



Procedure to earn the *New Jersey Infant/Toddler Credential*

- 1) Complete the *New Jersey Infant/Toddler Credential Enrollment Application* found at www.njcite.org and submit it to the Coalition of Infant/Toddler Educators (CITE) along with the appropriate **work experience documentation** (minimum of 6 months with children under three years of age), **Code of Ethics Agreement**, and **\$350 Administration Fee**.
- 2) Purchase a copy of the *Learning Guide for the New Jersey Infant/Toddler Credential* from CITE at www.njcite.org (\$20).
- 3) Join the **NJ Workforce Registry** administered by TCC Software Solutions. Applications can be accessed at www.njccis.com. (Registry applications can be in process as you pursue your credential.)
- 4) Complete appropriate **training** (documentation required):
 - a. 120 approved non-credit training hours related to the Key Indicators of Quality* (refer to the *Learning Guide for the New Jersey Infant/Toddler Credential*) Consult the NJ Workforce Registry website (www.njccis.com) for approved instructors or listing of available courses
 - or**
 - b. 9 College credits (completed within 5 years of submission of application) from an accredited institution that are related to the Key Indicators of Quality*
 - or**
 - c. Infant/Toddler Child Development Associate (CDA) (in current standing) or other CDA which includes 30 hours of infant/toddler specific training
 - or**
 - d. Associates or Bachelor's Degree in early childhood education, child development, human development or related field (college degrees earned outside the United States will be evaluated on a case by case basis).
- 5) Complete **6 college credits** from an accredited institution (2 courses at 3 credits each). A list of colleges offering these courses can be found at www.njcite.org. The courses are:
 - a. *Social & Emotional Development: Infant Mental Health for Practitioners*

And

*The Key Indicators of Quality as outlined in *The Learning Guide for the New Jersey Infant/Toddler Credential* are Infant Mental Health: Social/Emotional Well Being, Child Development, Curriculum, Environment, Family and Community, Health and Safety, Nutrition and Professionalism.

b. *Supervised Field Work in Infant and Toddler Settings.*

- 6) Assemble the additional required materials: All items listed below must be submitted on a data storage device (e.g. CD-ROM, flash drive) or via e-mail as an attachment. Be sure to reference all pages submitted by first and last name and your current work location. (If either of these options is not possible, paper copies can be sent to the address below. Electronic submissions are preferred.)
- a. **Portfolio** demonstrating how knowledge is applied to program implementation (some options for documenting competency – video, photo journal, written child study, ethical dilemmas).
 - b. **Written feedback** on observation and field experience completed by your Supervised Field Work course instructor.
 - c. **Two Letters of recommendation:** one from parent in the program and one from a supervisor. Family child care providers submit two letters from parents.
 - d. **Reflective personal essay and statement of commitment.**
 - e. Copy of a completed ***Learning Guide for the New Jersey Infant/Toddler Credential***, OR, alternatively, at least two examples/documentations of a Competency in each of the eight Key Indicators of Quality listed and detailed in the *Learning Guide*.
- 7) Submit all completed documentation (within one year of completion of the six college credits outlined in #5 above) to:

Credential@njcite.org

or

Coalition of Infant/Toddler Educators

Attn: *NJ Infant/Toddler Credential*

P.O. Box 1015

Barneget Light, NJ 08006

- 8) The *NJ Infant/Toddler Credential* will be awarded by CITE and will be effective for four years. To maintain the Credential, candidates will be required to meet renewal criteria established by CITE.

Please direct all questions to CITE via email at Credential@njcite.org.

Retain copies of application and all documents for your record.