



# Career Lattice Initial Application

*Recognizing People who Provide Child Care, Early Education & School-Age Care.*

Practitioners can use the Pathways Career Lattice to chart a course for their own career development and receive recognition for education and professional achievements. Pathways was designed to encourage professional development for individuals who are dedicated to promoting healthy, safe, and developmentally appropriate learning experiences for children and youth. Seven levels of professional achievement are defined and include education, experience and professional growth requirements. By developing a knowledgeable and skilled work force, the Career Lattice can lead to an increase in the number of quality programs for children and youth in South Dakota. Please refer to the SD Pathways to Professionalism handbook for more information. The handbook can be accessed online at: <http://dss.sd.gov/childcare/pathwaystopd/>

## GENERAL INFORMATION

### 1. Personal

First Name:		Last Name:	
Home Mailing Address:			PO Box:
City:		State:	Zip:
Social Security #			
Home Phone:		Work Phone:	E-Mail Address:

### 2. Education: (Check all that apply) Attach a copy of your current credential or certificate, college transcript and diploma.

<input type="checkbox"/> GED	<input type="checkbox"/> High School Diploma
<input type="checkbox"/> Vocational Certificate/Diploma	Area of Study:
<input type="checkbox"/> SD Certificate (Infant/Toddler, Out-of-School Time (OST), Leadership, etc.)	Please specify:
<input type="checkbox"/> Child Development Associate Credential (CDA)	Endorsement:
<input type="checkbox"/> SD OST Credential	
<input type="checkbox"/> Apprenticeship Certificate	Area of Study:
<input type="checkbox"/> Associates	Major:
<input type="checkbox"/> Bachelors	Major/Minor:
<input type="checkbox"/> Masters	Major/Minor:
<input type="checkbox"/> Doctorate	Major/Minor:
<input type="checkbox"/> Other (Please explain):	

### 3. Gender

Female    Male

### 4. Age

17-19 yrs.    20-29 yrs.    30-39 yrs.    40-49 yrs.    50-59 yrs.    60 yrs & over

### 5. Race and Ethnic Background: (Check all that apply)

White/Caucasian   
  Native American/Alaskan Native   
  Black/African American   
  Other  
 Asian/Oriental   
  Native Hawaiian/Pacific Islander   
  Hispanic or Latino



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## 6. Current Employment:

Place of Employment:		Provider # (if applicable):	
Director/Supervisor Name(if applicable):			
Address:		PO Box:	
City:	State:	Zip Code:	Work Phone:
Start Date with Current Employer:		Month/Year: ____ / ____	

### Type of Provider:

<input type="checkbox"/> Child Care Center	<input type="checkbox"/> Group Family Child Care	<input type="checkbox"/> Preschool	<input type="checkbox"/> Out of School Time
<input type="checkbox"/> Unregulated Family Child Care	<input type="checkbox"/> Regulated Family Child Care	<input type="checkbox"/> Training Site	<input type="checkbox"/> College/University
<input type="checkbox"/> Child & Family Services	<input type="checkbox"/> Head Start/Early HS	<input type="checkbox"/> Other (specify) _____	

### Ages of Children You Work With: (If applicable; check all that apply:)

<input type="checkbox"/> Infant-Toddlers (6 weeks-3 years)	<input type="checkbox"/> Mixed Ages (0-13)	<input type="checkbox"/> Youth (14-18)
<input type="checkbox"/> Pre-school (3-5 years)	<input type="checkbox"/> School-aged (K-13 years)	<input type="checkbox"/> Not currently working with children

### Position Title: Select title that best represents your current position:

<input type="checkbox"/> Primary Caregiver	<input type="checkbox"/> Family Child Care Provider	<input type="checkbox"/> Higher Education Faculty
<input type="checkbox"/> Staff Supervisor	<input type="checkbox"/> Administrator	<input type="checkbox"/> Agency Staff
<input type="checkbox"/> Assistant or Aide	<input type="checkbox"/> Program Director	<input type="checkbox"/> Other (please specify) _____
<input type="checkbox"/> Lead Teacher/Teacher	<input type="checkbox"/> Education/Training Coordinator	_____
<input type="checkbox"/> Assistant Teacher	<input type="checkbox"/> Site Coordinator	_____

### Compensation/Wage: (This information is kept confidential and used only for data analysis.)

<input type="checkbox"/> Minimum Wage - \$8.00/hour	<input type="checkbox"/> \$8.01 - \$10.00/hour	<input type="checkbox"/> \$10.01 - \$12.00/hour	<input type="checkbox"/> \$12.00 - \$15.00/hour
<input type="checkbox"/> \$15.01 - \$20.00/hour	<input type="checkbox"/> More than \$20.00/hour		

