



EARLY CARE + EDUCATION

# CAREER LADDER: ACCEPTABLE DOCUMENTATION

While completing your Career Ladder placement membership application in the SC Endeavors Registry, you will be requested to upload documents for verification. We review your documents to record and verify the self-reported achievements on your Professional Profile and Learning Record. This is used for assessing your Career Ladder Level.

# HIGH SCHOOL:

If you have graduated from high school or earned your GED, enter your graduation year.

**The registry requires documentation to verify a High School Diploma or General Education Diploma (GED).**

You will need to upload ONE of the following documents:

- Copy of a High School Diploma showing date of graduation.
- Copy of High School Transcripts showing date of graduation.
- Letter from the High School you attended, signed by a school official and on school letterhead specifying the graduation date.
- GED Diploma issued by the Department of Education of the state in which it was achieved.
- GED Transcript issued by the Department of Education of the state in which it was achieved.
- Transcripts from a regionally accredited college or university which show a degree completed or that the individual is enrolled in a formal degree program.
- An evaluated international transcript from an AICE or NACES accredited credential evaluation agency. Students with a high school diploma should obtain a general evaluation report.

Please Note: It is not necessary to upload a copy of your high school diploma if you upload a transcript from a regionally accredited College or University showing an awarded:

- Associate's
- Bachelor's
- Master's
- Doctorate

# HIGHER EDUCATION (COLLEGE/UNIVERSITY):

In this section, add your higher education transcripts, if applicable. The registry verifies your major, the date you completed your degree, and completed college credit hours.

## **The registry requires documentation to verify Higher Education.**

You will need to upload the following documents, as applicable:

- Some College – If you have not earned a degree, you will select this option and submit your transcript
- Early Childhood Development Certificate (from a SC Technical College) transcript
- Early Childhood Development Diploma (from a SC Technical College) transcript
- Associate's transcript
- Bachelor's transcript
- Master's transcript
- Doctorate transcript

**Documentation Needed:** Upload your transcripts (official or unofficial) from a regionally accredited college or university.

Documentation must not be an editable word document.

Please make sure your documentation includes the following information:

- your name
- school name
- course codes
- course titles
- letter grades
- dates of completion
- \*Major/minor
- \*Graduation Date

\*if applicable

# HIGHER EDUCATION CONTINUED (COLLEGE/UNIVERSITY):

In this section, add your higher education transcripts, if applicable. The registry verifies your major, the date you completed your degree, and completed college credit hours.

Please note: Transfer credits will not be counted for career ladder placement. If you have transfer credits that you want applied to career ladder placement, create an additional education entry specific to the institution and upload a transcript for those hours.

## **ADDITIONAL INFORMATION**

### INTERNATIONAL EDUCATION:

SC Endeavors is here to help individuals with education outside the United States obtain a complete academic evaluation of their education documents to determine U.S. Equivalency. The registry accepts evaluated transcripts if the evaluation is completed by an AICE or NACES accredited credential evaluation entity, but not transcripts that are simply translated from one language to another. If you don't have an academic evaluation, simply apply for Career Ladder placement, and upload your education documents. Our staff will contact you by email and provide instructions so that you can receive an academic evaluation provided by SC Endeavors through our partner.

NOTE: Students who have earned college credits beyond high school should obtain a **course-by-course** report.

# CDA CREDENTIALS:

In this section, list your CDA Credentials, if applicable.

**The registry requires documentation to verify a CDA Credential.**

You will need to upload the following documents, as applicable:

- Family Child Care
- Family Child Care (Bilingual)
- Home Visitor
- Home Visitor (Bilingual)
- Infant Toddler
- Infant Toddler (Bilingual)
- Preschool
- Preschool (Bilingual)

**Documentation Needed:** Upload a copy of the certificate received from the Council for Professional Recognition for each CDA Credential you have completed. Temporary certificates (90 days) will not be verified/accepted.

# SC EARLY CHILDHOOD CREDENTIALS:

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**Credentials awarded by SC Endeavors will appear on your education tab once verified and awarded.**

You need to create a higher education record and upload your South Carolina Technical College transcript in the Education section of your registry profile as well as completing an application for a Credential. Information on the SC Early Childhood credentials and application can be found at the following link: [SC Early Childhood Credentials](#). When applying for credentials, refer to the higher education section to ensure acceptable documentation.



# MONTESSORI CERTIFICATION:

In this section, add your MACTE accredited Montessori certification, if applicable.

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**The registry requires documentation to verify MACTE accredited Montessori Certification.**

**Documentation Needed:** Upload a MACTE accredited program certificate/diploma for one of the following age groups:

- Infant and Toddler (birth through age 3)
- Early Childhood (ages 2 ½ through 6)
- Elementary I (ages 6 through 9)
- Elementary I-II (ages 6 through 12)

**NOTE:** Upload a copy of the certificate/diploma received for each MACTE accredited Montessori Certification you have completed.

# FIRST AID & CPR:

In this section, add your Pediatric First Aid/CPR certification card.

**If you have any of the listed items below, you may enter the requested information. This information will not be reflected on the career ladder and does not affect your placement on the ladder.**

**The registry requires documentation to verify Pediatric First Aid/CPR Certification.** You will need to upload the front and back of a current CPR/Pediatric First Aid card as applicable for:

- Pediatric First Aid
- Adult/Child/Infant CPR
- Adult/Child CPR
- Infant/Child CPR

## Documentation Needed:

Your Pediatric First Aid/CPR card must have at minimum the following:

- Your name
- The date the training was completed
- The date of expiration
- The training sponsor organization which must be a nationally recognized health organization
- Any and all modules in which you are certified
- Instructor's Name
- Other information depending on the awarding institution (ex: QR verification, Verification Codes, etc)

# ADDITIONAL PROFESSIONAL CERTIFICATIONS/ CREDENTIALS/ ENDORSEMENTS:

If you have earned any other credentials/certificates or endorsements listed here, upload documentation.

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**If you have Additional Professional Certifications/ Credentials/ Endorsements, you may enter that information here.**

- Aim4Excellence National Director's Credential
- National Board Certification
- Infant Family or Early Childhood Associate
- Infant Family or Early Childhood Specialist
- SC Infant Mental Health Specialist or Early Childhood Mental Health Specialist
- SC Infant Mental Health Mentor or Early Childhood Mental Health Mentor
- National Administrator Credential NAC

NOTE: This information will not be reflected on the career ladder and does not affect your placement on the ladder.

# STATE TEACHING CERTIFICATE:

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If you have a current, valid teaching certificate, you may enter the certificate/license number, issue and expiration dates. Select the in-state or out-of-state option to enter the information.

NOTE: This information will not be reflected on the career ladder and does not affect your placement on the ladder.