

# NJ Infant/Toddler Credential Application *checklist*



**CITE**

Coalition of Infant/Toddler Educators

## Initial Application

### Current Employment Documentation :

- Employer contact information
- Dates of employment
- Letter from Director OR Copy of Family Child Care Registration Certificate and/or letter from parent or family child care network/resource & referral agency.

### Educational Background:

- Name, location, year completed, diploma/degree earned.

### Additional Requirements:

- NJ Workforce Registry membership
- NJ Infant/Toddler Code of Ethics Agreement (This form is submitted on the CITE website).

### Fee:

- \$350.00 payable online via PayPal, Credit or Debit Card

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[credential@njcite.org](mailto:credential@njcite.org)

## Renewal

### Current Employment Documentation :

- Employer contact information
- Dates of employment
- Letter from Director OR Copy of Family Child Care Registration Certificate and/or letter from parent or family child care network/resource & referral agency.

### Additional Requirements:

- Current CITE membership
- NJ Workforce Registry membership
- Documentation of 12 hours of infant/toddler specific professional development completed since earning the NJ Infant/Toddler Credential
- A one-page reflective essay and statement of commitment reflecting original goals and commitment to the profession and future personal goals. (This is a fillable text box within the application. You can draft your essay in a word document and copy/paste into the application.)
- NJ Infant/Toddler Code of Ethics Agreement (This form is submitted on the CITE website).

### Fee:

- \$50.00 payable online via PayPal, Credit or Debit Card