## 7. Current & Previous Work Experience in This or Related Field:

Indicate the number of years of experience working directly with children in the following program types:

\_\_\_\_ Child care program    \_\_\_\_ Out-of-School-Time    \_\_\_\_ Head Start    \_\_\_\_ Private Preschool    \_\_\_\_ Elementary School  
 \_\_\_\_ Family Day Care Provider    \_\_\_\_ N/A    \_\_\_\_ Other (specify) \_\_\_\_\_

Indicate the total number of years of experience you have been a trainer and/or promoted the development of other practitioners, if this is your role:

Program director    \_\_\_\_     Trainer    \_\_\_\_     Mentor    \_\_\_\_     Not applicable  
 Other (Please specify): \_\_\_\_\_



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**Please note:** Pages 3-6, Sections 8-12 must also be completed or your application cannot be processed. Under **Career Lattice Qualifications**, check the level of recognition you are seeking and identify all documentation required for that level on the checklist below. First Aid training and CPR certification are required for all candidates working directly with children. All documentation needs to be attached. Please refer to the Pathways program handbook for more information. This handbook can be accessed online at: <http://dss.sd.gov/childcare/pathwaystopd/>

## Career Lattice Qualifications

**8. CPR/First Aid:** Indicate if you are Infant and Child CPR certified and if you have received First Aid training. **A copy of your current CPR certification and First Aid Training verification must be submitted if you work directly with children.**

- I **do not** currently work with children
- I **do** currently work with children (If so, check the following and attach verifications.)
  - I have had First Aid Training within last year - and-  I am currently CPR Certified

**9. Select the level of recognition you are applying for:**

- Level I     Level II     Level III     Level IV     Level V     Level VI     Level VII

### Level I - Introductory Informal Education

- High School Diploma or GED
- 6 hours of training (within the last year) in **two** or more of the 15 Professional Training Areas found on page 5 of the Pathways to Professional Training booklet. This does NOT include CPR/First Aid training hours. **Documentation of training hours must be submitted for the past year only.**
- Work directly with children in an unregistered, registered, or licensed child care, preschool, Head Start or School-Age program.

### Level II - Advanced Informal Education

- High school diploma or GED
- 20 hours of training (within the last year) in four or more of the 15 Professional Training Areas found on page 5 of the Pathways to Professional Training booklet. This does NOT include CPR/First Aid training hours. **Documentation of training hours must be submitted for the past year only.**
- Work directly with children in a registered, or licensed child care, preschool, Head Start or School-Age program.
- Current membership in a recognized professional early childhood or related organization –**OR--** Attend a minimum of six hours of professional development conference training in the last **two** years. **Documentation must be submitted.**

### Level III – CDA or OST Credential or Vocational Certificate

- High school diploma or GED
- Completion of a minimum of 120 hours instruction and procedures required to obtain a credential. **Copy of current Credential certificate is required.**
- Work directly with children in a registered or licensed child care, preschool, Head Start or School-Age program or other youth serving program **OR** Provides leadership and/or instruction that contributes to the development of other practitioners.
- Current membership in a recognized professional early childhood or related organization. **Documentation must be submitted.**
- Attend a minimum of six hours of professional development conference training within the last **two** years. **Documentation must be submitted.**



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## Level IV - Apprenticeship Certificate or Higher Education Coursework

- Completion of Child Care and Early Education Apprenticeship training and certification **OR** A minimum of 12 college credits in early childhood education or family relations. **Copies of certificates, diploma, and/or transcripts must be submitted.**
- At least two years of experience working with children in a state- registered or licensed child care, preschool, Head Start, or School-age program in the last six years, **OR** At least two years of experience promoting the development of other practitioners (i.e. professional roles such as program director, trainer, Head Start education coordinator, etc.)
- Current membership in a recognized professional early childhood or related organization. **Documentation must be submitted.**
- Attend a minimum of six hours of professional development conference training within the last **two** years. **Documentation must be submitted.**

## Level V - Early Childhood Associates Degree

- Associate's Degree with a minimum of 18 early childhood credits **OR** An unrelated bachelor's degree combined with demonstrated work experience and professional training that is relevant to the early childhood field. **Copies of certificates, diploma, and /or transcripts must be submitted.**
- At least two years of work experience in a program with children in a state-registered or licensed child care, preschool, Head Start or School-age program in the last four years, **OR** Supervised practicum or field experience as required by the associates degree program, **OR** A minimum of two years of experience promoting the development of other practitioners (i.e. professional roles such as program director, trainer, Head Start education coordinator. etc).
- Attend a minimum of six hours of professional development conference training within the last **two** years. **Documentation must be submitted.**
- Current membership in a recognized professional early childhood or related organization. **Documentation must be submitted.**

