Specific responsibilities of the Counselor include: (1) working with state and local child care organizations to provide material to child care center directors and staff; (2) availability to respond to questions regarding the CCP Credentialing Process; (3) periodic meetings and telephone contacts with CCP Candidates to assist them in proceeding through the process; (4) proctoring of the National Credentialing Examination; (5) scoring of Portfolio material; (6) collection, verification, and scoring of CCP documentation submitted by the CCP Candidate.

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Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Current Occupation: \_\_\_\_\_

**1. How long and in what capacity have you known the applicant?**

**2. Please rate the applicant on his/her knowledge and hands-on ability in the areas below.**  
**Rating Criteria: (1) Highly Skilled (2) Skilled (3) Somewhat Skilled (4) Not Skilled (5) Unable to Rate.**

**RATING**

**ABILITY**

- \_\_\_\_\_ Interpersonal communication and supportive personality
- \_\_\_\_\_ Management and organizational skills
- \_\_\_\_\_ Commitment to responsibilities
- \_\_\_\_\_ Commitment to on-the-job professionalism
- \_\_\_\_\_ Knowledge of child development theory, research, and practice
- \_\_\_\_\_ The ability to maintain a safe, healthy, and nurturing learning environment
- \_\_\_\_\_ The ability to enhance the physical development of young children
- \_\_\_\_\_ The ability to enhance the cognitive development of young children
- \_\_\_\_\_ The ability to enhance the social and emotional development of young children
- \_\_\_\_\_ The ability to promote parent involvement, advocacy, and empowerment
- \_\_\_\_\_ The ability to provide nurturing learning environments in response to the needs of each child
- \_\_\_\_\_ The ability to create effective transition linkages for children and their families
- \_\_\_\_\_ The ability to accurately assess children's development
- \_\_\_\_\_ The ability to address the needs of children from the broad diversity of cultural backgrounds
- \_\_\_\_\_ The ability to effectively manage at various levels of child care program operation
- \_\_\_\_\_ The ability to respond to the comprehensive service needs of children and their families
- \_\_\_\_\_ The ability to maintain a well-run and purposeful early childhood educational environment
- \_\_\_\_\_ The ability to engage in self-assessment to evaluate professional effectiveness and development

**3. In the space provided below please include any comments.**

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

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**Rating Criteria: (1) Highly Skilled (2) Skilled (3) Somewhat Skilled (4) Not Skilled (5) Unable to Rate.**

**RATING**

**ABILITY**

- \_\_\_\_\_ Interpersonal communication and supportive personality
- \_\_\_\_\_ Management and organizational skills
- \_\_\_\_\_ Commitment to responsibilities
- \_\_\_\_\_ Commitment to on-the-job professionalism
- \_\_\_\_\_ Knowledge of child development theory, research, and practice
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- \_\_\_\_\_ The ability to engage in self-assessment to evaluate professional effectiveness and development

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**Rating Criteria: (1) Highly Skilled (2) Skilled (3) Somewhat Skilled (4) Not Skilled (5)**

**Unable to Rate.**

**RATING**

**ABILITY**

- \_\_\_\_\_ Interpersonal communication and supportive personality
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