**High 5 for Quality Teaching Staff Qualification Checklist and Documentation**

Complete a cover sheet for each classroom/lead teacher. Attach all required documentation including copies of Teaching permits, unofficial copies of transcripts, copies of degrees, certificates and professional development plan. If teacher possesses a degree, permit or credential, the associated transcripts do not need to be attached as the institution would have verified the documentation already. Provide documentation of coursework that has not been previously verified by degree or credentialing institution.

The Lead Teacher is the individual with the highest educational qualifications assigned to teach a group of children and who is responsible for daily lesson planning, parent conferences, child assessment and curriculum planning.

Classroom Name/Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lead Teacher Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DOB\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **1. Educational Level:** (list highest level of Education) **Documentation Needed**

 BA Degree Major:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Copy of Diploma

 AA Degree Major:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Copy of Diploma

 Teaching Permit or Credential Copy of Permit or Credential

 Permit Level:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Credential Level:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 ECE Courses: If no degree or permit in ECE or related field (Please indicate the core ECE courses that have been completed)

 **Number of units**

 Child Development \_\_\_\_\_\_ Institution:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Practicum \_\_\_\_\_\_ Institution:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Child, Family Community \_\_\_\_\_\_ Institution:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Curriculum \_\_\_\_\_\_ Institution:­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Principles and Practices \_\_\_\_\_\_ Institution:­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Teaching in Diverse Society \_\_\_\_\_\_ Institution:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Observation and Assessment \_\_\_\_\_\_ Institution:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Health Safety and Nutrition \_\_\_\_\_\_ Institution:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Management/Administration \_\_\_\_\_\_ Institution:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Supervision \_\_\_\_\_\_ Institution:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Total Number of ECE Units** \_\_\_\_\_\_ **Copy of Unofficial Transcripts**

 General Education:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Institution:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Institution:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Institution:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Institution:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **2. Professional Development Hours** Professional Development Plan attached

 Activity:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hours:\_\_\_\_\_\_\_ Documentation Attached

 Activity:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hours:\_\_\_\_\_\_\_ Documentation Attached

 Activity:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hours:\_\_\_\_\_\_\_ Documentation Attached

 Activity: ­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hours:\_\_\_\_\_\_\_ Documentation Attached

 **3. CLASS Training** Copy of Certificate *For office use only:*