



## Required Documents for Verification

Please send only *copies* of original documents. Originals cannot be returned.

The following documents must be submitted in order to verify any basic education, advanced education, training and credential records entered in your Registry profile. All records must be entered in your online Registry profile to be verified.

### Basic Education

- A copy of your transcript or diploma issued from the high school or school district.
- A copy of home schooling documentation issued by the State Department of Education, verifying the completion of your studies.
- A copy of a GED certificate or transcript issued by a State Department of Education.
- To verify the completion of a two-year Early Childhood Education career technical program, please submit a copy of a transcript and diploma issued by an accredited career technical school.

### Advanced Education

- A copy of an **official transcript** issued by an **accredited college or university** documenting all course work completed that did or did not lead to the achievement of a degree.
- Accreditation status of colleges and universities is verified through the following sources. If you have submitted documentation for advanced education that cannot be confirmed at one or more of these sources, the record will not be verified.
  - United States Department of Education, Office of Post Secondary Education - <http://www.ope.ed.gov/accreditation/Search>
  - Council for Higher Education Accreditation - <http://www.chea.org/search/search.asp>
  - Accrediting Institute for Independent Colleges and Schools - <http://www.acics.org/>
  - Distance Education and Training Council - <http://www.detc.org/accred.html>

### Training

A copy of one of the following types of approved documentation should be submitted for each training:

- ODJFS in-service forms (form #01307-“In Service Training for Child Care Employees, Child Care Centers and Type A Homes” or form #01924 “Provider Training Form”\*)).
- ODE in-service training forms.
- CPR or First Aid certification cards (a copy of both sides of the card is necessary).
- Certificates of completion for Infant Toddler Guideline modules.
- Certificates issued by OCCRRA or local Child Care Resource and Referral Agencies.
- OAEYC or other approved conference “sticker sheets.”
- Any CEUs issued from a recognized CEU provider such as IACET or an accredited college or university.

\*must be signed by county worker

### Credentials and Certifications

- A copy of the credential certificate, with issuing entity identified.
- Only active / current recognized credentials will count towards the Career Pathways placement.

### Notice

Any records submitted that appear to have been **altered** or on which “**white out**” has been used will not be verified under any circumstances.