

Membership Application and Career Ladder Placement Checklist

Reviewing the checklist below and referring to the Nevada Early Care and Education Professional Career Ladder will help to ensure that you submit all the necessary supporting documentation to place at the highest possible level on the ladder. Applications will not be reprocessed due to failure to include the necessary documentation at the time of application. Incomplete applications will be securely deleted from the system and you will be required to reinitiate the application process. **MAKE IT COUNT!** Investing more time at this stage of the application process will result in a more comprehensive and accurate profile of who you are as an ECE professional!

Please note that the information collected through the application process is for Career Ladder placement only. Submitting a **complete** Membership Application to The Nevada Registry means that you are in compliance with the requirements for mandatory participation (if applicable) but it does not qualify you to work in ECE, nor does it verify that all requirements of Child Care Licensing have been met. Always check with your Licensing Surveyor if you have questions about the regulations.

Minimum Requirements for Career Ladder Placement

Documentation (i.e., Certificates of Completion) verifying completion of the initial licensing requirements listed below is necessary to place members without formal education in ECE on the Career Ladder at Level 1.1*. All training must be approved and/or recognized by The Nevada Registry in order to be accepted. If you have college coursework and/or degrees in ECE, you may bypass the minimum requirements and proceed to the Supplemental Requirements for Career Ladder Placement section below.

If you work in a program that is exempt from Child Care Licensing (ex., school district/State funded Pre-K, Tribal Head Start, school-age before/after programs, etc.), contact our office to find out what documentation will be accepted for Career Ladder Placement.

- CPR/First Aid Certification Card (temporary cards/completion letters not accepted). Official cards/digital certificates must be issued by one of the following authorized agencies: American Heart Association, American Red Cross, Medic First Aid International, EMS Safety Services, American Safety and Health Institute or HSI. Certification must be valid at time of application.
- Signs and Symptoms of Illness/Infectious Disease including Bloodborne Pathogens
- Recognition and Reporting of Child Abuse and Neglect (must include Nevada-specific content)
- Sudden Infant Death Syndrome (if applicable)
- Child Development (Three hours required.)
- Lifelong Wellness (Obesity/Nutrition/Physical Activity) (Two hours required.)
- Building and Physical Premises Safety including Storage of Bio-Contaminants and Hazardous Materials
- Emergency Preparedness and Response Planning Resulting from a Natural or Man-Made Event
- Medication Administration and the Prevention of and Response to Food and Other Allergies in the Child Care Environment
- Prevention of Shaken Baby Syndrome and Abusive Head Trauma (if applicable)
- Transportation Safety in the Early Childhood Environment (if applicable)

**A minimum of 1000 hours of direct work experience is required to place on the Career Ladder. If you have less than 1000 hours of direct work experience in ECE at the time of application, you will receive a Certificate of Participation (Pre-Level) until the necessary hours have been accrued. Members at this level are considered active participants of The Nevada Registry and are in compliance with Child Care Licensing, despite not yet having an assigned level on the ladder.*

Supplemental Requirements for Career Ladder Placement

To receive recognition for professional development activities above and beyond the requirements outlined above, please also submit the following items. Doing so will likely result in a Career Ladder Level of 1.2 or higher and will result in a more complete and accurate reflection of your professional history. Please note that even if documentation of the initial licensing requirements listed above is not needed to place on the Career Ladder, you are encouraged to submit any and all training certificates with your application. Doing so creates a more complete professional development profile for you. All Registry-approved training on file will be included in your transcript of completed training and is a great way to highlight your professional development activities.



- High School Diploma/GED Certificate
Note: A High School Diploma is not required to place at Level 1.1. Requirement for HS diploma will be waived for applicants with 8 or more ECE college credits or 20 or more general college credits.
- Training Certificates
Note: Submit all of the training certificates accumulated throughout your entire career for the most complete record of your professional development.
- CDA Certificate
- College Transcripts
Note: Official (preferred) and unofficial transcripts are accepted. The institution name, student name, degree earned (if applicable) and date conferred (if applicable) must be printed on the document. College diplomas should not be submitted in lieu of transcripts. Without transcripts, members may not receive appropriate credit for degrees.
- College/University Course Description Form (if applicable)
Note: This form can be submitted to request review of ECE-related courses obtained within a Non-ECE degree.
- Translation of International College Transcripts (if applicable)
Note: In order for degrees earned in countries other than the United States to be considered for Career Ladder placement, a letter of equivalency/translation must be obtained from an approved US evaluation agency/institution of higher education prior to submitting an application.
- Prior Work History
Note: Your total self-reported years of experience will be highlighted on your certificate in addition to your Career Ladder level.



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