## Level VI - Baccalaureate Degree

- Bachelor's degree in a related field of study combined with work experience and professional training. **Copies of certificates, diploma, and/or transcripts must be submitted.**
- At least four years working with children in a state-registered or licensed child care, preschool, Head Start or School-age program in the last four years, **OR** Supervised practicum or field experience as required by the bachelor's degree program, **OR** Two years of experience promoting the development of other practitioners (i.e. professional roles such as program director, trainer, Head Start education coordinator, etc.).
- Current membership in a recognized professional early childhood or related organization. **Documentation must be submitted.**
- Attend a minimum of six hours of professional development conference training within the last **two** years. **Documentation must be submitted.**

## Level VII - Masters and Doctoral Degree

- Master's or Doctoral degree in early childhood or a closely related field with graduate level coursework in the Specialty Areas of Education (refer to the Glossary, page 27 of the Pathways to Professional Training booklet). **Copies of certificates, diploma, and/or transcripts must be submitted.**
- At least four years of experience promoting the development of other practitioners.
- Serve as a mentor and educator to others in the field.
- Current membership in a recognized professional early childhood or related organization. **Documentation must be submitted.**
- Attend a minimum of six hours of professional development conference training in the last **two** years. **Documentation must be submitted.**
- Demonstration of professional leadership. **(Submit vitae or resume with summary of leadership positions and/or activities.)**



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**10. Conference** (Attendance at a conference of at least six contact hours **within the last two years** is required for **all Levels** of the Lattice except Levels I & II. Level II candidates may choose to verify attendance at a professional conference OR a professional membership):

- A recognized professional development conference or seminar of at least six contact hours designed specifically to address issues affecting children, families, and the professional development of individuals who work within the field.
- Examples of such conferences include, but are not limited to: the So. Dakota Early Childhood Conference, the Family Child Care Professionals of So. Dakota Conference, Regional or National Head Start conferences, the SD Association of Child Care Directors' conferences, the SoDakSACA school age conference and/or OST Directors' Retreat, and regional or national early childhood or school-age conferences.

**COPIES OF ATTENDANCE CERTIFICATES MUST BE SUMITTED WITH THIS APPLICATION.**

<input type="checkbox"/> Professional Conferences Attended (Use back of form if more space is needed)	Month	Year	Total Hours Attended

**11. Current Professional Membership:** (Required for all Levels of the Lattice except Level I & II. Level II candidates may choose to verify either a professional membership OR attendance at a professional conference.)

- **Copy of membership must be submitted with this application.** Recognized professional organizations must be affiliates of either regional, state, or national organizations such as: the South Dakota Association for the Education of Young Children (an affiliate of NAEYC), the Council for Exceptional Children, the Family Child Care Professionals of So. Dakota, the So. Dakota Association of Child Care Directors, South Dakota School Age Care Alliance, the National Head Start Association and other national associations.

<input type="checkbox"/> Membership in Organizations (Use back of form if more space is needed)	From/Year	Thru/Year

**12. Leadership:** (Required only for Level VII of the Lattice.)

- **Copy of Vitae or resume must be submitted with this application.** Professional leadership includes roles individuals have played or positions of leadership held that contribute to the early childhood and out-of-school-time fields in the past 5 years.

<input type="checkbox"/> Leadership Role Performed. Describe your leadership role below or use back of form:	From/Year	Thru/Year



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**Before submitting the application and required documents, please review the following:**

## Application Verification

- Complete all sections of the application (Section numbers 1 – 12). Do not leave any sections blank.
- All candidates are required to submit legible copies of training documentation such as certificates, credentials or diplomas that provide evidence of your educational achievements. This documentation will be utilized to determine the level of the Career Lattice for which you will be recognized.
- All candidates working with children are required to submit documentation of current CPR certification & First Aid training.
- All candidates must provide documentation of training required for the Pathways level they seek. Submit copies of training attendance records, official conference attendance certificates, etc.
- All candidates Level III and above must provide documentation of membership in a professional organization.
- Candidates for Level VII must also submit documentation of professional leadership.
- Mail this application to the address listed below with all required training and professional commitment documentation.
- Please mail COPIES only of original certificates, awards, or other forms of documentation. Do not send originals as these documents will not be returned to you.

**I certify that the application information and supporting documentation that I have submitted is complete and accurate to the best of my knowledge. I understand all information submitted will remain confidential.**

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## THANK YOU FOR APPLYING!

If you have any questions related to completing this application,  
call the SD Dept. of Social Services – Division of Child Care Services  
at (605)773-4766 or toll free 1(800)227-3020.

Submit this application and required documentation to:

DSS – Division of Child Care Services  
910 E. Sioux Ave.  
Pierre, SD 57501

