**Name of Child Care Associate Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Facility: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

This form provides the department with information supporting the individual identified by the facility meets the qualifications to be designated as a Child Care Associate (CCA).

1. Read, mark, and attach for each qualification, supporting documentation showing compliance with licensing regulations. Supporting documentation includes but is not limited to, proof of:
* **Age –** such asbirth certificate, passport, or passport card; driver’s license, or state identification card;
* **Education and/or training** – such as transcripts, certificates of completion, training or employment training attendance records;
* **Experience in child care, handling finances, and planning and evaluating programs** – such as a resume documenting employment history summarizing job duties performed.

1. Attach three completed *Child Care Center-Child Care Associate Reference* forms signed and dated by the person making the recommendation. At least one reference must be from an individual who can attest to the individual’s professional skills**.** Two of the references must be from individuals who are not related to you.
2. Submit this form and all applicable attachments to the department for approval, when applying for a provisional child care license. Existing licensed facilities changing their CCAs must complete and attach this form to a *Report of Change Form CC95 and* submit it to the department. The facility administrator will ensure the new assigned CCA meets the regulatory requirements below. The facility is required to keep a copy of this form and all applicable attachments in the individual’s personnel file at the facility for department review during inspections.

**The Child Care Associate must provide supporting documentation showing they meet the following requirements:**

[ ]  Must be at least 21 years of age.

[ ]  Must have at least 12 semester hours of college credit in early childhood development, child development, child psychology, or the equivalent, or hold a current Child Development Associate (CDA) credential, orMontessori Certificate.

[ ]  Must have an understanding of the development of children.

[ ]  Must have the ability to care for children;

[ ]  Must have the skills to work with:

[ ]  Children;

[ ]  Family members;

[ ]  Department staff;

[ ]  Community agencies; and, if applicable

[ ]  Staff of the child care facility.

[ ]  Must have the skills necessary to handle finances and plan and evaluate

programs.

**I certify that the contents of this form and information provided are true, accurate and complete.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Printed Name of Administrator**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Administrator Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Printed Name of Child Care Associate**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Child Care Associate Date**