

MARYLAND STATE DEPARTMENT OF EDUCATION
Office of Child Care
PERSONNEL QUALIFICATION EVALUATION

CCATS ID#

Name:	Date of Birth:
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To the evaluator: **DO NOT USE CHECK MARKS. Write YES, NO or NA where appropriate. Please print/type legibly.**

EDUCATION		High school grad, cert of equivalence, college courses		Associates Degree in Early Childhood Education	
		College credits:		4 year College Degree	
	Additional Data:				
	ADDITIONAL TRAINING REQUIREMENTS:				
		9 clock hour communication training		Americans with Disabilities Act (ADA) Training	
		40-45 clock hour Administration training			
INFANT/TODDLER		Supporting Breastfeeding Practices		Approved Certificate <input type="checkbox"/> CDA <input type="checkbox"/> Military <input type="checkbox"/> Montessori	
		3 sem/45 clock hrs/eqiv – Infant/Toddler Development		3 sem/45 clock hrs/eqiv – Infant/Toddler Curriculum	
		HOURS	Infant/Toddler Development -Courses/Sources	HOURS	Infant/Toddler Curriculum - Courses/Sources
Additional Data: (List exact experience totals, ie. yrs., months, hrs.)					
PRESCHOOL		90 clock hour certificate in early childhood curriculum & development		Approved Certificate: <input type="checkbox"/> CDA <input type="checkbox"/> Military <input type="checkbox"/> Teaching(N-3) <input type="checkbox"/> Montessori	
		3 sem/45 clock hrs/eqiv - Preschool Development		3 sem/45 clock hrs/eqiv – Preschool Curriculum	
		HOURS	Preschool Development – Courses /Sources	HOURS	Preschool Curriculum – Courses /Sources
	Experience	<input type="checkbox"/> 1 Year	<input type="checkbox"/> 2 Years	<input type="checkbox"/> 1 Year College/Combination (Preschool Teacher Only)	
Additional Data: (List exact experience totals, ie. Yrs., months, hrs.)					
SCHOOLAGE		3 sem/45 clock hrs/eqiv – School Age Development		3 sem/45 clock hrs/eqiv – School Age Curriculum	
		HOURS	School-Age Development – Courses/Sources	HOURS	School-Age Curriculum – Courses/Sources
			Teaching Certificate/Approval (K or Grades 1-8)		Military Certificate
	Experience	<input type="checkbox"/> 400 Hrs	<input type="checkbox"/> 600 Hrs	<input type="checkbox"/> 800 Hrs	<input type="checkbox"/> 1800 Hrs <input type="checkbox"/> 1 Year College/Combination (School Age Teacher Only)
Additional Data: (List exact experience totals, ie. yrs., months, hrs.)					

_____ is approved for the position(s) indicated below						<p>This Personnel Qualification Evaluation was created by an Office of Child Care (OCC) representative based on documentation submitted, evaluated and approved. Tampering with, or changing information on this document is prohibited. This evaluation should be retained for your personal use, and presented to a child care facility when applying for a position or upon request of an OCC representative.</p> <p>Evaluated by: _____</p> <p>Date Issued:</p>
No	AIDE					
No	TEACHER (IT)	*before 1992				
No	PROBATIONARY TEACHER	PS	SA	EXPIRES:		
No	TEACHER (PS)	*before 1992		*before July 2008:		
No	TEACHER (SA)	*before 1992		*before July 2008		
No	ASSISTANT	*before July 2008				
DIRECTOR						
No	Infant	20 or less	21-40	41 or more	*before July 2008	
No	Preschool	20 or less	21-40	41 or more	*before 1992 (7/08)	
No	School-Age	60 or less	61 or more	School Based Center Only	*before 1992 (7/08)	
*Continuous employment requirement applies COMAR 13A.16.06						